

EMPLOYERS:

The Federal I-9 is used to verify the identity and employment eligibility of a new hire.

You must retain all I-9s with your employment records. Each form should be retained for at least 3 years while the individual is employed and at least one year after an individual has left the company. Federal I-9's and their supporting documents should be stored in their own folder for audit purposes.

More information on Form I-9:

[I-9 Central from the USCIS](#)

[E-Verify Main Page for I-9 Verification](#)

[I-9 Handbook from the USCIS](#)