



**INSTRUCTIONS FOR FORM I-9:  
EMPLOYMENT ELIGIBILITY  
VERIFICATION**

Instructions:

1. Go to the internet website <http://www.uscis.gov/i-9>
2. Select “Download I-9”
3. You can type directly on the form shown on the screen or print the blank form and hand write all of the information.
4. Send the completed form to Viva Spanish.

Mail a copy to:

Viva Spanish!  
38033 Euclid Ave. T13  
Willoughby, OH 44094

Or email a copy to:

[sdibble@vivaspanish.com](mailto:sdibble@vivaspanish.com)

This information will be added to your Personnel File.

If you have any questions, please call (440) 520-5619.