



# Fact Sheet

September 4, 2019

## **Form I-9 and E-Verify Guidance during Hurricane Season**

Employers must complete Form I-9, Employment Eligibility Verification, to verify the identity and employment authorization of each new employee hired after Nov. 6, 1986, to work in the United States as required by section 274A of the Immigration and Nationality Act. The Department of Homeland Security will continue to enforce all laws, rules, and regulations related to employment eligibility verification with respect to individuals and employers affected by recent hurricanes.

### **Completing Form I-9 When Employee's Documents Are Lost, Stolen or Damaged**

Employers must ensure their newly hired employees properly complete and sign Section 1 of Form I-9 no later than their first day of employment. Employers are required to physically examine the employee's document(s) and complete and sign Section 2 of Form I-9 within three business days of the employee's first day of employment.

If a new employee's document was been lost, stolen, or damaged within three business days of the first day of employment, they may present a receipt showing they applied for a replacement document. A receipt fulfills the verification requirements of the document for which the receipt was issued (List A, B, or C document) and is valid for 90 days from the date of hire. Employees who present a receipt must provide the replacement document for which the receipt was issued within 90 days from the date of hire.

Receipts are not acceptable if employment lasts fewer than three business days. When an employee provides an acceptable receipt, the employer should:

- Record the document title in Section 2 under List A, B, or List C, as applicable;
- Write the word "receipt" and the document title and number in the Document Number space; and
- Write the last day that the receipt is valid in the Expiration Date field.

When the employee presents the replacement document, the employer should:

- Cross out the word "receipt" and any accompanying document number and expiration date;
- Record the number and other required document information from the actual document presented; and
- Initial and date the change.

Employers may accept receipts if reverification is required for a current employee. The employee must present a receipt by the date their employment authorization expires. The employee must present the replacement document within 90 days from the date the original employment authorization expires.

### **E-Verify: What to Do if Employee’s Documents Are Lost, Stolen, or Damaged**

E-Verify remains available to employers affected by recent hurricanes, both directly through the E-Verify web portal and through E-Verify employer agents. If you have any questions or issues related to using E-Verify from a remote location, please contact E-Verify support at 888-464-4218 (for employers) or 888-897-7781 (for employees).

Employers cannot create a case in E-Verify if the employee presents a receipt showing they have applied to replace a document that was lost, stolen, or damaged. You must wait until the employee presents the replacement document for which the receipt was presented before you can create a case in E-Verify. If you are unable to create a case within three business days of hire, E-Verify will prompt you to enter the reason for the delay. When E-Verify asks for the reason why this case has not been submitted within three business days, select “Other” and type “Receipt provided. Awaiting actual document” in the field provided.

### **Additional Resources**

For more information, read the [M-274, Handbook for Employers](#), and visit our [I-9 Central webpage](#).

See the [Federal Emergency Management Agency press releases](#) for more information