Capacitación sobre Conozca Sus Derechos para Dueños de Negocios y Empleadores

Adam Boyd, socio administrador, y Breanne Johnson, abogada sénior

Objetivos y metas

GIBBSHOUSTONPAUW
COMPREHENSIVE IMMIGRATION ADVOCACY

1) Entender qué ocurre durante una redada o auditoría de ICE

2) Entender los derechos de los empleadores y empleados durante una re

3) Obtener herramientas y conocimientos para preparar un plan de respue

4) Buenas prácticas para las auditorías del Formulario I-9

5) Preguntas y respuestas de los asistentes

¿Qué es una redada de ICE?

Una redada del Servicio de Inmigración y Control de Aduanas de EE. UU. (Immigration and Customs Enforcement, ICE) es una operación de aplicación de las leyes de inmigración en la que los agentes pueden entrar a un lugar de trabajo u otro sitio para detener a personas, reunir pruebas o ejecutar órdenes relacionadas con investigaciones de inmigración o penales.

- **Visita al lugar o medida de cumplimiento:** Los agentes llegan a un negocio o lugar de trabajo.

- **Puede incluir órdenes judiciales o documentos:** Se pueden presentar órdenes administrativas o judiciales.

- **Puede incluir interrogatorios o detenciones:** Los empleados pueden ser interrogados o arrestados.

*No todo encuentro con ICE es una redada; algunos son auditorías (por ejemplo, inspecciones del Formulario I-9), arrestos o encuentros consensuales

¿Quiénes pueden presentarse?

1) Agentes de ICE con uniformes que dicen “ICE” o “policía”
2) Agentes de Investigaciones Criminales del IRS
3) Agentes del FBI con uniforme

Resumen de una redada de ICE

- (ICE) Comienza la investigación
- (ICE) Llega ICE
- (Empleador) Revise la Orden
- (ICE) Los agentes realizan un registro o cateo y hacen preguntas
- (ICE) Posibles detenciones o arrestos
- (Empleador) Documente lo ocurrido
- (Empleador) Comuníquese con un abogado y responda

Paso uno: Una redada de ICE suele comenzar mucho antes de que lleguen los agentes

1. Investigación previa a la medida de cumplimiento (antes de que lleguen los agentes)

- ICE puede realizar una investigación antes de tomar alguna medida en el lugar de trabajo, lo que puede incluir:
  - Revisar denuncias (información) o quejas
  - Realizar vigilancia
  - Auditar registros de empleo (como los Formularios I-9)
  - Coordinar con otras agencias
  - Obtener una orden judicial, una orden administrativa o una autorización de registro o cateo (si corresponde)

Paso dos: Mantenga la calma y pida ver la documentación

2. Llegada de los agentes de ICE al negocio

Los agentes llegarán sin previo aviso y:

- Se identificarán como agentes federales
- Intentarán entrar al lugar de trabajo
- Presentarán una orden u otro documento
- Intentarán hablar con la gerencia o con el dueño
- Asegurarán las entradas o restringirán el movimiento

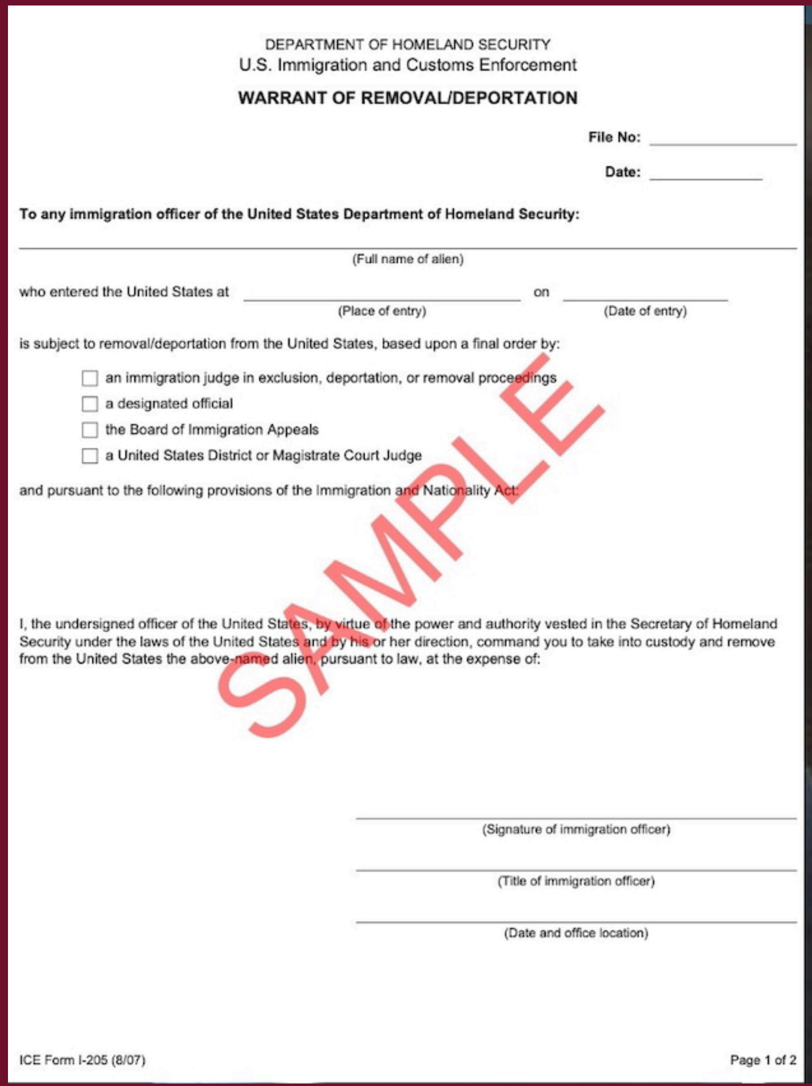
Objetivo clave: Determinar *qué tipo de documento tienen* (orden judicial, orden administrativa, o Notificación de Inspección).

