



# Guardian I-9 Preparer/Translator

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# FAQ

## ➤ **What is the Preparer/Translator Section?**

The Preparer/Translator section appears between Section 1 and 2 on the I-9 and is completed when assistance with Section 1 was provided to the employee.

## ➤ **How is the Preparer/Translator Section accessed?**

The Preparer/Translator Section will appear when continuing to process an I-9 after the employee completes Section 1, if they indicated assistance was provided. Alternatively, users may access the Preparer/Translator section by clicking the **View Prep** button from the I-9 **Details** tab of the employee's I-9 record.

# FAQ

## ➤ **When should the Preparer/Translator section be completed?**

The Preparer/Translator section should be completed in a variety of circumstances, including when:

- An individual helps translate the form for the employee
- Someone other than the employee completes information within Section 1
- An individual answers specific questions about Section 1 form completion
- Minor employees are unable to present an identity document
- Employees with disabilities (Special Placement) are unable to present an identity document

Please consult with your counsel when unsure if the level of assistance provided warrants completing the Preparer/Translator section.

# Section 1

Click the provided radio button at the bottom of Section 1 to indicate one or more preparer/translators assisted the employee.

133 W. Main St.	N/A	<input checked="" type="checkbox"/> N/A	Jackson
Date of Birth	U.S. Social Security No.	Employee's E-mail Address	
Jan 1 1969	799-68-8852	N/A	
<input type="checkbox"/> Awaiting Issuance of SSN			

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 attest, under penalty of perjury, that I am (check one of the following):

1. A citizen of the United States ⓘ

2. A noncitizen national of the United States (See [instructions](#)) ⓘ

3. A lawful permanent resident (Alien Registration Number/USCIS Number): ⓘ  ⓘ

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) ⓘ  ⓘ

Some aliens may write "N/A" in the expiration date field. (See [instructions](#))

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9.  
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number:  ⓘ

OR

2. Form I-94 Admission Number:  ⓘ

OR

3. Foreign Passport Number:  ⓘ

Country of Issuance:  ⓘ

QR Code - Section 1  
Do Not Write in This Space

Preparer and/or Translator Certification (check one): ⓘ

- I did not use a preparer or translator ⓘ
- A preparer(s) and/or translator(s) assisted the employee in completing Section 1. ⓘ

Sign

# Section 1

133 W. Main St.

N/A

N/A

Jackson

The employee electronically signs Section 1, as normal. Please see the Section 1 and/or the workflow tutorials for additional information.

## Electronic Signature

You, the employee, must sign Section 1 as described below. By signing this form, you attest under penalty of perjury that the information you provided, along with the citizenship or immigration status you selected, and all information and documentation you provide to your employer, is complete, true and correct, and you are aware that you face severe penalties provided by law and may be subject to criminal prosecution for knowingly or willfully making false statements or using false documentation when completing this form.

**Step 1:** Please verify that the first name, last name, and date of birth shown below belong to you by clicking the checkbox next to each item.

**First Name** John

**Last Name** Smith

**Date Of Birth** 01/01/1969

**Step 2:** Read the following statement and select "I Accept" to acknowledge your agreement:

I consent to provide an electronic signature in connection with this Form I-9 and understand that by verifying my name and date of birth in Step 1 above, providing the requested information in Step 3 below, clicking on the 'I Accept box', and clicking on the 'Electronically Sign' button, that I am electronically signing this Form I-9. I understand that my electronic signature will be binding as though I had physically signed this document by hand.

**I Accept**

**Step 3:** Please select a signature question from the dropdown list, provide an answer, and click 'Electronically Sign' to complete your electronic signature. The question selected should call for information that you have committed to long-term memory and is not easily guessed or researched. Please note that the question and answer may be presented to the Department of Homeland Security in the event of an audit as proof that you have electronically signed this document.

**Question:** What is the name of the first major city you visited? ▼

**Answer:** NYC

Electronically Sign

# Section 1

The employee is notified that Section 1 of the Form I-9 is completed and clicks on the **Complete** button (when using the in-person workflow).

## Section 1 Completed



You have successfully completed Section 1 of the Form I-9. Next, the I-9 Verifier will take over to complete the remainder of the form.

Click Complete to finish your portion and return control of the device to your I-9 Verifier.

Complete

# Section 1

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

If prompted (when using the in-person workflow), click **Continue Processing I-9** to access the Preparer/Translator Certification.

### Continue I-9 Process



Please proceed with the next step of the I-9 process.

Continue Processing I-9



# Accessing Preparer/Translator Section

Otherwise, click the **View Prep** button from the I-9 **Details** tab of the employee's I-9 record.

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

### I-9 for Smith, John



View Employee

View E-Verify

Refresh

Update and Go Back

Update Info

Go Back

Delete

Details

OnDocs

Issues

Amendments

#### I-9 Overview

#### This I-9 is not ready for Approval.

The Preparer Translator Certification has not been completed.

