How to Complete Section 2 or 3 when a New Hire Presents an Acceptable Receipt in lieu of an Original Document

Background and USCIS Guidance

The USCIS I-9 Central website has published guidance for completing the Form I-9 when an employee presents a “receipt” in lieu of an original List A, List B, or List C document. According to USCIS guidance:

- An acceptable receipt is valid for the period of time described below for completion of Section 2 or Section 3 of the Form I-9.
- There are three types of acceptable receipts:

1. **A receipt showing that the employee has applied to replace a document that was lost, stolen, or damaged.** This receipt is valid for 90 days. When it expires, the employee must show the employer the replacement document for which the receipt was given.

2. **The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and a photograph of the individual.** This receipt is considered a List A document that verifies both identity and work authorization. This receipt is valid until the expiration date on the I-551 stamp, or one year after the issuance date if the stamp does not contain an expiration date. When it expires, the employee must show the employer their Permanent Resident Card (Form I-551).

3. **The Form I-94/I-94A with a refugee admission stamp or computer-generated printout of Form I-94 with admission code “RE”.** This receipt is considered a List A document that verifies both identity and work authorization. This receipt is valid for 90 days. When the receipt expires, the employee must show the employer either an Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted Social Security card.

The Tracker I-9 Complete™ system was designed with specific business rules that support this new hire scenario. The basic workflow is as follows: when a new hire who presents one of the acceptable receipts listed above, the I-9 Manager will select the corresponding Document Type in the Document Selector, enter the document information in the Document Data Entry screen, and check the appropriate Receipt Checkbox. The Tracker I-9 Complete™ system will set a reminder this Form I-9 for Receipt Reverification. The employee will need to present the original documents to an I-9 Manager, who will update the Form I-9 with the original document details.
If a receipt was provided for the completion of Section 2, the E-Verify process will be put on hold until the Form I-9 is updated with the original document details unless the receipt presented matches type 2 or 3 described above.

NOTE: You cannot accept a receipt for the application for an initial or renewal employment authorization but can accept a receipt for the application for replacement of a lost, stolen or damaged employment authorization document. You cannot accept receipts if employment will last less than three days.

**Steps to Take in Tracker I-9 Complete™**

When completing the Form I-9 process for a New Hire who presents an acceptable receipt in lieu of an original document, the I-9 Manager should inspect the receipt carefully to ensure it meets the receipt requirements described above and take the following steps in the Tracker I-9 Complete™ system.

1. Select the Document Type in the Section 2 or Section 3 Document Selector.
2. Enter the document data in the Document Data entry screen.
3. Check the appropriate “Employee presented an acceptable Receipt in lieu of an original document” checkbox.
4. Review the alert message that describes when this checkbox should be checked and click Yes to proceed.
5. Ensure the text “Receipt” appears on the Document Number field.
6. Ensure the Document Expires date is correct. The system will prepopulate the Expires date with a date that is 90 days from the current date unless the receipt type is the arrival portion of Form I-94/I-94A with a temporary I-551 stamp and a photograph of the individual. When the temporary I-551 stamp is presented the I-9 Manager must enter the expiration date on the stamp.
7. Complete all other required fields in Section 2 and electronically sign the form.
8. Tracker sets the I-9 Record’s Next Action to “Receipt Reverification Due” for task tracking and reporting purposes. Note that after step 7, the E-Verify process will be put on hold until the Form I-9 is updated with the original document details unless the receipt presented matches type 2 or 3 described above.
9. Once the Employee receives his or her original document, an I-9 Manager must:
   A. Navigate the Employee Profile;
   B. Click the Next Action chevron “Receipt Reverification Due” on the Form I-9 summary;
   C. Enter the original document number and any other new information from the original document; and,
   D. Click the Save/Validate button and complete the Employer Electronic Amendment.

Please see the screenshots below for a walkthrough of each step.
Step 1 – Select the Document Types in the Document Selector

### List A (Documents Both Identity & Employment Eligibility)
- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Temporary I-551 Stamp or Notation
- Employment Authorization Document (I-766)
- Foreign Passport with I-84 or I-86A
- Marshall Islands or Micronesia Passport

### List B (Documents Identity)
- Driver’s License or Non-driver’s ID Card
- U.S. Military card or draft record
- Military dependent’s ID card
- Canadian Driver’s License
- ID card issued by a government agency

#### Under 18 without the Above
- Individual under age 18
- Clinic, doctor or hospital record
- School ID card with a photograph
- U.S. Coast Guard Merchant Mariner Card
- Voter’s Registration Card
- Native American tribal document
- School record or report card

