



# Guardian I-9 Processing for I-94 w/ I-551 Stamp

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# I-94/I-94A w/ I-551 Stamp and Photo

- Lawful permanent residents may present the arrival portion of a Form I-94/I-94A with an I-551 “stamp” and photograph as evidence of temporary legal permanent residence status (pending receipt of the actual permanent resident card)
- Employers should treat this document as a receipt which is valid until the expiration date on the temporary I-551 stamp, or if no expiration date is listed, one year from the date of issuance.
- The DHS has not indicated which number should be recorded in the document number field; verifiers may wish to use the A-number or application receipt number if listed on the I-94. Otherwise, you may enter “N/A” for the document number.

# Section 1

New hire attests to being a **Lawful Permanent Resident** and provides their **Alien Number** or **USCIS Number**.

123 Elm St	N/A <input checked="" type="checkbox"/> N/A	Phoenix
Date of Birth Jan 1 1990	U.S. Social Security No. 799-48-7581	Employee's E-mail Address N/A

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 [i](#)

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

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

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

Some aliens may write "N/A" in this 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:  [i](#)

OR

2. Form I-94 Admission Number:  [i](#)

OR

3. Foreign Passport Number:  [i](#)

Country of Issuance:  [i](#)

QR Code - Section 1  
Do Not Write in This Space

**Preparer and/or Translator Certification (check one):** [i](#)

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

Sign

# Section 2

Document verifier inspects I-94 with I-551 stamp and selects the corresponding List A Document Title.

## Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents")

<b>Employee Info from Section 1</b>	Last Name (Family Name) Smith	First Name (Given Name) John	M.I. N/A	Citizenship/Immigration Status 3
-------------------------------------	----------------------------------	---------------------------------	-------------	-------------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
<p>Document Title</p> <div><input type="text"/>   Alien Registration Receipt Card (Form I-551) Permanent Resident Card (Form I-551) Foreign Passport with Temp. I-551 MRIV Foreign Passport with Temp. I-551 Stamp <b>Receipt: Form I-94/I-94A w/ I-551 stamp and photo</b> -- U.S. Passport -- -- U.S. Passport Card -- -- Employment Authorization Document (Form I-766) -- -- Foreign Passport and I-94/I-94A -- -- Foreign Passport, I-94/I-94A, and I-20 -- --</div>		<p>Document Title</p> <input type="text"/>		<p>Document Title</p> <input type="text"/>
		<p>Issuing Authority</p> <input type="text"/>		<p>Issuing Authority</p> <input type="text"/>
		<p>Document Number</p> <input type="text"/>		<p>Document Number</p> <input type="text"/>
		<p>Expiration Date (if any)(mm/dd/yyyy)</p> <input type="text"/>		<p>Expiration Date (if any)(mm/dd/yyyy)</p> <input type="text"/>
<p>Additional Information ⓘ</p> <div><input type="text"/></div>				

# Section 2

Document verifier enters the document number and the expiration date listed on the I-551 stamp. If no expiration date is present, enter **one year** from the date of issuance.

**Section 2. Employer or Authorized Representative Review and Verification**  
*(Employers or their authorized representative must complete and sign Section 2 within 3 business days document from List A OR examine a combination of one document from List B and one document from List C)*

Employee Info from Section 1	Last Name (Family Name) Smith	First Name (Given Name) ...
------------------------------	----------------------------------	--------------------------------

**List A**  
**Identity and Employment Authorization**

Document Title [View Sample Document](#)  
Receipt: Form I-94/I-94A w/ I-551 sta...  
Issuing Authority  
U.S. Department of Homeland Sec...

Document Number  
123456789  N/A

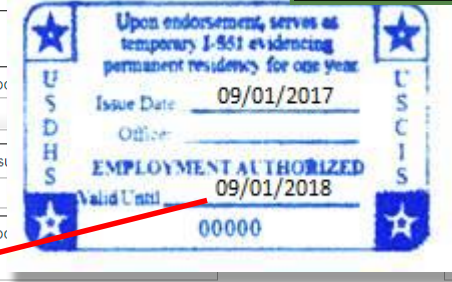
Expiration Date (if any)(mm/dd/yyyy)  
09/01/2018  
Enter the expiration date from the I-551 stamp or one year from the date of issuance if there is no expiration date.