Conozca sus derechos a negar la entrada

1) La emite un tribunal, no el Departamento de Seguridad Nacional de EE. UU. (Department of Homeland Security, DHS)
2) Firmada por un juez de verdad

3) Describe adecuadamente el área que se va a registrar
y los artículos que se van a incautar

¿Qué es una orden judicial?



DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement
WARRANT OF REMOVAL/DEPORTATION

File No: ______
Date: ______

To any immigration officer of the United States Department of Homeland Security:

______ (Full name of alien)

who entered the United States at ______ (Place of entry) on ______ (Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

- [ ] an immigration judge in exclusion, deportation, or removal proceedings
- [ ] a designated official
- [ ] the Board of Immigration Appeals
- [ ] a United States District or Magistrate Court Judge

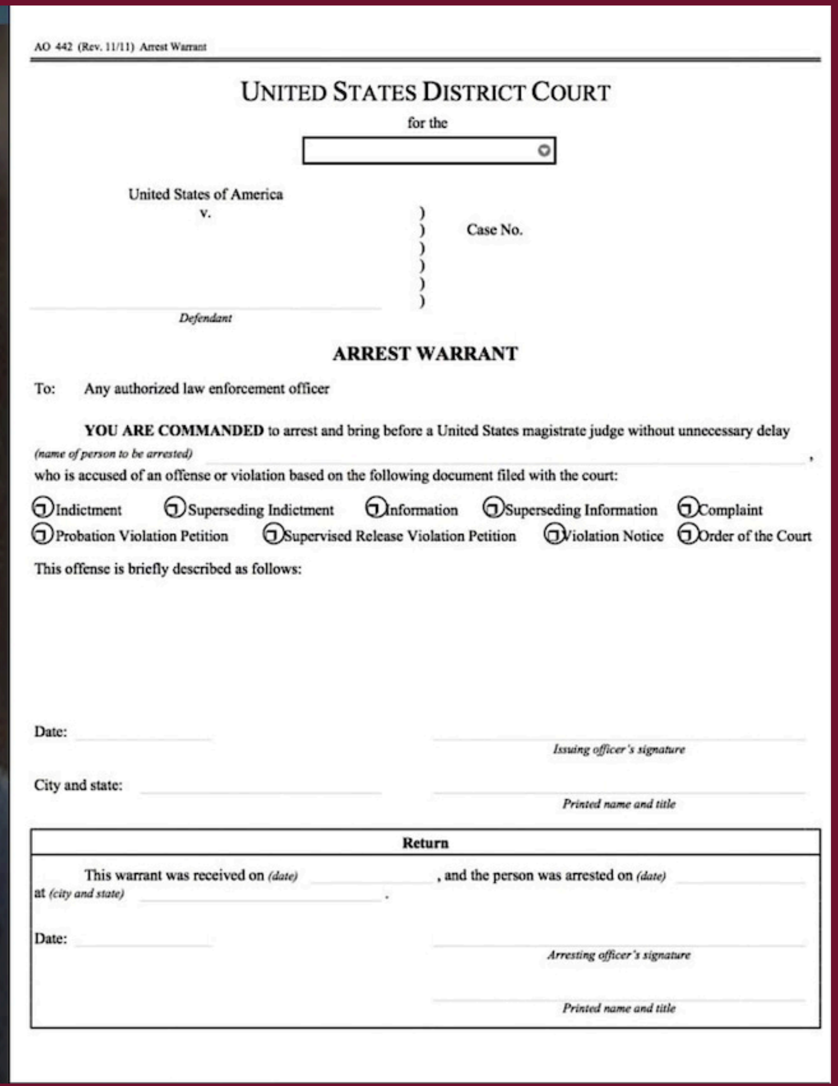
and pursuant to the following provisions of the Immigration and Nationality Act:

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:

______ (Signature of immigration officer)
______ (Title of immigration officer)
______ (Date and office location)

ICE Form I-205 (8/07) Page 1 of 2

SAMPLE



AO 442 (Rev. 11/11) Arrest Warrant

UNITED STATES DISTRICT COURT
for the
______

United States of America
v.
______ Defendant

Case No.

