

The identification document may be real, but it has to be a List A, List B, or List C approved document. Do NOT accept a Consular Identification Card.

All official government documents that are accepted on the I-9 follow the protocol of a picture that focuses on a clear image of the person's face.

Check the spelling on both the front and back of any identification card, social security card, or supporting documents. If there are spelling errors, it is a fake.

Always make sure to obtain original documents to verify. Nowadays it is easy for fraudulent documents to be used, and accepting copies of the document makes that easier.

Check and match the physical description an ID states with the presenter. Match height, eye color, weight, and hair color with the ID.

Un-approved Documents

Check the Picture

Check the Spelling

Always Verify Original Documents

Physical Description

Quick Guide on Avoiding Penalties and Fines For I-9 Compliance

* Never go back and change information on an I-9. Employers can only change Sections 2 & 3. Make corrections with red ink, date them, and initial where necessary.

* Do not accept more documents than required. It opens the employer up to a discrimination suit.

* Complete Section 1 of the I-9 no later than the employee's first day of employment.

* Complete Section 2 within 3 business days of the employee's hiring date.

* Use your additional information section to document any correction or activity that has occurred since the I-9 was originally completed.

* Keep copies of any I-9 for 3 years after hire or 1 year after termination, whichever is later.

* An employer is liable under the IRCA for knowingly hiring or continuing to hire unauthorized aliens.

* Liability is not limited to those situations in which the employer has actual knowledge that an employee is not authorized to work.

* Regulations define "knowledge" to include constructive knowledge, as well as actual knowledge, which may be inferred through certain circumstances.

CONTACT US

Put our experience, expertise and understanding of your employees to work for you. At Monty & Ramirez LLP, *We Know What Works.*

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Fraudulent Documents Hall of Shame

and Other Protocols to Use with I-9 Compliance.

presented by



MONTY & RAMIREZ LLP
ATTORNEYS AT LAW

We Know What Works.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

THE COMPANY SHOULD TAKE THE PROACTIVE STEPS MENTIONED IN THIS DOCUMENT. THE SSA PROVIDES INSTRUCTIONAL VIDEOS TO ASSIST EMPLOYERS MEET THEIR OBLIGATIONS. IN ADDITION, MONTY & RAMIREZ CAN ASSIST THE COMPANY IN MANAGING I-9 COMPLIANCE MATTERS. BECAUSE THIS MATTER IS TIME-SENSITIVE, THE COMPANY SHOULD CONTACT US IMMEDIATELY SHOULD IT LIKE US TO ASSIST THEM IN THE PROCESS. IF YOU HAVE ANY QUESTIONS ABOUT THE CONTENT OF THIS MEMORANDUM, PLEASE DO NOT HESITATE TO CONTACT OUR OFFICE AT 281-493-5529.

Hall of Shame

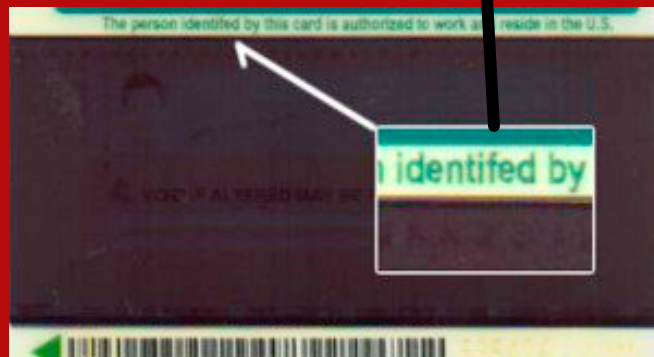


Social Security numbers will not start with 9, 666, or 000. Social Security Cards will have a signature line.



The word "peron" should be person.

The word "identified" should be identified.



Any misspelling automatically should flag a document as fraudulent.



Pictures have to be a headshot photo and only one person.



Innocent Bystander-Victims of Identity Theft Protocol

What should you do when John Smith notifies HR that it reported wages under his social security number, but he has never worked for you?

1. Review your company records to identify if and when the victim's social security number was used by any former or current employees. It is important to avoid knee-jerk reactions to these situations. Sometimes the issue arises due to administrative error, such as by incorrectly entering the employee's name or social security number.

2. Complete and submit the current version of the Forms W-2c and W-3c for every year you reported the employee's wages under the victim's social security number to the Social Security Administration (SSA). For Form W-2c, complete boxes a through i. In box d, "Employee's Corrected SSN," write in zeros, "000-00-0000." Be sure to mark the box that indicates you are correcting the employee's social security number. You do not need to complete boxes 1 through 20.

3. Notify the state workforce agency of the discrepancy.