USCIS # provided from Employment Authorization Document, Form I-766 (EAD Card) for E-Verify

The revised Form I-9 added the choice of providing one of three documents in #4 of the attestation located in Section 1 the Employee Information and Attestation. The Alien Registration Number/USCIS Number may not always be provided by the employee on the Form I-9 but is needed for E-Verify purposes. Guardian, the electronic Form I-9 system, has added an option for adding the Alien Registration Number/USCIS Number when the employer completes Section 2.

The employer, in Section 2 of the electronic Form I-9 will select EAD card as List A document and enter all the EAD information. A pop up window like the one provided below will prompt them to enter the USCIS # after Form I-9 is electronically signed. After entering the USCIS # as required, you will notice that no changes will be made within Guardian to the Form I-9. You have provided the USCIS # for E-Verify to process approval for Form I-9. ***If employee provides an older EAD card, which contain an Alien Registration #, then the Alien Registration # will be entered in the USCIS# field.*** For any questions or concerns please contact Laura Ellis at 979-845-7127 or Paul Castilleja at 979-845-7131.