Guardian Electronic Form I-9: Using Receipts in Section 2

Receipts can be utilized in Section 2 in List A, B, or C for a replacement of a lost, stolen, or damaged document to ensure the Form I-9 is completed on time.

**List A** - I-551 stamp on a passport is used as a receipt. Once the Permanent Resident Card is received a Section 3 Re-Verification will be created in Guardian to record the replacement of the I-511 stamp with the actual document. This is the most common receipt example found but there could be other times receipt could be used.

**List B and C** – Enter the Document Name and check the Replacement Receipt box in Guardian. The receipt must contain the Issuing Authority, Document Number, and if available the Expiration Date. Most common receipt example in List B is Driver License. Most common receipt examples in List C are Unrestricted Social Security Card and Birth Certificate. You can only use a receipt for an Unrestricted Social Security Card.

Form I-9s must be re-verified within 90 days with the replacement document. To process the re-verification in Guardian locate the Receipts note on the I-9 Overview screen and select “Update List Receipt”.
More information on utilizing receipts for Form I-9 can be found in the “Handbook for Employers” online at