ARREST WARRANT

To: Any authorized law enforcement officer

YOU ARE COMMANDED to arrest and bring before a United States magistrate judge without unnecessary delay
(name of person to be arrested) ______,
who is accused of an offense or violation based on the following document filed with the court:

Indictment; Superseding Indictment; Information; Superseding Information; Complaint; Probation Violation Petition; Supervised Release Violation Petition; Violation Notice; Order of the Court

This offense is briefly described as follows:

Date: ______ *Issuing officer's signature*

City and state: ______ *Printed name and title*

Return

This warrant was received on *(date)* ______, and the person was arrested on *(date)* ______
at *(city and state)* ______.

Date: ______ *Arresting officer's signature*

Printed name and title

El DHS no es un tribunal

U.S. DEPARTMENT OF HOMELAND SECURITY **Warrant for Arrest of Alien**

File No. ______________

Date: ________________

To: **Any immigration officer authorized pursuant to sections 236 and 287 of the Immigration and Nationality Act and part 287 of title 8, Code of Federal Regulations, to serve warrants of arrest for immigration violations**

I have determined that there is probable cause to believe that ______________________ is removable from the United States. This determination is based upon:

- ☐ the execution of a charging document to initiate removal proceedings against the subject;
- ☐ the pendency of ongoing removal proceedings against the subject;
- ☐ the failure to establish admissibility subsequent to deferred inspection;
- ☐ biometric confirmation of the subject's identity and a records check of federal databases that affirmatively indicate, by themselves or in addition to other reliable information, that the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law; and/or
- ☐ statements made voluntarily by the subject to an immigration officer and/or other reliable evidence that affirmatively indicate the subject either lacks immigration status or notwithstanding such status is removable under U.S. immigration law.

YOU ARE COMMANDED to arrest and take into custody for removal proceedings under the Immigration and Nationality Act, the above-named alien.

SAMPLE

____
(Signature of Authorized Immigration Officer)

____
(Printed Name and Title of Authorized Immigration Officer)

Certificate of Service

I hereby certify that the Warrant for Arrest of Alien was served by me at ____________________ (Location)

on ____________________ (Name of Alien) on ____________________ (Date of Service), and the contents of this

notice were read to him or her in the ____________________ (Language) language.

____________________ Name and Signature of Officer

____________________ Name or Number of Interpreter (if applicable)

Form I-200 (Rev. 09/16)

Los funcionario s de inmigración no son jueces

AO 93 (Rev. 11/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT
for the

In the Matter of the Search of
(Briefly describe the property to be searched or identify the person by name and address)

Case No.

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

An application by a federal law enforcement officer or an attorney for the government requests the search of the following person or property located in the ____________ District of ____________ *(identify the person or describe the property to be searched and give its location)*:

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal *(identify the person or describe the property to be seized)*:

YOU ARE COMMANDED to execute this warrant on or before ____________ *(not to exceed 14 days)*
☐ in the daytime 6:00 a.m. to 10:00 p.m. ☐ at any time in the day or night because good cause has been established.

Unless delayed notice is authorized below, you must give a copy of the warrant and a receipt for the property taken to the person from whom, or from whose premises, the property was taken, or leave the copy and receipt at the place where the property was taken.

The officer executing this warrant, or an officer present during the execution of the warrant, must prepare an inventory as required by law and promptly return this warrant and inventory to ____________ .
(United States Magistrate Judge)

☐ Pursuant to 18 U.S.C. § 3103a(b), I find that immediate notification may have an adverse result listed in 18 U.S.C. § 2705 (except for delay of trial), and authorize the officer executing this warrant to delay notice to the person who, or whose property, will be searched or seized *(check the appropriate box)*
☐ for ____ days *(not to exceed 30)* ☐ until, the facts justifying, the later specific date of ____________

Date and time issued: ____________ *Judge's signature*

City and state: ____________ *Printed name and title*

Tiene que ser emitida por un tribunal

Tiene que estar firmada por un juez

AO 93 (Rev. 11/13) Search and Seizure Warrant

UNITED STATES DISTRICT COURT
for the

In the Matter of the Search of
(Briefly describe the property to be searched or identify the person by name and address)

Case No.

SEARCH AND SEIZURE WARRANT

To: Any authorized law enforcement officer

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(identify the person or describe the property to be searched and give its location):

I find that the affidavit(s), or any recorded testimony, establish probable cause to search and seize the person or property described above, and that such search will reveal *(identify the person or describe the property to be seized)*:

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❐ for ____ days *(not to exceed 30)* ❐ until, the facts justifying, the later specific date of ____________.

Date and time issued: ____________ ____________
Judge's signature

City and state: ____________ ____________
Printed name and title

AO 93 (Rev. 11/13) Search and Seizure Warrant (Page 2)

Return

Case No.:	Date and time warrant executed:	Copy of warrant and inventory left with:

Inventory made in the presence of :

Inventory of the property taken and name of any person(s) seized:

Certification

I declare under penalty of perjury that this inventory is correct and was returned along with the original warrant to the designated judge.

