



# Frequently Asked Questions About the Form I-9

## **What is a Form I-9, and why do I have to complete it?**

The Form I-9, Employment Eligibility Verification, is issued and governed by the Department of Homeland Security (DHS)/United States Citizenship and Immigration Services (USCIS).

The Form's purpose is to establish an individual's identity and his/her employment eligibility, **not** to prove U.S. citizenship.

In its ongoing effort to serve the motion picture and television industry, Contract Services collects and maintains Form I-9 information for individuals listed on industry rosters. As an agent of the employer association, per federal regulations, the Forms I-9 we collect are valid for a maximum of three years.

## **How do I complete a Form I-9?**

- In Person: Bring acceptable documents (see [Lists of Acceptable Documents](#)) to Contract Services at 2710 Winona Ave, Burbank, CA 91504. Appointments are not necessary. See [Contact Us](#) for hours of operation.
- By Mail: If you are unable to visit us in person, contact the I-9 Administrator by email at I-9@csatf.org or by phone at 818.565.0550 ext. 1130 to request a Contract Services Form I-9 Notary Kit.

## **Why won't Contract Services accept copies of documents when completing a Form I-9?**

Per DHS/USCIS, we are required to examine an individual's original, unexpired document(s) when completing a Form I-9. There is a certification statement on the form which calls for us to attest, under penalty of perjury, that we have examined the documents presented and that they appear to be genuine. We cannot complete a Form I-9 using copies of documents.

## **Is it possible for a Contract Services representative to visit a work site to collect and complete Forms I-9?**

In an effort to serve the motion picture and television industry, Contract Services will send, at the request of a company's Labor Relations or Human Resources department, a representative to a work site to collect and complete Forms I-9 for those individuals listed on industry rosters.