

EMP Trust I-9 Completion Process for Central Casting

1. Enter the given code on the page, once entered press continue to begin the I-9 process.
 - a. The information regarding a signature on the right may be irrelevant based on your device

Link on the right:

<https://centralcasting.empforce.com/Instructions/New%20Instructions%20to%20fill%20I-9%20through%20add%20n%20invite.pdf>

The screenshot shows the 'I-9 Form Details Entry' page on the Central Casting website. The page has a light blue header with the 'centralcasting' logo and 'Central Casting' text. Below the header is a yellow box with 'INSTRUCTIONS' and a paragraph of text. The main content area is a light blue box with the title 'I-9 Form Details Entry' and a paragraph of text. Below this is a red box with a warning message. The form fields include 'JC Test' (Employee Name), 'Employee Code', 'Type the code from the image' (with a captcha image showing '4G0RC'), 'Choose Language' (a dropdown menu set to 'English'), and a 'CONTINUE' button. To the right of the form is a 'Quick tips' section with five numbered steps and a 'Still have doubts?' section with a link to 'View detail instructions'. At the bottom of the page is the 'EMP Trust HR' logo and the copyright notice '© EMPTRUST Solutions 2008 -2025 All Rights Reserved'.

INSTRUCTIONS
Please complete Section I of Form I-9 accurately within 3 days of your hire date. Ensure all information is truthful and correct. Present original documents verifying your identity and employment authorization. Your information will be kept confidential and is protected by law. By proceeding, you agree to comply with all relevant laws and confirm that the information provided is accurate and legally binding.

I-9 Form Details Entry
Please verify your name below. If your name is correct, enter the characters displayed below into the text box, then click the "Continue" button to proceed to the Form I-9.

If you are not JC Test Please do not proceed further and exit now. Your IP address will be logged for security and audit purpose.

JC Test
Employee Name: --
Employee Code: --

Type the code from the image: 4G0RC
Choose Language: English

Quick tips
Instructions for completing Section I of the Form I-9

- 1 Enter the **captcha code** and select the preferred language.
- 2 Enter their details in the corresponding fields of **Section I**.
- 3 **Review the details** entered and correct if any changes are required.
- 4 Draw the **signature** in the space provided.
- 5 By clicking on the "Continue" button the new hire can choose to view/download their receipt and upload their supporting documents.

OR

Still have doubts?
Check out the below link for the complete guidelines on "How to fill the Form I-9?"
[View detail instructions](#)

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2. This page is informational, take your time to read it.

This Organization Participates in E-Verify

<https://www.e-verify.gov/sites/default/files/everify/posters/EVerifyParticipationPoster.pdf> 

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

888-897-7781 / E-Verify.gov



If you have the right to work, don't let anyone take it away.

https://www.e-verify.gov/sites/default/files/everify/posters/IER_RightToWorkPoster%20Eng_Es.pdf 

If you have the skills, experience, and legal right to work, your citizenship or immigration status shouldn't get in the way. Neither should the place you were born or another aspect of your national origin. A part of U.S. immigration laws protects legally authorized workers from discrimination based on their citizenship status and national origin. You can read this law at 8 U.S.C. § 1324b.

The Immigrant and Employee Rights Section (IER) may be able to help if an employer treats you unfairly in violation of this law.

The law that IER enforces is 8 U.S.C. § 1324b. The regulations for this law are at 28 C.F.R. Part 44.

Call IER if an employer:

Does not hire you or fires you because of your national origin or citizenship status (this may violate a part of the law at 8 U.S.C. § 1324b(a)(1))

Treats you unfairly while checking your right to work in the U.S., including while completing the Form I-9 or using E-Verify (this may violate the law at 8 U.S.C. § 1324b(a)(1) or (a)(6))

Retaliates against you because you are speaking up for your right to work as protected by this law (the law prohibits retaliation at 8 U.S.C. § 1324b(a)(5))

The law can be complicated. Call IER to get more information on protections from discrimination based on citizenship status and national origin.

Immigrant and Employee Rights Section (IER)

1-800-255-7688 | TTY 1-800-237-2515 | www.justice.gov/ier | IER@usdoj.gov



CONTINUE



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Quick tips

Instructions for completing Section 1 of the Form I-9

- 1 Enter the **captcha code** and select the preferred language.
- 2 Enter their details in the corresponding fields of **Section 1**.
- 3 **Review the details** entered and correct if any changes are required.
- 4 Draw the **signature** in the space provided.
- 5 By clicking on the **"Continue"** button the new hire can choose to view/download their receipt and upload their supporting documents.

OR



Still have doubts?

