



Form I-9, Employment Eligibility Verification
Employee First Day of Employment
Information Sheet

Enter the employee's first day of employment recorded in Section 2 of Form I-9. The employee's first day of employment is circled below.

{New Form I-9 Image}

The earliest you may create a case in E-Verify is after the employee accepts an offer of employment and the Form I-9 is complete. A case must be created within three business days after the employee's first day of employment.

If the employee's first day of employment changes after you have created the case in E-Verify, no additional action is required in E-Verify as you cannot change that date once you have created the case. You must, however, make a correction to the Section 2 Certification date on the employee's Form I-9 if the employee's first day of employment changes. Annotate the correction with your initials and the date.

If you rehire an employee within three years of the date that his or her previous Form I-9 was completed and have completed Supplement B, Reverification and Rehire, of Form I-9, enter the Date of Rehire from Supplement B of the employee's Form I-9 as the employee's first day of employment in E-Verify.

Review the [Handbook for Employers: Instructions for Completing Form I-9 \(M-274\)](#) or [I-9 Central](#) for more information.

Employee's First Day of Employment

(required)

| |
|------------|
| MM/DD/YYYY |
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Employees must be verified within three business days of their first day of employment.

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