#### Current Employee Information

Smith, John

Current Hire Date: 10/14/2020

Current Business Unit: **Western US**

View Employee

#### Section 1

Smith, John

Signed: **John Smith**  
10/13/2020 @ 12:52:02

View Section 1

#### Preparer/Translator

3rd Party, not yet specified

Signed:

View Prep

# Completing Preparer/Translator Section

Indicate whether the assistance was provided by the logged-in user or a third party.

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Announcements

Help ▾

Denise Moreno ▾

Logout

### Preparer/Translator Certification for John Smith.



The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete Section 1 on his or her own. However, the employee must still sign Section 1 personally.

Form I-9 indicates that a preparer and/or translator assisted the employee in completing Section 1. If assistance was not provided, click **Correct Section 1** so that the employee can return to Section 1 to change the preparer and/or translator statement

Correct Section 1

Who provided assistance with Section 1 for John Smith:

- Assistance was provided by Denise Moreno
- Assistance was provided by a third party

### Preparer/Translator Identity

In conjunction with providing assistance to the employee when completing Section 1, you are being asked to complete the Preparer and/or Translator Certification of Form I-9. Please provide your legal name below. This information will be used to identify who completed the Preparer and/or Translator Certification.

Name  
(First and Last)

Richard McNeil

I confirm that I am the person named above.

Continue

# Completing Preparer/Translator Section

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

### Preparer/Translator Certification for John Smith.



The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete Section 1 on his or her own. However, the employee must still sign Section 1 personally.

Form I-9 indicates that a preparer and/or translator assisted the employee in completing Section 1. If assistance was not provided, click **Correct Section 1** so that the employee can return to Section 1 to change the preparer and/or translator statement

Correct Section 1

Who provided assistance with Section 1 for John Smith:

- Assistance was provided by Denise Moreno
- Assistance was provided by a third party

### Preparer/Translator Identity

In conjunction with providing assistance to the employee when completing Section 1, you are being asked to complete the Preparer and/or Translator Certification of Form I-9. Please provide your legal name below. This information will be used to identify who completed the Preparer and/or Translator Certification.

Name  
(First and Last)

Richard McNeil

I confirm that I am the person named above.

Continue

If a third party provided assistance, the third party enters their name in the **Preparer/Translator Identity** section, selects the confirmation checkbox, and clicks **Continue**.

# Completing Preparer/Translator Section

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Form I-9 indicates that a preparer and/or translator assisted the employee in completing Section 1

**Correct Section 1** so that the employee can return to Section 1 to change the preparer and/or translator statement

Correct Section 1

Who provided assistance with Section 1 for John Smith:

- Assistance was provided by Denise Moreno
- Assistance was provided by a third party

**Preparer and/or Translator Certification** *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

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.

Signature of Preparer or Translator:		Date (mm/dd/yyyy):	
Last Name (Family Name) McNeil		First Name (Given Name) Richard	
Address (Street Number and Name) 100 N. Elmwood Drive		City or Town Phoenix	State AZ
			Zip Code 85012

Sign

The third party, or logged-in user, completes the **Preparer and/or Translator Certification**, providing their name and address of residence, and clicks the **Sign** button.

# Completing Preparer/Translator Section

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

The preparer/translator completes the Electronic Signature by selecting the provided checkbox, entering in the randomly generated PIN number and clicks **Electronically Sign Certification.**

### Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

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.

Signature of Preparer or Translator:		Date (mm/dd/yyyy):	
Last Name (Family Name) McNeil		First Name (Given Name) Richard	
Address (Street Number and Name) 100 N. Elmwood Drive		City or Town Phoenix	State AZ ▾
			Zip Code 85012

### Electronic Signature

- I attest under penalty of perjury that I am the individual specified in the Preparer and/or Translator Section of the I-9, that I have read the I-9 certification above, and that the act of entering my password and clicking the **Sign** button signifies that I have attached my electronic signature to this I-9 form and in so doing attest as indicated in the Preparer and/or Translator Certification of this Form I-9.

PIN

1066

1066

Electronically Sign Certification

# Completing Preparer/Translator Section

## Guardian

Dashboard

Start 1-9

Employee ▾

E-Verify

Reports



The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. Assistance may be used only when the employee is unable to complete Section 1 on his or her own or personally.

Who provided assistance with Section 1 for John Smith:

- Assistance was provided by Denise Moreno
- Assistance was provided by a third party

**Preparer and/or Translator Certification** *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

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.

Signature of Preparer or Translator: Richard McNeil		Date (mm/dd/yyyy): 10/13/2020	
Last Name (Family Name) McNeil		First Name (Given Name) Richard	
Address (Street Number and Name) 100 N. Elmwood Drive		City or Town Phoenix	State AZ ▾
		Zip Code 85012	

Proceed to Next Step

Add Another Prep/Translator Certification

If more than one person provided assistance on Section 1 click the **Add Another Prep/Translator Certification** button and repeat the previous steps to append an additional Preparer/Translator Certification.

