

Best Practices for Form I-9 Preparation and Maintenance
Allott Immigration Law Firm www.allott.com 303-797-8055

To protect your firm adopt the following best practices:

- **Review your Form I-9 records NOW:** Detect any errors on forms for current employees; know the most common mistakes.
- **Correct Form I-9s:** Correct old forms with errors
- **3rd Party Form I-9 Audit:** Contact Allott Immigration Law firm 303-797-8055 for a compliance audit of your I-9 records.
- **Document Requirements:** Know which ID/employment eligibility documents are acceptable and which are not.
 - Example: Do NOT accept a U.S. passport that does not have a cover
- **Employment Verification Systems:** Use E-Verify or Social Security number verification systems for employment authorization.
- **Employer Handbook:** [Click here](#) to order *Employer Handbook on Hiring of Authorized Workers*
- **Smart Form I-9 Seminar:** [Click here](#) to sign up your employees for the Allott Smart Form I-9 training seminar.