



How to Complete an Employment Authorization Document (EAD) I-766 Extension

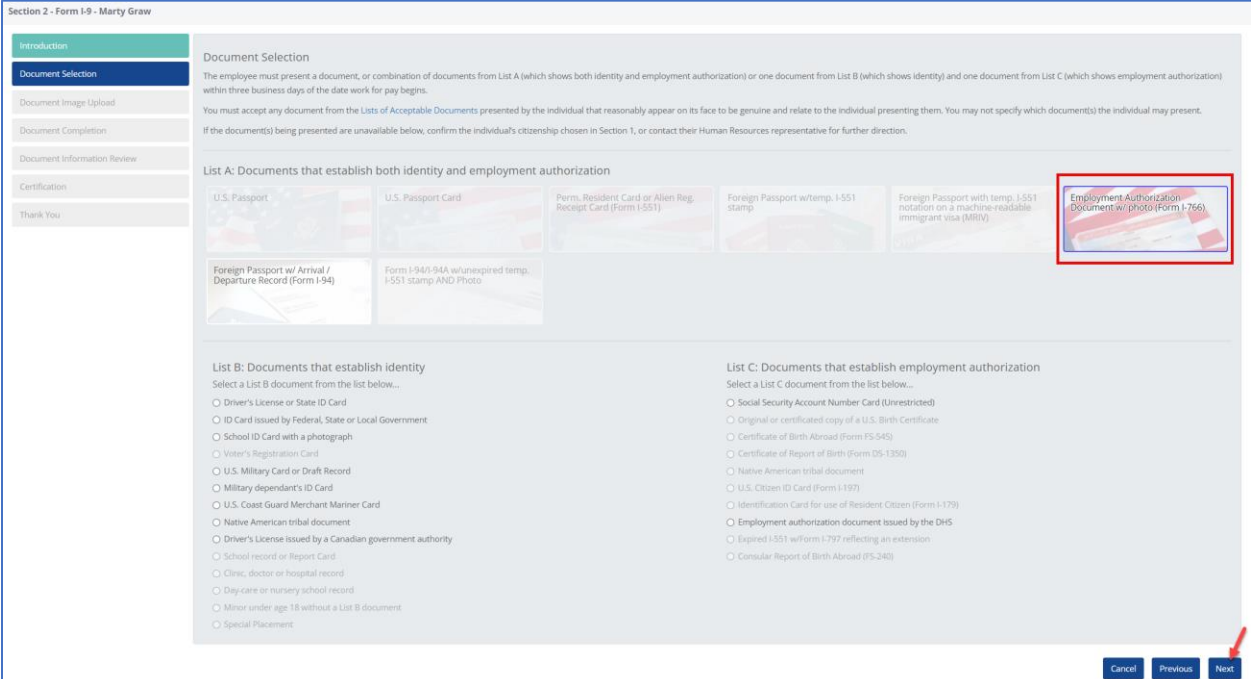
Employment Authorized Card (EAD I-766) Extensions

An Employment Authorized Document (EAD I-776) may qualify for an extension of the expiration date which appears on the card. Extensions are provided to those who have applied for a new card and have not yet received it, or other circumstances such as those with a Temporary Protection Status(TPS). To qualify the individual must have filed for their renewal in a timely manner, and the category on the EAD matches the Class Requested on the Form I-797 Notice of Action, Receipt Notice, which is provided by USCIS. Those with TPS status may receive an extension through a Federal Registry Notice (FRN) **Note: *Not all categories qualify for an extension.***

For more information: <https://www.uscis.gov/i-9-central/form-i-9-resources/handbook-for-employers-m-274/50-automatic-extensions-of-employment-authorization-andor-employment-authorization-documents-eads-in/51-automatic-extensions-based-on-a-timely-filed-application-to-renew-employment-authorization>

Completing an Extension

1. When an employee presents an **Employment Authorization Document w/photo (Form I-766)** to complete Section 2, on the **Document Selection** page, choose Employment Authorization Document w/photo (Form I-766) and click **Next**.



2. Choose the category code, which is notated on the EAD, from the category list and click **Next**.

Section 2 - Form I-9 - Marty Gray

Document Selection

This version contains the bearer's photo on the front and back, name, USCIS number, date of birth, and card expiration date along with updated artwork of the Statue of Liberty, holographic images on the front and back of the cards, a new layer-reveal feature with a partial window on the back photo box; and data fields displayed in different places than on previous versions.