Check out the below link for the complete guidelines on "How to fill the Form I-9?"

[View detail instructions](#)



Still have doubts?

Check out the below link for the complete guidelines on "How to fill the Form I-9?"

[View detail instructions](#)

3. On this page you will enter your information. Ensure that your name is entered as can be found on your List A or List B/C document that you will be using. As E-Verify requires a Social Security Number to be run, if the option is selected to denote you have applied for and are waiting for your SSN your case will be set aside. Once you have received it you will need to submit this update for the I-9 in order to have your case run successfully.

centralcasting

Central Casting

JC Test JT

I-9 ENTRY

INSTRUCTIONS

Quick instructions before filling I-9 Form

- First Name, Last Name and Middle Name match with name on SSN card.
- Cross check your SSN and Date of Birth prior to submission.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment but not before accepting a job offer

Last Name (Family Name)*

Test

First Name (Given Name)*

JC

Middle Initial (if any)

Other Last Names Used (if any)

Address (Street Number and Name)*

111 Testing Road

Apt. Number (if any)

City or Town*

Tester

State*

California - CA

Zip Code*

91100

Date of Birth (mm/dd/yyyy)*

01/12/1988

U.S. Social Security Number*

222 33 5555

Employee's Email Address

Employee's Telephone Number

Waiting for SSN

☐ Applied - Waiting for SSN

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

☒ A citizen of the United States

☐ A noncitizen national of the United States (See Instructions.)

☐ A lawful permanent resident (Enter USCIS or A-Number.)

☐ A noncitizen (other than Item Numbers 2.and3. above) authorized to work until (exp. date, if any)

Signature

Signature: This section is completed in the next page. You can review your information again prior to signature.

Signature of Employee

Today's Date (mm/dd/yyyy)


CANCEL

SAVE & CONTINUE

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4. Review your information, if a correction is needed then press the “Change Information” button in order to correct any errors. The “Employee Electronic Signature” appears differently on mobile than it does on a computer. Enter your initials to E-sign and follow the instructions to set a verification question in order to continue.

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SIGNATURE

INSTRUCTIONS

This information should be reviewed and completed by the employee candidate who prepared the I-9 form.

- Please verify that the information is correct. If you need to make changes, click the “change information” button. When you have confirmed the information is correct, complete the signature portion at the bottom of the page.

Please review the Lists of Acceptable Documents (<https://www.centralcasting.com/i-9-documentation>) and decide which documents to present to the adult who will function as the Central I-9 Rep. Central Casting participates in E-Verify. (Some documentation must be presented together to be considered acceptable List A documentation. If you are selecting a document from List B, then your List B document must contain a non-detachable photo.)

Review the added information before proceeding

Please make sure all the added details are correct before signing. If there are any corrections, please click the “Change Information” button and edit details.

First Name

JC

Last Name

Test

Other Last Names Used

--

Social Security #

222-33-5555

Date Of Birth

01/12/1988

Date Of Hire

06/30/2025

Citizen Type

A citizen of the United States

Address

111 Testing Road, Tester, California, 91100

CHANGE INFORMATION

Employee Electronic Signature

ENGLISH

ESPAÑOL

Employee Electronic Signature

ENGLISH

ESPAÑOL

You, the employee, must sign the Form I-9 by checking the boxes below and providing the requested identity information. By signing this form, you are attesting under penalty of perjury that all the information provided on the Form I-9, along with the citizenship or immigration status you selected, and all information and documentation you provide to your employer is complete, true and correct.

- By checking this box, I attest that I have read, understood, and agree to the statements above.
- By checking this box, I consent to provide an electronic signature in connection with this Form I-9 and understand that my electronic signature is binding as though I had physically signed.

Please select an identity question from the dropdown list, provide an answer, and complete your electronic signature.

You, the employee, must sign the Form I-9 by checking the boxes below and providing the requested identity information. By signing this form, you are attesting under penalty of perjury that all the information provided on the Form I-9, along with the citizenship or immigration status you selected, and all information and documentation you provide to your employer is complete, true and correct.

☐ By checking this checkbox I attest to the following:

Initial *


Secondary Verification Question*

Choose your secondary verification question


Answer*


BACK

CONTINUE

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 Quick Tips

 Quick Tips

5. If you are preparing the I-9 on someone's behalf as a Preparer and/or Translator you should select the option to indicate this. If you are completing the I-9 on behalf of a minor you should select this option. Fill in the required information and continue. If you did not use a preparer or translator you can select "I did not use a preparer or translator" and continue.