Date: ____________ ____________
Executing officer's signature

____
Printed name and title

LA ORDEN TIENE DOS PÁGINAS

Una vez que verifique la página 1, asegúrese de limitar el acceso a las áreas, los artículos y las personas que se describen en la página 2

Paso tres: Revise la orden o niegue su consentimiento

3. Revisión de la orden / Ejercicio de Derechos

En esta etapa, por lo general el empleador debe:

- Pedir una copia de la orden
- Revisar el alcance (áreas incluidas, artículos buscados, personas nombradas)
- Comunicarse de inmediato con un abogado
- Designar o Activar a la persona de contacto que interactúe con los agentes
- NO dar consentimiento para registros o cateos más allá de lo autorizado

Paso cuatro:

Registros o Cateos – Entrevistas – Incautaciones – Detenciones

4. Registro, cateo o actividad de cumplimiento dentro del lugar de trabajo y encuentros con empleados y posibles arrestos- Los agentes pueden:

- Registrar áreas específicas
- Solicitar registros o documentación
- Entrevistar a los trabajadores
- Detener a las personas identificadas como objetivo
- Incautar documentos o dispositivos electrónicos
- Fotografiar o hacer un inventario de las pruebas
- Separar a los empleados
- Ordenar a la gerencia que no interfiera
- Permitir la entrada de otras autoridades del orden público al lugar

¿Y si ICE tiene una orden judicial válida?

Medidas que debe tomar

1) Designe a una persona de contacto para manejar la presencia de ICE en las instalaciones

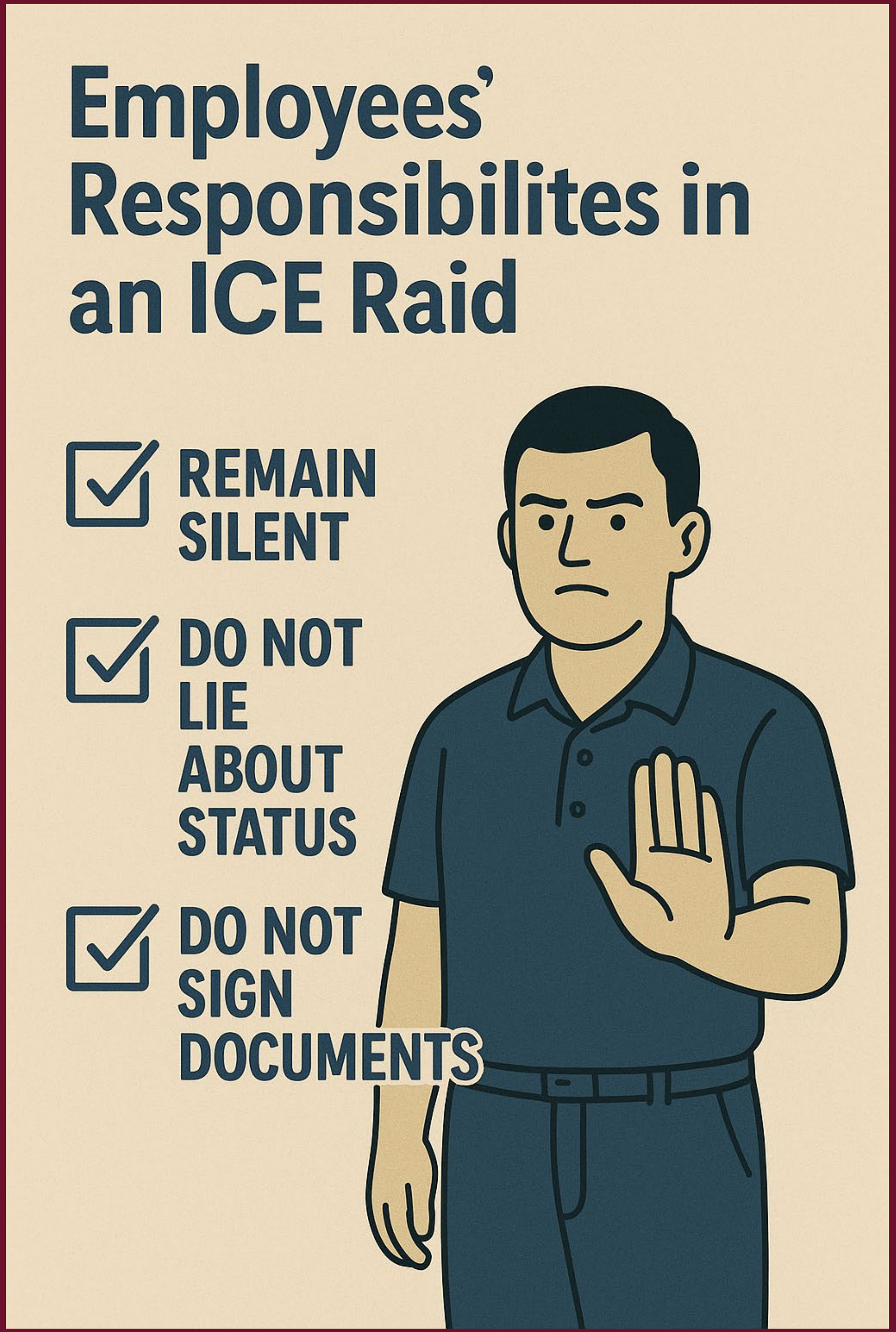
- Pregunte a ICE si los empleados tienen libertad para retirarse
- Coordine la salida de los empleados que deban irse por emergencias
- Llame a un abogado o a una organización local para que brinde respuesta
- Notifique a los familiares de los empleados afectados

2) Asegúrese de que ICE solo acceda a las áreas autorizadas por la orden

- Es probable que no le hagan caso, pero siga recordándoles sus objeciones
- Grabe el encuentro en video o tome apuntes; avíseles que están siendo grabados
- Asegúrese de proteger la información confidencial; apague y bloquee las computadoras, y asegure los expedientes de empleados y otras bases de datos

3) No intente ayudar a los empleados a escapar ni a esconderse de ICE

4) Recuerde a los empleados que tienen derecho a guardar silencio



¿Y si ICE tiene una orden judicial válida?