Document Title  
N/A

Issuing Authority  
N/A

Document Number  
N/A

Expiration Date (if any)(mm/dd/yyyy)  
N/A



**List C**  
**Employment Authorization**

Document Title  
Issuing Authority  
Document Number  
Expiration Date (if any)(mm/dd/yyyy)

Additional Information ⓘ

# Section 2

If desired, click **View Sample Document** for more information about this document.

## Section 2. Employer or Authorized Representative

(Employers or their authorized representative must complete this document from List A OR examine a combination of one document from List B and one document from List C.)

### Employee Info from Section 1

Last Name  
Smith

### List A

#### Identity and Employment Authorization

Document Title [View Sample Document](#)

Receipt: Form I-94/I-94A w/ I-551 sta...

#### Issuing Authority

U.S. Department of Homeland Sec...

#### Document Number

123456789  N/A

#### Expiration Date (if any)(mm/dd/yyyy)

09/01/2018

Enter the expiration date from the I-551 stamp or one year from the date of issuance if there is no expiration date.

#### Document Title

N/A

#### Issuing Authority

N/A

#### Document Number

N/A

#### Expiration Date (if any)(mm/dd/yyyy)

N/A

ExDoc\_0076.png (900x1212) - Google Chrome

LawLogix  
by Hyland

## Receipt: Form I-94/I-94A w/ I-551 stamp and photo

### Document Insights

- Lawful permanent residents may present the arrival portion of a Form I-94/I-94A with an I-551 "stamp" and photograph as evidence of temporary legal permanent residence status (pending receipt of the actual permanent resident card).
- Employers should treat this document as a receipt which is valid until the expiration date on the temporary I-551 stamp, or if no expiration date is listed, one year from the date of issuance.
- The DHS has not indicated which number should be recorded in the document number field; verifiers may wish to use the A-number or application receipt number if listed on the I-94. Otherwise, you may enter "N/A" for the document number.

Form I-94/I-94A w/ I-551 stamp and photo

The image shows a Form I-94/I-94A w/ I-551 stamp and photo. The stamp is a blue and white document with a photo of a man. The stamp contains the following information:

- 1. Family Name: S I A M P L E
- 2. First (Given) Name: [Blank]
- 3. Birth Date (DDMMYY): [Blank]
- 4. Country of Citizenship: [Blank]
- 5. Sex (Male or Female): [Blank]
- 6. Passport Issue Date (DDMMYY): [Blank]
- 7. Passport Expiration Date (DDMMYY): [Blank]
- 8. Passport Number: [Blank]
- 9. Airline and Flight Number: [Blank]
- 10. Country Where You Live: [Blank]
- 11. Country Where You Boarded: [Blank]
- 12. City Where Visa Was Issued: [Blank]
- 13. Date Issued (DDMMYY): [Blank]
- 14. Address While in the United States (Number and Street): [Blank]
- 15. City and State: [Blank]
- 16. Telephone Number in the U.S. Where You Can Be Reached: [Blank]
- 17. Email Address: [Blank]

The stamp also includes a photo of the man, a star icon, and the text: "Upon endorsement, serves as temporary I-551 endorsement Permanent Residency. See case file. Issue Date: 12/1/2016. Category: JF ISO CH. EMPLOYMENT AUTHORIZED 11/30/2017. 00000".

1 Issuing Authority

2 Expiration Date

ployment. You must physically examine one acceptable Documents")

Citizenship/Immigration Status  
3

### List C

#### Employment Authorization

e

rity

mber

te (if any)(mm/dd/yyyy)

# Section 2



## I-9 for Smith, John

Document verifier signs Section 2 and follows any document retention prompts, as normal. If participating, E-Verify case is submitted upon Approving the I-9.

