

Quick Reference Guide: Onboarding (New Hire Tasks)

20. Under the citizenship section, select the option that applies. Also, check the **I Agree** checkbox.

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 Registration Number/USCIS Number):

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) N/A

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission Number:

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: N/A

Country of Issuance: (empty)

By checking the I Agree check box, I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I Agree *

21. If someone is preparing the I-9 form on your behalf, please complete the **Preparer and/or Translator Certification**.

Preparer and/or Translator Certification

To be completed and signed if Section 1 is prepared by a person other than the employee.

Last Name First Name

Address City State Zip Code

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

I Agree

22. Click on the **Submit Icon**  to submit this task.

23. Remember, your onboarding process is not complete until you have no more items in your inbox.