Notes for New Hire Completing the I-9 Form
(please read the “Instructions for Form I-9, Employment Eligibility Verification” for the full list of instructions.)

1. If you do not have a middle name, enter N/A in the “Middle Initial” field.
   If you do not live in an apartment, enter N/A in the “Apt. Number” field.
   Providing your e-mail address is optional on Form I-9, but the field cannot be left blank. To enter your e-mail address, use this format: name@site.domain. Enter N/A if you do not enter your e-mail address.
   Providing your telephone number is optional on Form I-9, but the field cannot be left blank. If you enter your area code and telephone number, use this format: 000-000-0000. Enter N/A if you do not enter your telephone number.

2. Ensure one of the four boxes is checked and any information (as applicable) is added
3. Be sure to sign and date
4. Check a box in the Preparer and/or Translator Certification area. Preparer or Translator completes final table if applicable.
5. Only complete page one