How to Complete an I-9

Use apartment number instead of N/A, if you have one.

Be sure that all dates are in mm/dd/yyyy format.

Be sure to check if you used a preparer or not.

If you do not use a middle initial, be sure to fill with N/A.

Insert N/A in any field that you do not answer.

If you used a preparer or translator, enter their information here.