**Details** | OnDocs | Issues | Amendments

**Approve I-9**

**Instructions**

**Please note:**


You are about to approve this *Electronic I-9* for **John Smith**.

By clicking the **Approve This I-9** button below you will be making sections 1 & 2 of this I-9 form permanent.

Please make sure you have reviewed the I-9 form completely before approving this submission. Compare the information provided to that of the original documents (if you still have them) or review the I-9 documents listed below (if any).


To view the completed I-9 form one last time, [Review the I-9](#).

Click the **Cancel** button below to return to the previous screen if you need to make changes or further review this I-9.

 [View I-9](#)

The Employee's location is not setup for E-Verify Services

**I-9 OnDocs**

Date Created	Time Created	File Type	Subject Reference	File Size (KB)
10/02/2017	11:06:23	 Adobe Acrobat	I9 #228321 Snapshot [ Mark Completed ]	335.7



# Updating Receipt

**Guardian** Dashboard:  Employee Group  Location

I-9 and E-Verify Compliance System

**Top I-9s Needing Further Action**

Date I-9 Created	Employee Name	Reason	Date Expires	Days Left
10/02/2017	Smith, John	Receipt	09/01/2018	334

**Top Pending**

Dashboard

Start I-9

Reports

Employees

I-9 Forms

Tasks

Charts & Graphs

Announcements

Help

My Settings

Administration

Logout

The new hire will appear in the **I-9s Needing Further Action** Dashboard panel. Once the employee presents their Permanent Resident Card, click the **Date I-9 Created** to update their I-9.

For **Location Managers**, the new hire will also appear in their To Do List, as shown below.

Manager Location's I-9 System

**To Do List**

Items

Refresh

*	Employee Name	Start Date	I-9	Status	Next Action	Due Date
	Smith, John	10/02/2017	228358	Receipt	<a href="#">Update List A Receipt</a>	09/01/2018

# Updating Receipt

Click the **Update List A Receipt** button.


## I-9 for Smith, John

[View Employee](#) [Refresh](#) [Update and Go Back](#) [Update Info](#) [Go Back](#)

**Details** | [OnDocs](#) | [Issues](#) | [Amendments](#)

### I-9 Overview


**I-9**

 I-9 No: **228,321 (Primary)**      Version: **8/23/17**  
Type: **Electronic I-9**      Expires: **09/01/2018**  
Date Completed: **10/02/2017**  
Date approved: **10/02/2017**


**Receipts**

List A Receipt has not been updated [Update List A Receipt](#)


**Employee Information**

 **Smith, John**      Hired: 10/02/2017 [Edit Date](#)      Business Unit: **Acme-Everify**      [View Employee](#)

**Section 1**

 **Smith, John**      Signed: **John Smith**  
10/02/2017 @ 11:03:25      [View Section 1](#)

**Preparer/Translator**

 **No Assistance Provided**      Signed:      [View Prep](#)

# Updating Receipt

Enter the **Number** and **Expiration** from the Permanent Resident Card. Click **Update Info**.



I-9 for Smith, John



View Employee Refresh Update and Go Back Update Info Go Back

### Update Receipt

**List A Document**

Employee Name **Smith, John**

Document Type **Permanent Resident Card (Form I-551)**

Issuing Authority **USCIS**

Number **123456789**

Expiration **09/01/2018**

**New Values**

Number


Expiration

Signed: John Smith  
10/02/2017 @ 11:03:25

Preparer/Translator  
No Assistance Provided

# Updating Receipt

## I-9 for Smith, John

Details OnDocs Issues Amendments

### I-9 Overview

**I-9**

 I-9 No: **228,321 (Primary)**  
Type: **Electronic I-9**

Version: **8/23/17**  
Expires: **09/01/2018**  
Date Completed: **10/02/2017**  
Date approved: **10/02/2017**


**Receipts**

No Receipt errors


[Update List A Receipt](#)

[Approve Receipt Changes](#)

**Employee Information**

 **Smith, John**  
Hired: 10/02/2017 [Edit Date](#) Business Unit: **Acme-Everify** [View Employee](#)

**Section 1**

 **Smith, John**  
Signed: **John Smith**  
10/02/2017 @ 11:03:25 [View Section 1](#)

Click **Approve Receipt Changes**. Ensure the document information was entered correctly prior to approving, as these amendments *cannot* be changed once approved.