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PREPARER

INSTRUCTIONS

This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

Form I-9 Filled by Preparer and/or Translator Certification (Check one):

Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1

☒ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

BACK

CONTINUE

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INSTRUCTIONS

This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

Form I-9 Filled by Preparer and/or Translator Certification (Check one):

Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1

☐ I did not use a preparer or translator. ☒ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

How many

Preparer/Translator : 1

Signature of Preparer or Translator*

1 Date (mm/dd/yyyy)*

2 Last Name (Family name)*

First Name (Given Name)*

2 Middle Initial (if any)

2 Address (Street Number and Name)*

City or Town*

2 State*

2 ZIP Code*

☐ I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct

BACK

SIGN & CONTINUE

THANKS



Thanks for signing the Form I-9

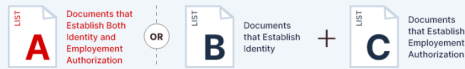
The next step is to upload the necessary supporting documents

Employees must provide documentation to their employers to show their identity and authorization to work.

You have successfully completed Section 1 of the Form I-9. Please review the Lists of Acceptable

Documents (<https://www.centralcasting.com/i-9-documentation>) and choose to either (i) select one document from List A or (ii) select a combination of one document from List B and one document from List C.

The original and unexpired documentation must be presented to the Central I-9 Rep so they can complete Section 2 of the Form I-9 with you in person. (You will need to select another person who is a legal adult to serve as the Central I-9 Rep; more about this later.)

Lists Of Acceptable Documents**View list of acceptable documents****LIST A DOCUMENTS**

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa
4. Employment Authorization Document that contains a photograph (Form I-766)
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:
 - a. Foreign passport; and
 - b. Form I-94 or Form I-94A that has the following:
 - (1) The same name as the passport; and
 - (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

LIST B DOCUMENTS

1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph
2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. School ID card with a photograph
4. Voter's registration card
5. U.S. Military card or draft record
6. Military dependent's ID card
7. U.S. Coast Guard Merchant Mariner Card
8. Native American tribal document
9. Driver's license issued by a Canadian government authority
10. School record or report card
11. Clinic, doctor, or hospital record
12. Day-care or nursery school record

For persons under age 18 who are unable to present a document listed above:**LIST C DOCUMENTS**

1. A Social Security Account Number card, unless the card includes one of the following restrictions
 - (1) NOT VALID FOR EMPLOYMENT
 - (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
 - (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
 4. Native American tribal document
 5. U.S. Citizen ID Card (Form I-197)
 6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
 7. Employment authorization document issued by the Department of Homeland Security
- For examples, see; **Section 7** and **Section 13** of the M-274 on uscis.gov/i-9-central.
- The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.

Acceptable Receipts

May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.

- Receipt for a replacement of a lost, stolen, or damaged List A document.
- Receipt for a replacement of a lost, stolen, or damaged List B document.
- Receipt for a replacement of a lost, stolen, or damaged List C document.
- Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a

Reduce file size
Instructions to reduce the file size**Quick Tips****Reduce file size**
Instructions to reduce the file size**Quick Tips**

- <https://centralcasting.empforce.com/I9/I9Document/reducefilesizeofimages.pdf>

Acceptable Receipts

May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.

- Receipt for a replacement of a lost, stolen, or damaged List A document.
- Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.
- Form I-94 with "RE" notation or refugee stamp issued to a refugee.

- Receipt for a replacement of a lost, stolen, or damaged List B document.

- Receipt for a replacement of a lost, stolen, or damaged List C document.

* Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.

Central Casting participates in E-Verify. (If you are selecting a document from List B, then your List B document must contain a non-detachable photo)

☒ List A

☐ List B and C

Your documents are uploaded and your I-9 section 1 is now complete. Please continue to see steps for section 2 document verification

Upload List A Document

Select the document type and upload the files

Document Type *

-----A-----

Select File (.jpg, .pdf, .gif, .bmp, .jpeg, .png, .doc, .docx) *

Select

UPLOAD

Reduce file size

Instructions to reduce the file size

Quick Tips

Document Type	File Name	View	Delete
Employment Auth. Document (Form I-766) (Front Page)	FrontPage.JPG	View	Delete
Employment Auth. Document (Form I-766) (Back Page)	BackPage.JPG	View	Delete

CONTINUE

Reduce file size

Instructions to reduce the file size

Quick Tips

7. You have now completed your portion of the I-9 but you must still assign your Representative who will complete Section 2. If you wish to print or email your receipt to acknowledge you have completed your portion you may do so at this time, after which press continue.


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JC Test JT

✓✓✓✓✓

RECEIPT



I-9 Section 1 completed successfully!
You can get a receipt of your electronic signature.