Medidas que deben tomar los empleados

1) Guarde silencio: no interactúe con ICE. No son sus amigos

2) Hable solo para pedir un abogado

3) No tenga consigo ni presente documentación falsa

4) Asegúrese de que sus dispositivos electrónicos estén bloqueados con un código de acceso no biométrico. Algo que usted tenga que ingresar manualmente

5) No firme nada

Tácticas comunes de ICE

1) Amenazas de realizar auditorías del Formulario I-9

2) Afirmar que usted no tiene derecho a ver la orden

3) Presentar una orden que no describe el área que se registrará y afirmar que pueden registrar todo el lugar

4) Decirle que, si coopera, serán menos severos.

5) Decirles a todas las personas de cierta nacionalidad que se coloquen en un área específica

6) Pedirles a todas las personas con Estatus de Protección Temporal (TPS) que levanten la mano

Qué hacer si usted presencia una redada de ICE

1. Mantenga la calma y manténgase a una distancia segura
2. Observe y documente
3. Grabe, si puede hacerlo de forma segura, y narre su grabación.
   Usted tiene un derecho bajo la Primera Enmienda
   a grabar las acciones de las fuerzas del orden en espacios públicos.
4. Comuníquese con apoyo legal o redes de respuesta rápida

NO haga lo siguiente:

NO interfiera ni agrave la situación
NO toque, empuje ni golpee a un agente
NO salga corriendo; si se va, camine con calma
Recuerde: la mala conducta de un agente de ICE no puede disputarse en el momento

Lecciones aprendidas

1. Tenga un plan para una redada de ICE. Practíquelo. Asegúrese de que todos sepan qué hacer. Igual que un simulacro de incendio.
2. Pida una orden. Revise la orden. Haga cumplir los límites de la orden.
3. Documente y grabe el encuentro mientras está sucediendo.
4. Cumpla con las órdenes judiciales válidas. No dé su consentimiento para registros, cateos ni preguntas más allá de lo exigido por la ley.
5. Haga valer sus derechos, pero no interfiera ni esconda a nadie ni ayude a nadie a escapar.
6. Defienda su negocio y a sus empleados.

Ley de Protección de Trabajadores Inmigrantes (HB 2105, 2025–26)

Propósito: Proteger a los trabajadores y aclarar las responsabilidades de los empleadores durante las inspecciones federales en el lugar de trabajo relacionadas con inmigración.

Obligaciones clave del empleador:

- **Dar aviso:** Tiene que informar a los empleados si se inicia una inspección federal del Formulario I-9.
- **Compartir resultados:** Tiene que notificar a los trabajadores afectados sobre las conclusiones de la inspección.
- **Distribuir información sobre derechos:** Tiene que proporcionar avisos sobre los derechos de los trabajadores y los recursos legales.
- **Seguir el proceso legal adecuado:** No permita el acceso a áreas no públicas ni a los expedientes de empleados sin una orden o una citación.
- **Sin represalias:** No discipline ni tome represalias contra los empleados por hacer valer sus derechos.

Lo que la ley no hace:

- No impide la aplicación federal de las leyes de inmigración
- No elimina los requisitos federales de cumplimiento del Formulario I-9
- No permite la obstrucción de órdenes válidas

Auditorías de ICE y del Formulario I-9

Servicio de Inmigración y Control de Aduanas (ICE)

¿Cómo ocurre una auditoría del I-9?

Paso 1: Notificación de Inspección

Paso 2: Período de revisión

Paso 3: Conclusiones

Paso 4: Multas y sanciones

¿Una auditoría del Formulario I-9 requiere una orden?

