Instructions

Read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the United States) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-8155.

What Is the Purpose of This Form?

The purpose of this form is to verify the identity and employment authorization of each new employee (both citizen and noncitizen) hired in the Commonwealth of the Northern Mariana Islands (CNMI) after November 27, 2009.

When Should Form I-9 CNMI Be Used?

All employees (citizens and noncitizens) hired in the CNMI after November 27, 2009, and working in the CNMI must complete Form I-9 CNMI. The Form I-9 CNMI is only for use in the CNMI.

Filling Out Form I-9 CNMI

Section 1, Employee

This part of the form must be completed no later than the time of hire, which is the actual beginning of employment. Providing the Social Security Number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). The employer is responsible for ensuring that Section 1 is timely and properly completed.

From November 28, 2009, through November 27, 2011, a CNMI employee with a valid foreign passport and unexpired work authorization document granted under CNMI law should check "alien authorized to work" in Section 1 and enter the 6-digit Legal Immigration Information Database System (LIIDS) number in the space provided.

Noncitizen nationals of the United States 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.

Employers should note the work authorization expiration date (if any) shown in Section 1. For employees who indicate an employment authorization expiration date in Section 1, employers are required to reverify employment authorization for employment on or before the date shown. Note that some employees may leave the expiration date blank if they are aliens whose work authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia or the Republic of the Marshall Islands). For such employees, reverification does not apply unless they choose to present in Section 2 evidence of employment authorization that contains an expiration date (e.g., Employment Authorization Document (Form I-766)).

Preparer/Translator Certification

The Preparer/Translator Certification must be completed if **Section 1** is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete **Section 1** on his or her own. However, the employee must still sign **Section 1** personally.

Section 2, Employer

For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors. Employers must complete **Section 2** by examining evidence of identity and employment authorization within three business days of the date employment begins. However, if an employer hires an individual for less than three business days, **Section 2** must be completed at the time employment begins. Employers cannot specify which document(s) listed on the last page of Form I-9 CNMI employees present to establish identity and employment authorization. Employees may present any List A document **OR** a combination of a List B and a List C document.

If an employee is unable to present a required document (or documents), the employee must present an acceptable receipt in lieu of a document listed on the last two pages of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employees must present receipts within three business days of the date employment begins and must present valid replacement documents within 90 days or other specified time.

Employers must record in Section 2:

- 1. Document title;
- 2. Issuing authority;
- 3. Document number;
- 4. Expiration date, if any; and
- 5. The date employment begins.

Employers must sign and date the certification in **Section 2**. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they must be made for all new hires. Photocopies may only be used for the verification process and must be retained with Form I-9 CNMI. **Employers are still responsible for completing and retaining Form I-9 CNMI.**

For more detailed information, you may refer to the *USCIS Handbook for Employers* (Form M-274). You may obtain the handbook using the contact information found under the header "USCIS Forms and Information."

Section 3, Updating and Reverification

Employers must complete **Section 3** when updating and/or reverifying Form I-9 CNMI. Employers must reverify employment authorization of their employees on or before the work authorization expiration date recorded in **Section 1** (if any). Employers **CANNOT** specify which document(s) they will accept from an employee.

- **A.** If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- **B.** If an employee is rehired within three years of the date this form was originally completed and the employee is still authorized to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- C. If an employee is rehired within three years of the date this form was originally completed and the employee's work authorization has expired **or** if a current employee's work authorization is about to expire (reverification), complete Block B; and:
 - Examine any document that reflects the employee is authorized to work in the United States (see List A or C);
 - **2.** Record the document title, document number, and expiration date (if any) in Block C; and
 - **3.** Complete the signature block.

Note that for reverification purposes, employers have the option of completing a new Form I-9 CNMI instead of completing **Section 3.**

U.S. Immigration Law and the CNMI

U.S. immigration law will extend to the CNMI on November 28, 2009, as a result of Title VII of the Consolidated Natural Resources Act of 2008 (CNRA). Like all other U.S. employers, CNMI employers will be required to verify the identity and employment authorization of all individuals they hire for employment, regardless of citizenship, to ensure that they have valid documentation that authorizes them to work.

After November 27, 2009, CNMI employers may hire or continue to employ aliens whose employment authorization was granted under CNMI law before November 28, 2009, within certain limitations. The CNRA allows alien workers lawfully present in the CNMI on November 28, 2009, and authorized to be employed in the CNMI to be considered authorized to work in the CNMI until their employment authorization expires under CNMI law or until November 27, 2011, whichever is shorter. Certain documents issued by the CNMI to aliens with unrestricted work authorization in the CNMI or aliens granted permanent resident status under CNMI law and issued Permanent Resident Cards by the CNMI between April 1, 1977 and April 23, 1981, are designated as List A documents. These documents are found on the last page of the Form I-9 CNMI.

What Is the Filing Fee?

There is no associated filing fee for completing Form I-9 CNMI. This form is not filed with USCIS or any government agency. Form I-9 CNMI must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

USCIS Forms and Information

To order USCIS forms, you can download them from our Web site at **www.uscis.gov/forms** or call our toll-free number at 1-800-870-3676. You can obtain information about Form I-9 CNMI from our Web site at **www.uscis.gov** or by calling 1-888-464-4218.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from our Web site at **www.uscis.gov/e-verify** or by calling 1-888-464-4218.