ELECTRONIC SIGNATURE RECEIPT #
DVSM-2097-DVDV-1228

I-9 CODE
I9-5334

EMPLOYEE
JC Test

SSN
XXX - XX - XXXX

DATE OF BIRTH
01/12/1988

ADDRESS
111 Testing Road, Tester, California, 91100

Certification

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 :

Citizen of US

SIGNATURE OF EMPLOYEE
JC TEST - E SIGN

INITIAL
JT

DATE
02/24/2025

IP ADDRESS
47.28.120.65

FORM I-9 SECTION 1
(employee)

COMPANY NAME
Central Casting


COMPANY IDENTIFIER
CST1801


COMPANY EIN


PRINT RECEIPT

EMAIL RECEIPT

CONTINUE

 Quick Tips

 Quick Tips

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8. Enter the information related to your Representative that you will need to meet with in person.
- The Representative will verify your documents in person and need to take 2 required photos for Section 2 of the I-9 that they will complete.
 - All fields with a "*" are required, the other fields are not mandatory but can be filled if chosen to do so.
 - Company Name does not need to be filled in.
 - If the form is for a minor the Parent/Legal Guardian who completed Section 1 can also act as the Representative, a separate email address will be needed for the Representative.
 - Once all information is filled in check the box at the bottom and press "Notify & Continue".

centralcasting
A Division of Central Education

Central Casting

JC Test JT

✓

✓

✓

✓

✓

VERIFICATION SERVICES

INSTRUCTIONS

Dear JC Test,
Please provide below the details of the person (who we will refer to as the "Central I-9 Rep") who can complete Section 2 of the Form I-9 to verify your employment eligibility and identity on Central Casting's behalf. To avoid confusion, you may want to first discuss this with that person before inputting their information below, to confirm their willingness to help you in this step of the I-9 process.

After you select the Central I-9 Rep, you will need to meet in person with the Central I-9 Rep, and you will need to present to this person the original documents (no photocopies) that you picked from the Lists of Acceptable Documents.

This person will act as an authorized representative on behalf of Central Casting to complete Section 2 of the Form I-9, and for no other purpose. The Central I-9 Rep selected below will receive an email with further instructions after you complete the information below. The Central I-9 Rep should not expect a financial reimbursement from you or Central Casting to perform this function.

Other Notes: The Central I-9 Rep (also referred to as remote agent) is anyone you select who must be a legal adult (age 18+, except 19+ in Alabama and Nebraska, and 21+ in Mississippi) and can meet with you in person to review your documents. **For employee candidates who are minors** onboarding with Central Casting, the Central I-9 Rep can be a parent or legal guardian and can be the same parent or legal guardian that helped the minor complete Section 1 of the Form I-9 or can be a different adult.

Authorized Representative Details

Please fill all the mandatory fields before submitting.

Company Name

First Name*Middle NameLast Name*

TestTester

Address Details

Please make sure the entered details are valid.

StreetCityStateZip Code

Select a State

Contact Details

Please make sure the entered details are valid.

Phone NoFax NoEmail*Confirm Email Address*

☐ I attest, under penalty of perjury, that to the best of my knowledge the agent details information is true and correct.

NOTIFY & CONTINUE

Quick Tips

9. After the representative has been designated you will see this green box. If you do not see this correct any errors with assigning your representative and attempt to assign it again.
- Once assigned successfully you will receive an email with an access code.
 - You must share the access code with your Representative.
 - Your Representative will receive an email with a link that will require the code you provide to them for them to begin Section 2.
 - If there was an error assigning your representative or you need to change the selected person there will be a link in the email you receive that will return you to this page in order to enter the new information.

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VERIFICATION SERVICES

INSTRUCTIONS

Dear JC Test,

Please provide below the details of the person (who we will refer to as the "Central I-9 Rep") who can complete Section 2 of the Form I-9 to verify your employment eligibility and identity on Central Casting's behalf. To avoid confusion, you may want to first discuss this with that person before inputting their information below, to confirm their willingness to help you in this step of the I-9 process.

After you select the Central I-9 Rep, you will need to meet in person with the Central I-9 Rep, and you will need to present to this person the original documents (no photocopies) that you picked from the Lists of Acceptable Documents.

This person will act as an authorized representative on behalf of Central Casting to complete Section 2 of the Form I-9, and for no other purpose. The Central I-9 Rep selected below will receive an email with further instructions after you complete the information below. The Central I-9 Rep should not expect a financial reimbursement from you or Central Casting to perform this function.

