



Fact Sheet

September 03, 2021

Form I-9 and E-Verify Guidance for Those Affected by Natural Disasters and Other Unforeseen Circumstances

Employers must complete Form I-9, Employment Eligibility Verification, to verify the identity and employment authorization of each new employee hired after Nov. 6, 1986, to work in the United States as required by section 274A of the Immigration and Nationality Act. The Department of Homeland Security will continue to enforce all laws, rules, and regulations related to employment eligibility verification with respect to individuals and employers affected by natural disasters and other unforeseen circumstances.¹

Completing Form I-9 When Employee's Documents Are Lost, Stolen or Damaged

Employers must ensure their newly hired employees properly complete and sign Section 1 of Form I-9 no later than their first day of employment. Employers must examine the employee's document(s) and complete and sign Section 2 of Form I-9 within three business days of the employee's first day of employment. If an employee will work for less than three business days, Sections 1 and 2 must be fully completed by the first day of employment.

Within three business days of the first day of employment a new employee whose document has been lost, stolen, or damaged may present a receipt showing they applied for a replacement document. Receipts are not acceptable if employment lasts fewer than three business days.

A receipt fulfills the verification requirements of the document for which the receipt was issued (List A, B, or C document) and is valid for 90 days from the date of hire. Employees who present a receipt must provide either the replacement document for which the receipt was issued, or other acceptable Form I-9 documentation, within 90 days from the date of hire.

When an employee provides an acceptable receipt, the employer should:

- Enter the document title in Section 2 under List A, B, or List C, as applicable;
- Enter the word "receipt" and the document number in the Document Number field; and
- Enter the last day that the receipt is valid in the Expiration Date field.

If the employee presents the replacement document, the employer should:

- Cross out the word "receipt";
- Enter the information from the new document in the Additional Information field in Section 2; and

¹ DHS may issue guidance or otherwise implement policies that alter or suspend Form I-9 requirements in certain circumstances. Employers should continue to monitor [DHS](#) announcements for additional guidance.

- Initial and date the change.

If the employee presents other acceptable Form I-9 documentation instead of the replacement document, the employer should:

- Enter the document information in Section 2 of a new Form I-9;
- Attach the new page to the employee's original Form I-9;
- Attach a note, either separately or in the Additional Information field, to explain the situation, for example, document delays, changes in status, or other factors; and
- Initial and date the change.

If reverification is required for a current employee, employers must accept receipts from employees who present them. The employee must present the receipt by the date their employment authorization expires. The employee must present the replacement document within 90 days from the date the original employment authorization expires.

E-Verify: What to Do if Employee's Documents Are Lost, Stolen, or Damaged

E-Verify remains available to employers affected by natural disasters and other unforeseen circumstances, both directly through the E-Verify web portal and through E-Verify employer agents. If you have any questions or issues related to using E-Verify from a remote location, please contact E-Verify support at 888-464-4218 (for employers) or 888-897-7781 (for employees).

Employers cannot create a case in E-Verify if the employee presents a receipt showing they have applied to replace a document that was lost, stolen, or damaged. You must wait until the employee presents the actual document for which the receipt was presented, or other Form I-9 documentation from the List of Acceptable documents before you can create a case in E-Verify. If you are unable to create a case within three business days of hire, E-Verify will prompt you to enter the reason for the delay. When E-Verify asks for the reason this case was not submitted within three business days, select "Other" and type "Receipt provided. Awaiting actual document" in the field provided.

Additional Resources

For more information, view the [M-274, Handbook for Employers](#), and visit our [I-9 Central webpage](#).

See the Federal Emergency Management Agency [press releases](#) for more information on areas currently affected by natural disasters.