

## Section 1 Guide

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<b>Section 1. Employee Information and Attestation</b> <i>(Employees must complete and sign Section 1 of Form I-9 no later than the <b>first day of employment</b>, but not before accepting a job offer.)</i>				
Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?	Other Last Names Used (if any) ?	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address (Street Number and Name) ?	Apt. Number ?	City or Town ?	State ?	Zip Code ?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> ▼	<input type="text"/>
Date of Birth ? <small>(mm/dd/yyyy)</small>	U.S. Social Security Number ? <input type="radio"/> SSN Applied For	Employee's E-mail Address ? <small>(optional)</small>	Employee's Telephone Number ? <small>(optional)</small>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Location Infosys Remote I-9				

**Last Name (Family Name)** - Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the last name field.

**First Name (Given Name)** - Your first name is your given name.

**Middle Initial** - Your middle initial is the first letter of your second given name.

**Address** - Provide a US address. This may be a temporary address in the US. Do not use an international address.

**Date of Birth** - Provide your date of birth in the MM/DD/YYYY format. For example, February 1, 1980 should be entered as 02/01/1980.

**U.S. Social Security Number** - Provide your nine-digit Social Security Number, if you have one. Note: If you do not have a Social Security Number, leave this field BLANK and check the radio button "SSN Applied For."

**E-Mail Address** - This field is optional.

**Telephone Number** - This field is optional.

I attest, under penalty of perjury, that I am (check one of the following boxes):

- ☐ 1. A citizen of the United States ?
- ☐ 2. A noncitizen national of the United States (see instructions) ?
- ☐ 3. A lawful permanent resident ? (Alien Registration Number/USCIS Number): ?
- ☐ 4. An alien authorized to work until ? (expiration date, if applicable, mm/dd/yy): ?
- ☐ Employee is an alien whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau (see instructions)

*Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.*

1. Alien Registration Number/USCIS Number : ?

**OR**

2. Form I-94 Admission Number : ?

**OR**

3. Foreign Passport Number : ?

Country of Issuance : ?

**A citizen of the United States** – If you choose this option, you can scroll to the bottom of the page and click “continue” to the next page where you will electronically sign the document by checking the employee signature box.

**A noncitizen national of the United States** – Noncitizen nationals of the US are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

**A lawful permanent resident** – A lawful permanent resident is anyone with a Green Card. If you choose this option, enter your nine-digit Alien Registration Number (A-Number) or USCIS Number. Then you can scroll down to the bottom of the page and click “continue” to the next page where you will electronically sign the document by checking the employee signature box.

**An alien authorized to work** – If you are not a US citizen or a lawful permanent resident, but have authorization to work in the US, check this box. This includes employees with EADs based on pending green cards applications or based on L-2/F-1/H-4 status or employees in H/L/TN status. If you have an EAD:

- Enter the date your employment authorization expires. If you have an EAD, this date will be the expiration date of your EAD.
- Enter your nine-digit Alien Registration Number (A-Number) or USCIS Number.

Then you can scroll to the bottom of the page and click “continue” to the next page where you will electronically sign the document by checking the employee signature box.