Other Notes: The Central I-9 Rep (also referred to as remote agent) is anyone you select who must be a legal adult (age 18+, except 19+ in Alabama and Nebraska, and 21+ in Mississippi) and can meet with you in person to review your documents. **For employee candidates who are minors** onboarding with Central Casting, the Central I-9 Rep can be a parent or legal guardian and can be the same parent or legal guardian that helped the minor complete Section 1 of the Form I-9 or can be a different adult.

✓ Thank you for registering your employment remote agent. Your internal tracking ID is: 39cfbe0d-667c-4265-bc96-2ca3dfacd881. The Central I-9 Rep will receive an email shortly with instructions. Please meet with your remote agent within the next two weeks. You will need to present your original documents (no photocopies) to your remote agent so they can complete section 2 of the Form I-9.

Authorized Representative Details


Please fill all the mandatory fields before submitting.

Company Name

Quick Tips

Section 2 – Populated by the designated Representative

1. If you have been assigned the I-9 you will receive an email from EMP Trust in order to act as the representative to complete Section 2 of the I-9.
 - a. The email will contain a link where you will enter an access code given to you by the person(employee) who assigned the I-9.
 - b. You will need to meet in person in order to physically verify the documents that the employee is using for the I-9.
2. If you have met with the employee and they have the original physical List A or List B and C documents that were uploaded in Section 1 select “Yes” appropriately. You will be asked for 2 photos.



Form I-9 review of JC Test

Please answer Yes or No to the statements below.


Test Meter

Authorized Representative

PT


Help Guides

You can refer the below documents for clarifications




Form I-9 (English Version)

Size : 900 KB



Form I-9 (Spanish Version)

Size : 493 KB




How to fill section 2 of Form I-9


Size : 1.43 MB

Documents and Video Links

Additional reference documents



View Sample Files



Form I-9 Acceptable Documents

Please read carefully

Documents for completion of Section 2 of the Form I-9 must be verified in person by you as Central I-9 Rep(s) and the identity and work authorization documents being presented to you must be the ORIGINAL DOCUMENTS (not photocopies). Note workers can present (i) any one document from List A or (ii) a combination of one document from List B and one document from List C. More information about List A/B+C document(s) will be available as you proceed through the steps. Please note you will need to upload several different images, please follow the upload instructions below carefully.

1) The candidate is physically present for completion of Section 2

Yes

No

2) The original documents (not copies) were presented by the candidate for verification

Yes


No

If you answered No to either question above, there will not be a button below to continue to the next step. Please meet with the candidate again later when both questions can be answered Yes.

Upload photo of Central I-9 Rep

List of acceptable documents

In this step, we need a photo of you as the Central I-9 Rep. Please upload a photo of yourself holding the work authorization documents that the new hire candidate has chosen, either (i) one document from List A or (ii) a combination of one document from List B and one document from List C. We need this photo as proof that you inspected the candidate's identity and work authorization document(s) in person and that the documents are originals and not photocopies. (This is the same List A document, or List B and C documents, that you will be using to complete the next steps.)



Add Photo (Max 2 MB size)
(.jpg, .png)

The photo of you must include your face so that we know you are a different person than the candidate who is onboarding with Central Casting. The identity and work authorization document(s) you are holding must also be clear enough to see at least some of words on the documents, so that we can see what documents you are holding. [Here is an example](#) of what the photo of you holding the document(s) should look like.


Please upload of photo of yourself.

Age verification of worker

In this step, we need to confirm the age of the candidate; this verification is separate from the Form I-9 process assistance that you're doing. Minors have different employment restrictions, so we must know if the candidate is an adult or a minor. We need you to review an original (not a copy) physical photo ID containing the candidate's name and date of birth. The ID must be government issued. **Note:** This photo ID does not need to be one of the same documents that is being used from List A, B, or C of the Lists of Acceptable Documents, but can be the same.

☐

Check this box to confirm that you have seen the candidate's original government - issued physical photo ID containing the candidate's name and date of birth that you are uploading an image of below.



UPLOAD PHOTO

CANCEL

Click here to logout from portal

3. Upload photo of I-9 Rep

- a. The photo of the Central I-9 Rep is a photo of you/the Representative clearly holding the employee's physical original List A or List B and C documents that they used on the I-9.
 - i. This should ONLY include the List A or List B and C documents that the employee is presenting for the I-9.
 - ii. No additional documents should be shown as the I-9 will be returned in order to correct the photo contents.
 - iii. The employee's name must be clearly visible in the List A or List B and C documents the Representative is holding up
- b. The Age verification photo needs to be only of a Photo ID containing Date of Birth belonging to the employee.
 - i. If the employee chooses the document can be one of the same documents used for the I-9
 - ii. You should not be pictured in this photo.