# Completing Preparer/Translator Section

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports



The Preparer/Translator Certification must be completed if Section 1 is prepared by a person other than the employee. Assistance may be used only when the employee is unable to complete Section 1 on his or her own or personally.

Who provided assistance with Section 1 for John Smith:

- Assistance was provided by Denise Moreno
- Assistance was provided by a third party

**Preparer and/or Translator Certification** *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

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.

Signature of Preparer or Translator:

Richard McNeil

Date (mm/dd/yyyy):

10/13/2020

Last Name (Family Name)

McNeil

First Name (Given Name)

Richard

Address (Street Number and Name)

100 N. Elmwood Drive

City or Town

Phoenix

State

AZ ▾

Zip Code

85012

Proceed to Next Step

Add Another Prep/Translator Certification

Once all the required Preparer/Translator Certifications have been added click the **Proceed to Next Step** button to continue processing the I-9. See the Section 2 tutorial and/or the workflow tutorials for additional information.

# Viewing Preparer/Translator Sections

The first Certification appears at the bottom of Section 1, while any subsequent Certifications appear on the **Form I-9 Supplement** at the end of the I-9 PDF.



**Employment Eligibility Verification**  
 Department of Homeland Security  
 U.S. Citizenship and Immigration Services

USCIS  
 Form I-9  
 OMB No. 1615-0047  
 Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1 - Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)**

Last Name (Family Name) <b>Smith</b>	First Name (Given Name) <b>John</b>	Middle Initial <b>N/A</b>	Other Last Names Used (if any) <b>N/A</b>
Address (Street Number and Name) <b>123 E Elm St</b>		Apt. Number <b>N/A</b>	City or Town <b>Phoenix</b>
State <b>AZ</b>		ZIP Code <b>85022</b>	
Date of Birth (mm/dd/yyyy) <b>01/01/1990</b>	U.S. Social Security Number <b>799-15-4878</b>	Employee's E-mail Address <b>N/A</b>	Employee's Telephone Number <b>N/A</b>

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 attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number): **N/A**

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): **N/A**  
Some aliens may write "N/A" in the expiration date field. (See instructions)

Alerts authorized to work must provide only one of the following document numbers to complete Form I-9:  
 An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number:

1. Alien Registration Number/USCIS Number: **N/A**  
 OR

2. Form I-94 Admission Number: **N/A**  
 OR

3. Foreign Passport Number: **N/A**  
 Country of Issuance: **N/A**

OR Code - Section 1  
 Do Not Write in This Space

Signature of Employer: **Electronically Signed by J. Smith** Today's Date (mm/dd/yyyy) **01/17/2017**

**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.  A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
 (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: **Electronically Signed by J. Doe** Today's Date (mm/dd/yyyy) **01/17/2017**

Last Name (Family Name) <b>Doe</b>	First Name (Given Name) <b>John</b>
Address (Street Number and Name) <b>123 E Elm St</b>	City or Town <b>Phoenix</b>
State <b>AZ</b>	ZIP Code <b>85022</b>



**Form I-9 Supplement,  
 Section 1 Preparer and/or Translator Certification**

Department of Homeland Security  
 U.S. Citizenship and Immigration Services

USCIS  
 Form I-9  
 Supplement  
 OMB No. 1615-0047  
 Expires 08/31/2019

Employee Name:	Last Name (Family Name) <b>Smith</b>	First Name (Given Name) <b>John</b>	Middle Initial <b>N/A</b>
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**Instructions:** This supplement may be used if extra spaces are required to document more than one preparer and/or translator assisting an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided. Each preparer or translator must complete, sign and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: **Electronically Signed by R. Reume** Today's Date (mm/dd/yyyy) **01/17/2017**

Last Name (Family Name) <b>Reume</b>	First Name (Given Name) <b>Robert</b>
Address (Street Number and Name) <b>123 E Elm St</b>	City or Town <b>Phoenix</b>
State <b>AZ</b>	ZIP Code <b>85022</b>

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: Today's Date (mm/dd/yyyy)

Last Name (Family Name)	First Name (Given Name)
Address (Street Number and Name)	City or Town
State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: Today's Date (mm/dd/yyyy)

Last Name (Family Name)	First Name (Given Name)
Address (Street Number and Name)	City or Town
State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: Today's Date (mm/dd/yyyy)

Last Name (Family Name)	First Name (Given Name)
Address (Street Number and Name)	City or Town
State	ZIP Code



# For Additional Assistance

- Select **Help** from the vertical toolbar to access other Guardian tutorials.
- For additional assistance contact your in-house Guardian expert.

# Confidential User Guide

Please do not distribute this document outside of your organization without our written permission.

Thank you.