

USCIS Response to Coronavirus (COVID-19)



U.S. Citizenship
and Immigration
Services

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Receipts

Sometimes, employees will present a "receipt" in place of a [List A, B, or C](#) document. An acceptable receipt is valid for a short period of time so you can complete [Section 2 or Section 3](#) (reverification) of [Form I-9, Employment Eligibility Verification](#). You cannot accept receipts if employment will last less than 3 days.

You can only accept 3 types of receipts:

- **A receipt showing that your employee has applied to replace a List A, B, or C document that was lost, stolen, or damaged.**

This receipt is valid for 90 days from the date of hire (meaning, first day of work for pay) or in the case of reverification, 90 days from the date employment authorization expired. Within 90 days, the employee should show you the replacement document for which the receipt was given. However, this is not always possible due to document delays, changes in status, or other factors. If the employee does not present the original document for which the previously provided receipt was issued but presents, within the 90-day period, other facially valid and reasonably related documentation to demonstrate his or her identity and/or employment authorization, as applicable, you may accept such documentation. In such cases, you should complete a new Section 2 and attach it to the original Form I-9. In addition, you should provide a note of explanation either in the Additional Information box included on page 2 of the Form I-9 or as a separate attachment. An employee must provide one document from List A or one document each from both List B and List C. If the receipt is for a List A document but the employee cannot present the actual replacement List A document for which the receipt was issued by the end of the 90-day receipt period, then the employee may choose to present a different document from List A, or one document each from List B and List C to satisfy the Form I-9 requirements. If the receipt is for a List B document but the employee cannot present the actual document by the end of the 90-day receipt period, then the employee may choose to present a document from List A instead, or a different List B document to satisfy the Form I-9 requirements. (Similarly, if the receipt is for a List C document, and the employee does not provide the actual document, the employee can present a List A document or another List C document instead.)

- **The arrival portion of Form [I-94/I-94A \(Arrival-Departure Record\)](#) with a temporary Form I-551 stamp and a photograph of the individual**

Lawful permanent residents may present this List A receipt instead of their Form I-551, permanent resident cards to show evidence of both identity and employment authorization. This receipt is valid until the expiration date on the stamp, or 1 year after the issuance date if the stamp does not

contain an expiration date. When it expires, your employee must provide their permanent resident card.

- **Departure portion of Form I-94/I-94A with a refugee admission stamp or computer-generated printout of Form I-94 with admission code “RE”**

A refugee may present this List A receipt to show evidence of both identity and employment authorization. This receipt is valid for 90 days from the date of hire or in the case of reverification, 90 days from the date employment authorization expired. When the receipt expires, your employee must show the employer either Form I-766, Employment Authorization Document or a combination of a List B document and an unrestricted Social Security card.

When your employee provides an acceptable receipt for initial verification, you should:

- Record the document title in Section 2 under List A, B or C, as applicable.
- Enter the word “receipt,” the document title and number and the last day that the receipt is valid.

After the receipt expires, you should:

- Cross out the word “receipt” and any accompanying document number;
- Record the document information from the document(s) presented; and
- Initial and date the change.

If the employee presented different but acceptable documentation as described above, you should complete a new Section 2 and attach it to the original Form I-9. In addition, you should provide a note of explanation either in the Additional Information box included on page 2 of the Form I-9 or as a separate attachment.

More Information



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