Upload photo of Central I-9 Rep [List of acceptable documents](#)

In this step, we need a photo of you as the Central I-9 Rep. Please upload a photo of yourself holding the work authorization documents that the new hire candidate has chosen, either (i) one document from List A or (ii) a combination of one document from List B and one document from List C. We need this photo as proof that you inspected the candidate's identity and work authorization document(s) in person and that the documents are originals and not photocopies. (This is the same List A document, or List B and C documents, that you will be using to complete the next steps.)

The photo of you must include your face so that we know you are a different person than the candidate who is onboarding with Central Casting. The identity and work authorization document(s) you are holding must also be clear enough to see at least some of words on the documents, so that we can see what documents you are holding. [Here is an example](#) of what the photo of you holding the document(s) should look like.

Please upload photo of yourself.



Add Photo (Max 2 MB size)
(.jpg, .jpeg, .png)

Age verification of worker

In this step, we need to confirm the age of the candidate; this verification is separate from the Form I-9 process assistance that you're doing. Minors have different employment restrictions, so we must know if the candidate is an adult or a minor. We need you to review an original (not a copy) physical photo ID containing the candidate's **name and date of birth**. The ID must be government-issued. **Note:** This photo ID does not need to be one of the same documents that is being used from List A, B, or C of the Lists of Acceptable Documents, but can be the same.

☐

Check this box to confirm that you have seen the candidate's original government - issued physical photo ID containing the candidate's name and date of birth that you are uploading an image of below.



UPLOAD PHOTO

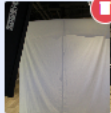
4. If either photo was uploaded incorrectly you are able to delete and upload the correct photo by clicking the trash can symbol as depicted in the red boxes below.

Upload photo of Central I-9 Rep [List of acceptable documents](#)

In this step, we need a photo of you as the Central I-9 Rep. Please upload a photo of yourself holding the work authorization documents that the new hire candidate has chosen, either (i) one document from List A or (ii) a combination of one document from List B and one document from List C. We need this photo as proof that you inspected the candidate's identity and work authorization document(s) in person and that the documents are originals and not photocopies. (This is the same List A document, or List B and C documents, that you will be using to complete the next steps.)

The photo of you must include your face so that we know you are a different person than the candidate who is onboarding with Central Casting. The identity and work authorization document(s) you are holding must also be clear enough to see at least some of words on the documents, so that we can see what documents you are holding. [Here is an example](#) of what the photo of you holding the document(s) should look like.

Please upload of photo of yourself.





Age verification of worker

In this step, we need to confirm the age of the candidate; this verification is separate from the Form I-9 process assistance that you're doing. Minors have different employment restrictions, so we must know if the candidate is an adult or a minor. We need you to review an original (not a copy) physical photo ID containing the candidate's **name and date of birth**. The ID must be government-issued. **Note:** This photo ID does not need to be one of the same documents that is being used from List A, B, or C of the Lists of Acceptable Documents, but can be the same.

☒ Check this box to confirm that you have seen the candidate's original government - issued physical photo ID containing the candidate's name and date of birth that you are uploading an image of below.

BirthProof.JPG



☐

CANCEL

[Click here to logout from portal](#)

5. After uploading both photos and checking the box in the Age verification portion be sure to check the box on the left at which point the "Certify and Continue" button will appear. Click this button to advance.

☒

CERTIFY & CONTINUE

CANCEL

[Click here to logout from portal](#)

- Cover Letter - JC Test**

Please read the cover letter carefully before proceeding.

Test Tester

Authorized Representative

TT

INSTRUCTIONS FOR THE CENTRAL CASTING I-9 REPRESENTATIVE:

You are an Authorized Representative of Central Casting assigned to review and complete Section 2 of the Form I-9 on behalf of Central Casting. Your role is limited to only serving as Central Casting's Form I-9 Representative ("Central I-9 Rep" for short) for Section 2 of the Form I-9 for the new hire candidate who is onboarding with Central Casting and no other purpose.

Lets of Acceptable Documents: The candidate will have selected documents from the Lists of Acceptable Documents which they will need to show you when they meet with you in person to complete Section 2 of the Form I-9. You can see the Lists of Acceptable Documents at: <https://www.central-casting.com/i-9-documentation>.

The Lists of Acceptable Documents are the three lists of employment eligibility documents (List A, B, and C) which the U.S. government permit new hires to select from as proof of their identity and authorization to work in the U.S. The candidate must choose either of these options:

 - (i) one document from List A, or
 - (ii) a combination of one document from List B and one document from List C.

