

Completing the Form I-9 Employment Eligibility Verification

All PCA new hires must complete a Form I-9. The Form I-9 can be completed electronically or on paper. If completing the I-9 electronically, please remember it still must be printed out and signed by both the PCA and the consumer/surrogate.

A completed Form I-9 must be submitted along with the rest of a PCAs required new hire paperwork to Stavros FI. Incomplete or incorrectly completed Form I-9s will delay the setup of any new PCA.

Please remember these important items when completing an I-9 with a PCA new hire.

- Section 1
 - Must be completed by the PCA.
 - If the PCA is unable to complete it by themselves, the individual who assists them with Section 1 must complete the Preparer and/or translator certification.
 - The PCA must sign and date the I-9 in the space provided in Section 1.
- Section 2
 - Must be completed by the consumer and/or their surrogate.
 - Please make sure that proper documentation is used to complete this section. Please refer to the Lists of Acceptable Documents for what identification can be used.
 - Completing Section 2 requires an ID from List A **or** IDs from both List B **and** List C.
 - Social Security cards containing any of the following language cannot be used: NOT VALID FOR EMPLOYMENT; VALID FOR WORK ONLY WITH INS AUTHORIZATION; OR VALID FOR WORK ONLY WITH DHS AUTHORIZATION.
 - Expired documents *cannot* be used to complete Section 2.
 - The consumer and/or surrogate must sign the Form I-9 following Section 2.
- Section 3
 - Only needs to be completed if a PCA is being rehired within three years of the completion of their original Form I-9.
- For complete instructions on completing the Form I-9 please visit <https://www.uscis.gov/i-9>. The instructions are also located in the Forms section of our website www.stavrosfi.org. If you do not have internet access and need a copy of these instructions, please contact Stavros FI to request a copy.