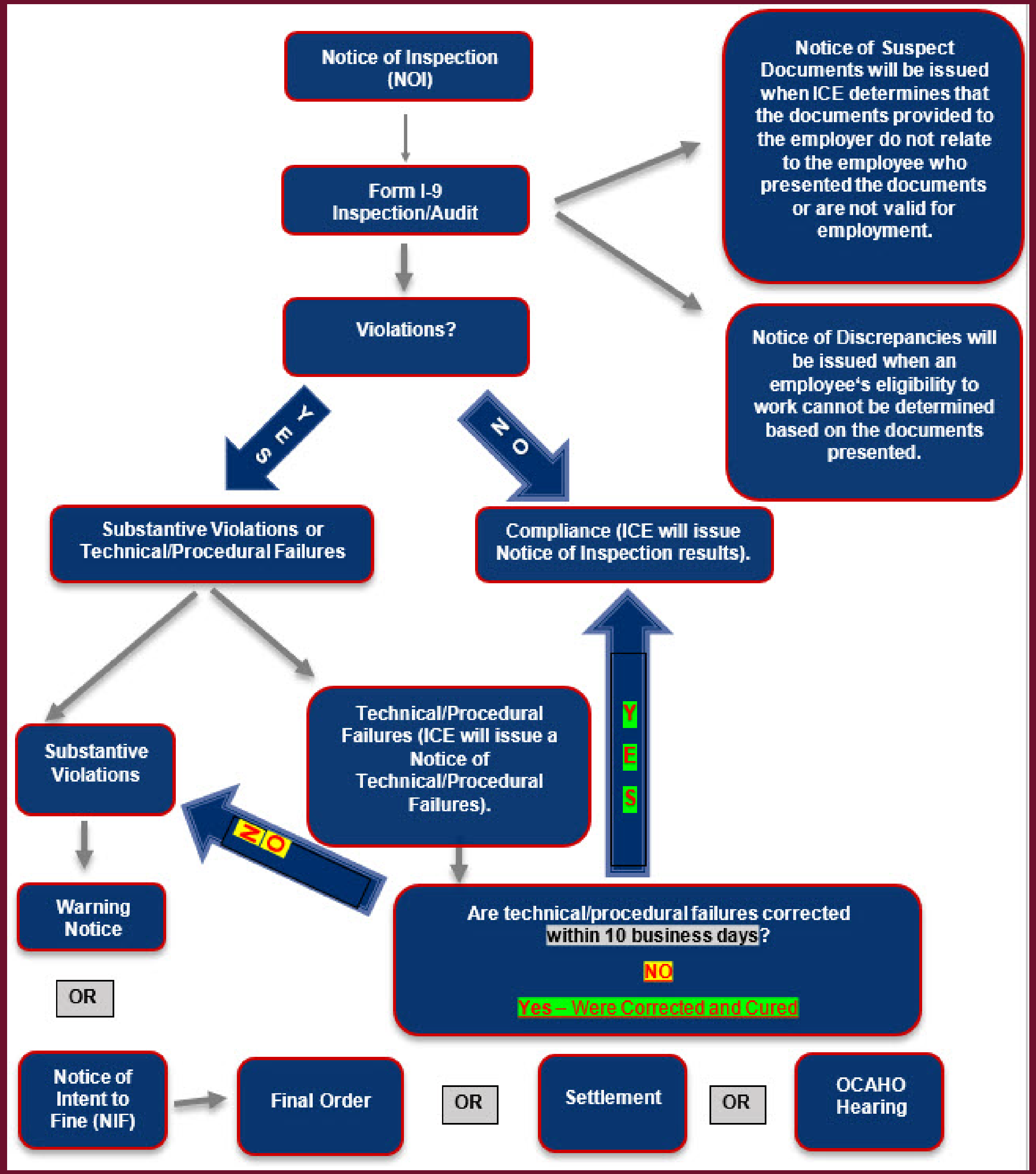
- **NO** se necesita una orden ni una citación para inspeccionar los Formularios I-9
- A los empleadores se les debe dar al menos 3 días hábiles para entregar los Formularios I-9
- Si los agentes de ICE están realizando una redada con una orden y buscan inspeccionar los Formularios I-9, asegúrese de que los Formularios I-9 estén incluidos en la orden

¿Qué documentos pueden inspeccionarse durante una auditoría del Formulario I-9?

- Formulario I-9
- Cualquier documento de respaldo de la Lista A, B o C que se haya conservado
- Pruebas de registro de auditoría (si los Formularios I-9 se almacenan electrónicamente)
- Listas de empleados, registros de nómina, documentos corporativos
- Otros documentos de inmigración (aprobaciones, documentación de salarios prevalecientes, etc.)
- Registros fiscales y documentos relacionados

Posibles resultados de una auditoría del Formulario I-9

- Notificación de Resultados de Inspección / Carta de Cumplimiento
- Aviso de documentos sospechosos
- Aviso de discrepancias
- Aviso de violaciones
- Aviso de Advertencia
- Aviso de intención de multa



Multas para empleadores

- Los errores sustantivos, que **no pueden** corregirse durante una auditoría del I-9, exponen a los empleadores a sanciones económicas significativas, con **multas que van de $288 a $2,861 por violación del formulario.**

Lecciones aprendidas:

- Realizar auditorías internas de los Formularios I-9 puede ayudar a reducir la posible exposición en caso de una auditoría.
- No preparar correctamente un Formulario I-9 podría exponer a los empleadores a sanciones civiles y penales significativas.

Lista de multas del Formulario I-9 para 2025-2026 (por violación)

- **Violaciones sustantivas o de documentación:** $288 – $2,861 (anteriormente errores técnicos, ahora clasificados como sustantivos).
- **Contratar a sabiendas a un trabajador no autorizado (1.ª infracción):** $716 – $5,724.
- **Contratar a sabiendas a un trabajador no autorizado (2.ª infracción):** $5,724 – $14,308.
- **Contratar a sabiendas a un trabajador no autorizado (3.ª infracción o más):** $8,586 – $28,619.
- **No notificar una No Confirmación Final de E-Verify:** $973 – $1,942.