# Updating Receipt


Enter your Guardian Password/Signing Credentials and click **Approve Amendments**.

## I-9 for Smith, John

**Details** | OnDocs | Issues | Amendments

**I-9 Overview**


**I-9**

 I-9 No: **228,321 (Primary)**  
Type: **Electronic I-9**


**Receipts**

No Receipt errors


**Employee Information**

 **Smith, John**  
Hired: 10/02/2017

**Section 1**

 **Smith, John**

**Approve Receipts**

 I-9 Receipts for Smith, John

[ [View PDF](#) ]

**You are about to permanently amend the document receipt(s) in section 2 of this I-9.**

Please be advised that you are about to permanently amend the document receipt(s) originally recorded in section 2 of this I-9 with the replacement documents(s) presented. Please click the **View PDF** link above to review the changes made to section 2 and verify that the information is correct. Once approved, these changes will be saved permanently to the I-9 and cannot be edited again.

.....

**The new values are correct and ready to be made permanent.**

**Changes need to be made.**

# Updating Receipt

From the **Amendments** tab of the I-9 we can see the updates made to Section 2.

## I-9 for Smith, John

Details OnDocs Issues **Amendments**

**I-9 Amendments**

Refresh Show Special Amendment Options View I-9

Data Field	Original Value	Amended Value	Note of Record
<b>Section 2 ( 4 )</b>			
(II-A) 1st Document #	123456789	LIN1234567890	
(II-A) 1st Document Title	Receipt: Form I-94/I-94A w/ I-551 stamp and photo	Permanent Resident Card (Form I-551)	
(II-A) 1st Expiration Date	09/01/2018	09/01/2028	
(II-A) 1st Issuing Authority	U.S. Department of Homeland Security	USCIS	

Form - Google Chrome

U.S. Citizenship

**Section 2. Employer or Authorized Representative**  
*(Employers or their authorized representative must complete and must physically examine one document from List A OR a combination of Acceptable Documents.)*

Employee Info from Section 1 Last Name (Family Name)  
**Smith**

**List A OR**  
**Identity and Employment Authorization**

Document Title	Permanent Resident Card (Form I-551) RR 10/2/17	Document Title	
<del>Receipt: Form I-94/I-94A w/ I-551 stamp and photo</del>		Issuing Authority	
Issuing Authority	USCIS RR 10/2/17	Document Number	
U.S. Department of Homeland Security		Expiration Date	
Document Number	123456789 LIN1234567890 RR 10/2/17	Document Title	
Expiration Date (if any)(mm/dd/yyyy)	09/01/2018 09/01/2028 RR 10/2/17	Issuing Authority	
Document Title	N/A	Document Number	
Issuing Authority	N/A	Expiration Date (if any)(mm/dd/yyyy)	
Document Number	N/A	Document Title	
Expiration Date (if any)(mm/dd/yyyy)	N/A		
Document Title	N/A		

refresh Update and Go Back Update Info Go Back

Actions Adjust I-9 Add

Modified By	Approved By	
Reaume, Robert 10/02/2017 @ 11:12:59	Reaume, Robert 10/02/2017 @ 11:12:59	
Reaume, Robert 10/02/2017 @ 11:12:59	Reaume, Robert 10/02/2017 @ 11:12:59	
Reaume, Robert 10/02/2017 @ 11:12:59	Reaume, Robert 10/02/2017 @ 11:12:59	
Reaume, Robert 10/02/2017 @ 11:12:59	Reaume, Robert 10/02/2017 @ 11:12:59	

# 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.