### List C (Documents Employment Authorization)
- Social Security Account Number Card
- Birth Certificate (U.S.)
- Certification of Birth Abroad (Form FS-540)
- Certification of Report of Birth (DS-1350)
- Resident Citizen ID Card (Form I-131)
- U.S. Citizen ID Card (I-197)
- Native American tribal document
- DHS Employment Authorization Document

The U.S. Social Security account number card is issued by the Social Security Administration (older versions were issued by the U.S. Department of Health and Human Services). Social Security Cards that contain special notations such as “Valid for Work Only with DHS Authorization” or “Not Valid for Employment,” are NOT acceptable List C documents. Metal or plastic reproductions of Social Security Cards are not acceptable.
Step 2 – Enter the document information in the Document Data Entry Screen

Step 3 – Check the appropriate “Employee presented an acceptable Receipt in lieu of an original document” checkbox.
Step 4 – Review the alert message that describes when this checkbox should be checked and click Yes to proceed.
Step 5 and 6 – Ensure the text “Receipt” appears on the Document Number field and the Expires date is correct.

Step 7 – Complete and Sign Section 2

Step 8 – Notice that the Next Action is “Receipt Reverification Due” unless the Form I-9 is subject to E-Verify and the receipt type is either a temporary I-551 stamp with photograph or a Form I-94/I-94A with a refugee stamp.
The Tracker system will remind the I-9 Manager to complete the Receipt Reverifications by including this Form I-9 in the Form I-9 Task Due report on the Dashboard.

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Employee Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/10/2017</td>
<td>HORTON, Trevor</td>
</tr>
<tr>
<td>3/31/2016</td>
<td>WINSTEAD, Melissa</td>
</tr>
<tr>
<td>6/28/2015</td>
<td>RODRIGUEZ, Stanley</td>
</tr>
<tr>
<td>8/21/2015</td>
<td>VIOLETTE, Carol</td>
</tr>
<tr>
<td>9/30/2015</td>
<td>HO, Daryl</td>
</tr>
</tbody>
</table>

System generated email reminders and custom report can also be configured to track pending tasks.

Step 9 – Once the Employee receives his or her original document, an I-9 Manager must:

A. Navigate the Employee Profile;
B. Click the Next Action chevron “Receipt Reverification Due”;
C. Uncheck the receipt checkbox, enter the original document number and any other new information from the original document; and,
D. Click the Save/Validate button and complete the Employer Electronic Amendment.

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**Employment Verification Documents**

*The Employee Must Present One Document from List A OR one document from List B and List C.*

Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date(s). Click the (i) button for more information about a specific document. Click here to Clear Documents.

<table>
<thead>
<tr>
<th>List B</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Document Type:</strong></td>
<td><strong>Document Type:</strong></td>
</tr>
<tr>
<td>Driver's License or Non-driver's ID Card</td>
<td>Social Security Account Number Card</td>
</tr>
<tr>
<td>Reselect from list</td>
<td>Reselect from list</td>
</tr>
<tr>
<td><strong>Driver license/ID:</strong></td>
<td><strong>Issuing Authority:</strong></td>
</tr>
<tr>
<td>Driver’s License</td>
<td>Social Security Administration</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td><strong>Document #:</strong></td>
</tr>
<tr>
<td>Alabama</td>
<td>*****5785</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Issuing Authority:</strong></td>
<td><strong>Expires:</strong></td>
</tr>
<tr>
<td>AL DOR Motor Vehicle Division</td>
<td>1/10/2017</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Document #:</strong></td>
<td><strong>Attachment:</strong></td>
</tr>
<tr>
<td>A1898854</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Expires:</strong></td>
<td></td>
</tr>
<tr>
<td>1/10/2017</td>
<td></td>
</tr>
<tr>
<td><strong>Attachment</strong></td>
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</table>

Please note: Employee presented an acceptable receipt in lieu of an original document in List B.

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**Electronic Amendment - Employer Representative**

Select the box next to “I Agree” to acknowledge that you are amending a U.S. Government Form I-9 and that to the best of your knowledge the employee is authorized to work in the United States.

- **I Agree**
- **Stefani Germanotta**

By clicking Save & Acknowledge Updates, I acknowledge that I am updating a value of this electronic Form I-9 record.

- **Save & Acknowledge Updates**
- **Cancel**

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**Employee presented an acceptable receipt in lieu of an original document in List B.**