

I-9 Completion Timeline

When Employers Must Complete the I-9 Form

DAY 1 Employee must complete Section 1 of the I-9 by the close of business on the first day of employment.

The I-9 Form can be completed before employment begins, if it is completed for all new hires at the same point in the process. The I-9 Form must be completed in full before work begins if employment lasts 3 days or less.

If the I-9 Form is not completed by this time, the employee must be terminated.

DAY 4 Employer must review original documents and complete Section 2 of the I-9 by the third business day following the first day of work.

I-9 Form must be complete and should be filed separately from other employment records.

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IMMIGRATION

Sun	Mon	Tue	Wed	Thr	Fri	Sat
	Day 1	Day 2	Day 3	Day 4		
		↑ (1)	↑ (2)	↑ (3)		
		days after first day of work				

Other Resources from GoffWilson:

[Frequently Asked Questions on I-9 Compliance](#)
Questions & Answers to common questions

[I-9 Form Retention Worksheet](#)

Easily calculate the retention date for an I-9 Form

[Visit the Immigration bLAWg](#)

Current I-9 Form, Links to other resources