Actualizaciones sobre políticas y tendencias del Formulario I-9

En marzo de 2026, el Servicio de Inmigración y Control de Aduanas de EE. UU. (ICE) cambió su guía de casi 30 años sobre infracciones sustantivas frente a infracciones técnicas en los Formularios I-9

General Form I-9 Violations

Category	Substantive Violations	Technical or Procedural Failures
Form Preparation	Failure to prepare the Form I-9.	Failure to use a version of the Form I-9 that is current at the time any part of the form is initially completed.
Inspection Presentation	Failure to present the Form I-9 for inspection upon request (8 C.F.R. § 274a.2(b)(3)).	—
Timeliness	Failure to ensure the timely preparation of Section 1 and/or failure to timely prepare Section 2 (and/or Supplement B, if applicable).	—
Spanish-Language Version	Completion of a Spanish-language version of the Form I-9 outside of Puerto Rico.	—
Electronic Standards	Failure to meet the standards for electronic completion, retention, documentation, security, reproduction, and electronic signatures as set forth in 8 C.F.R. § 274a.2(e)–(i).	—

Section 1 Violations

Category	Substantive Violations	Technical or Procedural Failures
Name and Date of Birth	Failure to ensure the employee completes his or her printed or typed legal name and date of birth.	—
Other Last Names / Address	—	Failure to ensure an individual provides other last names used (if any) or a physical address in Section 1 (missing email or phone number does not constitute a violation).
Citizenship/Immigration Status Attestation	Failure to ensure the employee checks only one box attesting to citizenship status (U.S. citizen, noncitizen national, LPR, or alien authorized to work).	—
Alien Registration Number (LPR)	Failure to ensure the employee completes the Alien Registration Number/USCIS Number field next to "A lawful permanent resident."	—

¿Preguntas?

I-9
Resumen

01 Información del empleado

02 Ejemplos de documentos aceptables

03 Verificación del empleador

04 Certificación del preparador y traductor

05 Nueva verificación

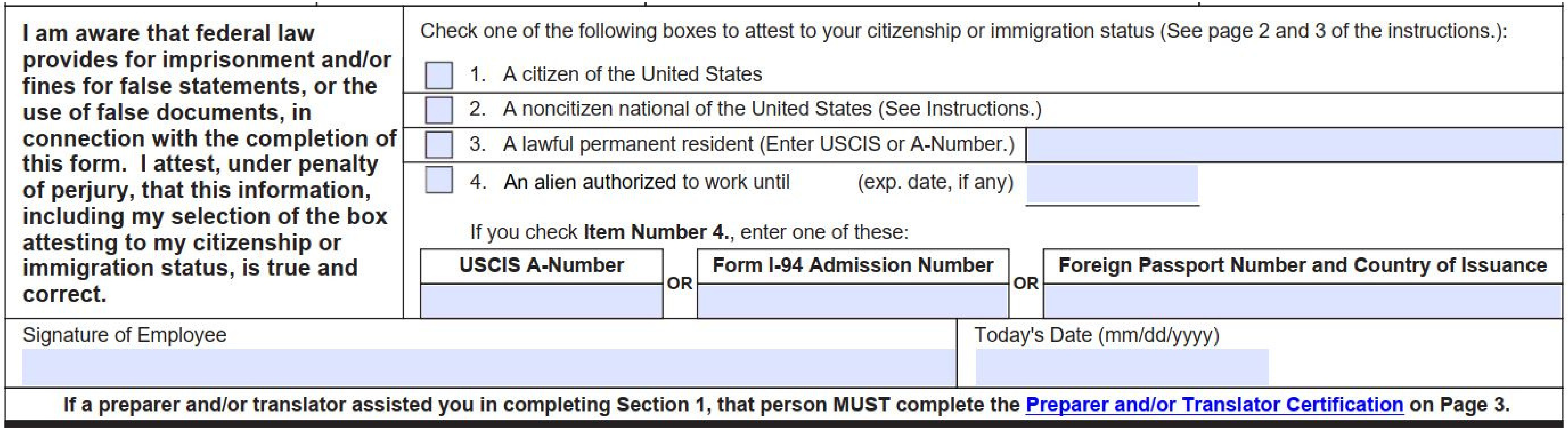
Sección 1: La completa el empleado

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)	Apt. Number (if any)	City or Town	State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number	

- El empleado tiene que completarla antes de que termine el primer día de empleo
- Nombre y apellido completos
- Otros apellidos
- ¿Número de Seguro Social?
- ¿Dirección de correo electrónico?