(Some documentation must be presented together to be considered acceptable List A documentation. If you are selecting a document from List B, then your List B document must contain a non-detachable photo.)

The documents which the candidate will show you from List A, or from List B and List C, must be originals (cannot be copies) and unexpired.

What You Need to Do: The candidate has already uploaded images of the documents they selected from List A, or from List B and List C, to our online onboarding system. Your role, as Central I-9 Rep in this instance, is to: (1) physically inspect the actual documents (see photocopies), (2) compare the actual documents in hand with the images that the candidate already uploaded into the online system to ensure the documents match, reasonably appear authentic, and are unexpired, (3) input some information from the documents into the online system, and then (4) electronically sign and date the certification in Section 2 of the Form I-9. After you sign and date the certification, you can print or email a receipt of the certification for your records.

You Must Let the Candidate Select Their Own Documents: Yes, in the role of Central I-9 Rep in this instance, cannot instruct nor require the new hire candidate to provide any particular documents from List A, or from List B and C. Instead, the new hire candidate controls what documents to provide to you for the Form I-9, unless the candidate is a minor needing assistance in which case the parent or legal guardian can help choose.

BACK

PRINT

NEXT
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- Authorized Representative Instructions for JC Test**

Please review the instructions below before you go to the next step

Test Tester

Authorized Representative

TT
- COMMON QUESTIONS YOU MAY HAVE AS CENTRAL CASTING'S FORM I-9 REPRESENTATIVE:**

Q: Do I need to have any particular qualifications to be Central Casting's Form I-9 Representative for the candidate?

A: The only qualification you need in that you must be a legal adult (age 18+, except 19+ in Alabama and Nebraska, and 21+ in Mississippi).

Q: The candidate is using a document from List A. How many documents are needed from List A?

A: Just one document from List A. Some documentation must be presented together to be considered acceptable List A documentation.

Q: The candidate is NOT using a document from List A. How many documents are needed when not using a document from List A?

A: In that case, there must be one document from List B and one document from List C (for a total of two documents). If the candidate is selecting a document from List B, then the List B document must contain a non-detachable photo.

Q: The document that the candidate presented to me has a notation that says "do not copy" or similar wording saying it cannot be copied. What do I do?

A: This is normal. The law allows us to take a photo or copy of it even in that scenario when used in connection with the Form I-9.

Q: What if a document presented to me by the candidate doesn't match the photo of the document that the candidate already uploaded into the online system?

A: In that case, select "No" to the question that asks, "Is the candidate presenting the document which is uploaded?" You will be asked to delete (see trash can icon) the document that is not matching and you will then need to take a new photo of the new document that is being presented to you and upload the new photo.

Q: Can I help the candidate decide which documents to use from the Lists of Acceptable Documents in Lists A, B, or C?

A: No. The law requires that the candidate must be the person who decides which original unexpired documents they choose to present to you from the Lists of Acceptable Documents, unless the candidate is a minor needing assistance in which case the parent or legal guardian can help choose.

Q: How will I know that a document that is presented to me from List A, B, or C looks genuine?

A: You are not expected to be an expert in what looks genuine. You only need to hold the physical document in your hand and make a determination that it looks reasonably authentic from its appearance. If you doubt the document is authentic, you can ask the candidate for a different document but you cannot tell the candidate what document to use.

Q: Is there somewhere I can read the instructions for the Form I-9?

A: Yes. Instructions for the Form I-9 are available [here](#). When in doubt, please read the instructions.


Q: I still have questions about what I am seeing on the screen, what do I do?

 - Email - support@emptrust-lb.com
 - Help Desk - <https://cs.emptrust.com/>
 - Dedicated Support Line (available 365, 9:00 AM - 6:30 PM across all continental US time zones) - 1-855-288-7493
- BACK

PRINT

NEXT
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7. You will continue into the employee's I-9. Answer the question indicating if they are presenting the documents that the employee uploaded for their portion of the I-9.
- a. If the employee has chosen to use different documents from the List of Acceptable documents then select "No" and upload the document(s) presented.



Form I-9 review of JC Test
Please review carefully before submitting the Form I-9

Test Tester
Authorized Representative

TT

⚠ Please review Section 1 with the employee before completing Section 2 of Form I-9.