General information on immigration laws, regulations, and procedures can be obtained by telephoning our National Customer Service Center at 1-800-375-5283 or visiting our Internet Web site at **www.uscis.gov**.

Photocopying and Retaining Form I-9 CNMI

A blank Form I-9 CNMI may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Form I-9s CNMI for three years after the date of hire or one year after the date employment ends, whichever is later.

Form I-9 CNMI may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR 274a.2.

Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 12 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Products Division, 111 Massachusetts Avenue, N. W., 3rd Floor, Suite 3008, Washington, DC 20529-2210. OMB No. 1615-0047. **Do not mail your completed Form I-9 CNMI to this address.**

Form I-9 CNMI, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

	erincation (10 D	e completed and signed	by employee a	at the time employment begins.)
Print Name: Last	First		Middle Initial	Maiden Name
Address (Street Name and Number)		Ap	t. #	Date of Birth (month/day/year)
City	State	Ziţ	Code	Social Security #
I am aware that federal law provides for imprisonment and/or fines for false statuse of false documents in connection with completion of this form. Employee's Signature	A citizen of the A noncitizen n A lawful perma An alien autho until (expiration	I attest, under penalty of perjury, that I am (check one of the following): A citizen of the United States A noncitizen national of the United States (see instructions) A lawful permanent resident (Alien #) An alien authorized to work (Alien # or Admission #) until (expiration date, if applicable - month/day/year) Date (month/day/year)		
Preparer and/or Translator Certification	On (To be completed o	and signed if Section 1 is prep	ared by a person	other than the employee.) I attest, under
Preparer's/Translator's Signature	Print Name	the best of my knowledge the information is true and correct. Print Name		
Address (Street Name and Number, City, State, Zip Code)				Date (month/day/year)
List A	OR	List B	AND	List C
Document title:ssuing authority:	<u>* </u>	List B	AND	List C
Document title: Issuing authority: Document #: Expiration Date (if any): Document #:	<u>* </u>	List B	AND	List C
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Section 3. Updating and Reverification	of perjury, that I henuine and to relate to the best of my less employee began e	nave examined the document to the employee named knowledge the employee mployment.) The control of the control	nent(s) presente l, that the empl is authorized to	ed by the above-named employee, that loyee began employment on work in the United States. (State
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Document title: Issuing authority: Document #: Expiration Date (if any): Document #: Expiration Date (if any): CERTIFICATION: I attest, under penalty of the above-listed document(s) appear to be grownth/day/year) and that employment agencies may omit the date the Signature of Employer or Authorized Representative Business or Organization Name and Address (Street Section 3. Updating and Reverification A. New Name (if applicable) C. If employee's previous grant of work authorization	OR of perjury, that I henuine and to relate to the best of my keemployee began ee Print Nar Name and Number, Completed on has expired, provided	nave examined the document to the employee named knowledge the employee employment.) The City, State, Zip Code) If and signed by employee the information below for the Document #: Lise employee is authorized to	r.) B. Date of Rel e document that e	ed by the above-named employee, the loyee began employment on to work in the United States. (State Title Date (month/day/year) Date (month/day/year) (if applicable) establishes current employment authorization Expiration Date (if any):

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

LIST B

LIST C

Documents that Establish Both Identity and Employment Authorization

Documents that Establish Identity

Documents that Establish Employment Authorization

	Authorization O	R	identity	AND	Employment Authorization	
	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,	1.	Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize	
2.	Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		eye color, and address	2	employment in the United States Certification of Birth Abroad	
3.	3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-	2.	ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as	2.	issued by the Department of State (Form FS-545)	
readable	readable immigrant visa		name, date of birth, gender, height, eye color, and address	3.	Certification of Report of Birth issued by the Department of State	
4.	Employment Authorization Docume that contains a photograph (Form I-766)	3.	School ID card with a photograph		(Form DS-1350)	
		4.	Voter's registration card	4.	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States	
5.	authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form 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	5.	U.S. Military card or draft record			
		6.	Military dependent's ID card		bearing an official seal	
		7.	U.S. Coast Guard Merchant Mariner Card	5.	Native American tribal document	
p e e a		8.	Native American tribal document		6. U.S. Citizen ID Card (Form I-197)	
		9.	Driver's license issued by a Canadian government authority	6.		
6.			For persons under age 18 who are unable to present a document listed above:	7.	Identification Card for Use of Resident Citizen in the United States (Form I-179)	
		10	. School record or report card	8.	8. Employment authorization document issued by the	
		11	11. Clinic, doctor, or hospital record		Department of Homeland Security	
	Between the United States and the FSM or RMI		. Day-care or nursery school record			

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

LISTS OF ADDITIONAL ACCEPTABLE LIST A DOCUMENTS FOR USE IN THE CNMI ONLY

All documents must be unexpired

- A foreign passport and Alien Entry Permit with red band issued to an alien by the CNMI Office of the Attorney General, Division of Immigration before November 28, 2009, as long as the period of employment authorization has not yet expired.
- 2. A foreign passport and an unexpired Permanent Resident Card issued by the CNMI.
- 3. A foreign passport and a temporary work authorization letter issued by the CNMI Department of Labor before November 28, 2009, containing the name and photograph of the individual, if the period of employment authorization has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the temporary work authorization letter.

Images of the Alien Entry Permit and CNMI Permanent Resident Card appear in the Guide for Employers: Instructions for Verifying Employment Authorization in the Commonwealth of the Northern Mariana Islands (M-274A)