Sección 1: La completa el empleado



I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- ☐ 1. A citizen of the United States
- ☐ 2. A noncitizen national of the United States (See Instructions.)
- ☐ 3. A lawful permanent resident (Enter USCIS or A-Number.)
- ☐ 4. An alien authorized to work until (exp. date, if any)

If you check **Item Number 4.**, enter one of these:

USCIS A-Number		Form I-94 Admission Number		Foreign Passport Number and Country of Issuance
	OR		OR	

Signature of Employee	Today's Date (mm/dd/yyyy)

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

- El empleado tiene que marcar la casilla correcta
- Número de USCIS o número A
- Fecha de vencimiento del permiso de empleo
- Número A de USCIS, número I-94 o pasaporte extranjero
- Firmar y fechar

Suplemento A: Certificación del preparador/traductor

- Uso del formulario en español
- Nombre del empleado en la parte superior
- El preparador y traductor deben completar y firmar

Supplement A,
Preparer and/or Translator Certification for Section 1

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement A
OMB No. 1615-0047
Expires 05/31/2027

Last Name *(Family Name)* from **Section 1.**	First Name *(Given Name)* from **Section 1.**	Middle initial (if any) from **Section 1.**

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator	Date *(mm/dd/yyyy)*

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial *(if any)*

Address *(Street Number and Name)*	City or Town	State	ZIP Code

Sección 2: Verificación del empleador

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)			**Additional Information**		
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)			☐ Check here if you used an alternative procedure authorized by DHS to examine documents.		

- El empleador debe completarla dentro de los 3 días hábiles posteriores al primer día de empleo
- Lista A o Lista B y Lista C
- Marque la casilla si utiliza un procedimiento alternativo (por ejemplo, remoto)

Lista A o Lista B y documentos de la Lista C

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.
* Documents extended by the issuing authority are considered unexpired.
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.
Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, sex, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security For examples, see **Section 7** and **Section 13** of the M-274 on **uscis.gov/I-9-central**. The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Acceptable Receipts

May be presented in lieu of a document listed above for a temporary period.
For receipt validity dates, see the M-274.

• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.		Receipt for a replacement of a lost, stolen, or damaged List C document.

Sección 2: Lista A

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

- Lista A - Tanto identidad como permiso de empleo
- Título del documento - Pasaporte de EE. UU.
- Autoridad emisora - Departamento de Estado de EE. UU.
- Número de documento - N.º de Pasaporte
- Fecha de vencimiento - Tiene que estar vigente al momento de completar el Formulario I-9

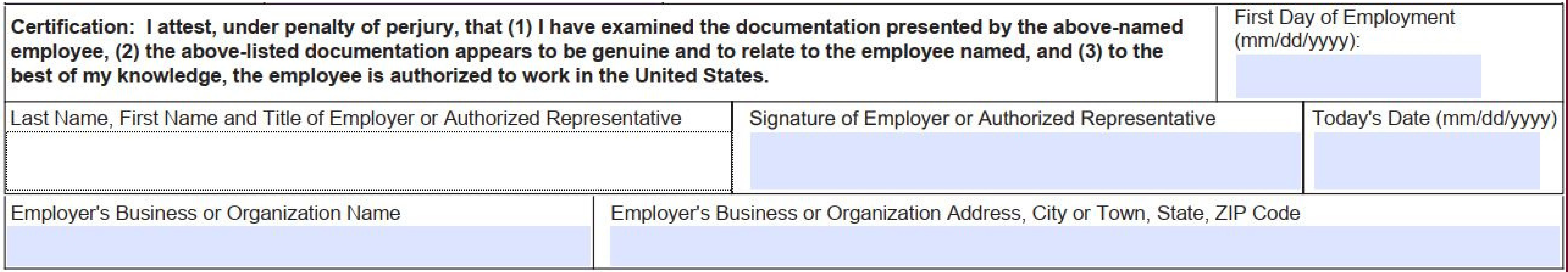
Sección 2: Lista B y C

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND List C
Document Title 1				
Issuing Authority				
Document Number (if any)				

- Lista B - Identidad
- Lista C - Permiso de Empleo
- Licencia de conducir (tiene que estar vigente al momento de completar el I-9)
- Tarjeta de Seguro Social (sin fecha de vencimiento)
- Tarjeta del Seguro Social (no válida para autorización de trabajo / válida para autorización de trabajo solo con autorización del DHS)

Sección 2: Certificación del empleador



Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.		First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code	

- Complete todo el formulario
- Primera fecha de empleo
- ¡No olvide el título del puesto!
- Nombre completo de la compañía o negocio
- Dirección completa
- Firmar y fechar

Suplemento B:

Nueva verificación

- Vuelva a verificar antes del vencimiento
- Recontratación dentro de 3 años - Nuevo Formulario I-9 o Suplemento B
- Los titulares de tarjeta de residencia permanente no necesitan nueva verificación.

Supplement B,
Reverification and Rehire (formerly Section 3)
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement B
OMB No. 1615-0047
Expires 05/31/2027

Last Name *(Family Name)* from Section 1.	First Name *(Given Name)* from Section 1.	Middle Initial (if any) from Section 1.

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-274)

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) *(mm/dd/yyyy)*

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*

Additional Information (Initial and date each notation.)

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) *(mm/dd/yyyy)*

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*

Additional Information (Initial and date each notation.)

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Date of Rehire *(if applicable)*	New Name *(if applicable)*		
Date *(mm/dd/yyyy)*	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	Expiration Date (if any) *(mm/dd/yyyy)*

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date *(mm/dd/yyyy)*

Additional Information (Initial and date each notation.)

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

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Requisitos de retención y almacenamiento

Fechas de retención y eliminación de formularios I-9 antiguos

Almacenamiento físico o digital

Separado de los expedientes de personal

¿Preguntas?