Section 1. Employee Information and Attestation
Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name) *
Test

First Name (Given Name) *
JC

Middle Initial (if any)

Other Last Names Used (if any)

Address (Street Number and Name) *
111 Testing Road

Apt. Number (if any)

City or Town
Tester

State *
California

Zip Code *
91100

Date Of Birth (mm/dd/yyyy) *
01/12/1988

U.S. Social Security Number *
XXX XX 5555

Employee's E-mail Address *

Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

☒ A citizen of the United States

☐ A noncitizen national of the United States (See Instructions)

☐ A lawful permanent resident (Enter USCIS or A-Number)

☐ A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

☐ Waiting on Social Security Number from SSA

Uploaded Documents

File	File Name
Employment Auth. Document (Form I-766) (Front Page)	FrontPage.JPG
Employment Auth. Document (Form I-766) (Back Page)	BackPage.JPG

Is the candidate presenting the documents that they uploaded ? * ☒ Yes ☐ No




If JC Test chooses to use different documents than they uploaded in Section 1, please use the area below to change the document type and upload the new documents they presented to you. One document is acceptable if it is from List A (front and back) or a combination of List B and C as listed on the List of Acceptable Documents.

Document Type
-----A-----



Select File
Select

UPLOAD

Help Guides
You can refer the below documents for clarifications

-  [Form I-9 \(English Version\)](#)
Size : 900 KB
-  [Form I-9 \(Spanish Version\)](#)
Size : 493 KB
-  [How to fill section 2 of Form I-9](#)
Size : 1.43 MB

Documents and Video Links
Additional reference documents

-  [View Sample Files](#)
-  [Form I-9 Acceptable Documents](#)

8. You will select the document(s) from the drop down menus. If a List B and List C document are being used select the “List B and List C” option. Be sure to accurately input the information found on the document(s).
- Ensure that the date format is MM/DD/YYYY as indicated, the document you are looking at may not have the date in this format so be sure to input this correctly.
 - Do not input information in the “Additional Information” box unless it is relevant to the I-9 and information not input elsewhere in Section 1 or 2 of the I-9.
 - Do not check the box regarding the alternative procedure as you are not using an alternative procedure authorized by DHS

Section 2. Employer Review and Verification

Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see instructions.

Document Type: ☒ List A ☐ List B ☐ List B And List C

A1 Document Title 1 *

Issuing Authority *

Document Number (if any) *

Expiration Date (if any) *

A2 Document Title 2 (if any)

Issuing Authority

Document Number (if any)

Expiration Date (if any)

A3 Document Title 3 (if any)

Issuing Authority

Document Number (if any)

Expiration Date (if any)

Additional Information:

☐ Check here if you used an alternative procedure authorized by DHS to examine documents

Certification

I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed

Help Guides

You can refer the below documents for clarifications

- Form I-9 (English Version) Size: 900 KB
- Form I-9 (Spanish Version) Size: 493 KB
- How to fill section 2 of Form I-9 Size: 1.43 MB

Documents and Video Links

Additional reference documents

- ☒ View Sample Files
- ☒ Form I-9 Acceptable Documents

9. When you have finished inputting the relevant document information you will now input the first day of employment.
 - a. This should be 7 days from the day of completion in order to allow time to have the I-9 processed. Ex. If completed on 4/14/2025 the hire date would be 4/21/2025
10. Check the box for the electronic signature and enter your name or the access code/password given from the employee.
 - a. You will then be able to Sign and Submit.

Certification

⚠ I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy) *

Electronic Signature

☐ I understand the employee's work authorization will be verified electronically with the United States government. I authorize my section 2 electronic signature to be automatically applied to the Form I-9. I have read and agree with the certification statement above.

Please enter your name or use the password provided to sign the form electronically *

Last Name of Employer or Authorized Representative * First Name of Employer or Authorized Representative * Title of Employer or Authorized Representative * Signature of Employer or Authorized Representative *

Today's Date (mm/dd/yyyy) * Employer's Business or Organization Name * Employer's Business or Organization Address (Street Number and Name) *

Worksite Location * City or Town * State * Zip Code *

BACK **SIGN & SUBMIT**

Help Guides
You can refer the below documents for clarifications

- [Form I-9 \(English Version\)](#)
Size : 900 KB
- [Form I-9 \(Spanish Version\)](#)
Size : 493 KB
- [How to fill section 2 of Form I-9](#)
Size : 1.43 MB

Documents and Video Links
Additional reference documents

- [View Sample Files](#)
- [Form I-9 Acceptable Documents](#)

11. The I-9 will be submitted to the Onboarding Team and it will be reviewed on or before the employee's first day of employment (7 days from completion of the I-9).
12. If there are any issues the I-9 will be returned to the employee with notes on the relevant issues and how to correct them.
 - a. These issues may or may not pertain to Section 2 but you may be reassigned as the Representative as any changes should be reviewed by the person completing Section 2 before resubmitting.
 - b. The Section 2 information will be saved so only portions requiring corrections would need to be updated before resubmitting.