Cards may contain one of the following notations below the expiration date:
 Not Valid for Reentry to U.S.
 Valid for Reentry to U.S. or
 Serves as 1-512 Parole.

Current EAD front and back
 Previous EAD, front and back

Sample Employment Authorization Document w/ photo (Form I-766)

Choose Category Code
 Review the EAD card and select the category code from the list below.

| | | | | | | | | | | | |
|--------|---------|---------|----------|-----|-----|-----|-----|-----|------|------|------|
| A02 | A03 | A04 | A05 | A06 | A07 | A08 | A09 | A10 | A11 | A12 | A13 |
| A14 | A15 | A16 | A17 | A18 | A19 | A20 | C01 | C02 | C03A | C03B | C03C |
| C03(i) | C03(ii) | C04 | C05 | C06 | C07 | C08 | C09 | C10 | C11 | C12 | C14 |
| C16 | C17(i) | C17(ii) | C17(iii) | C18 | C19 | C20 | C22 | C24 | C25 | C31 | C33 |
| C26 | C21 | C23 | C27 | C28 | C29 | C30 | C35 | C36 | | | |

Cancel Previous **Next**

3. On the **Document Image Upload** page, the employee may have uploaded the document previously, if applicable, confirm the document or upload the document and click **Next**.

Section 2 - Form I-9 - Marty Gray

Document Image Upload

Upload a clear, legible copy of the document(s) the employee presented in the previous step as requested below. The images must be saved in a PDF, JPG, or GIF format.

Please review the document(s) images previously uploaded. Click here for more details.

Upload One

Employment Authorization Document w/ photo (Form I-766)

Current EAD front

Take a photo of the document

OR

Upload an image of the document

Sample Document

Back of Employment Authorization Document w/ photo (Form I-766)

Current EAD back

Take a photo of the back of document

OR

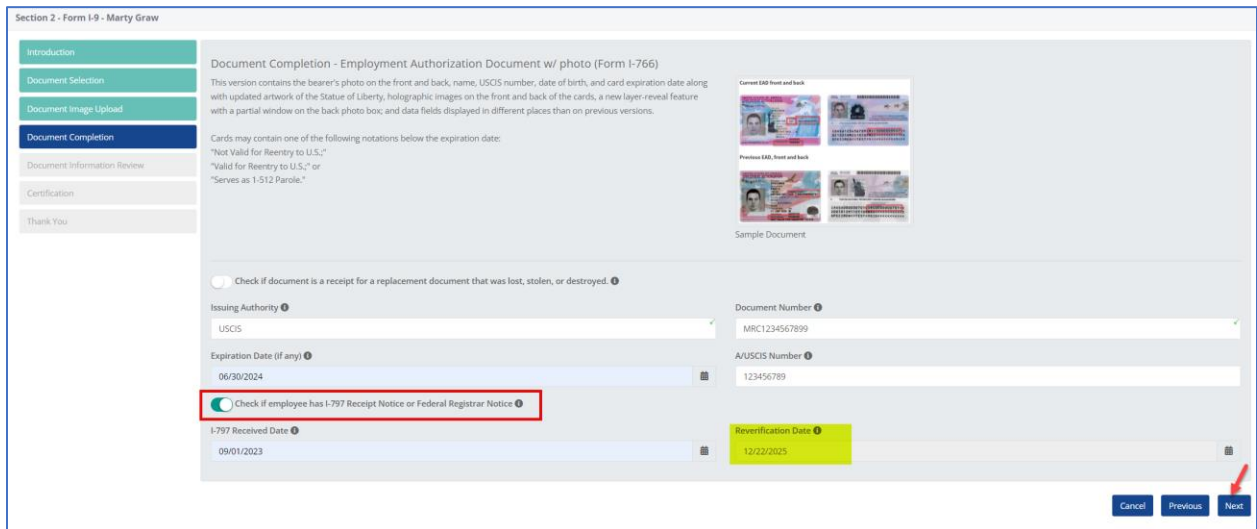
Upload an image of the back of document

Sample Back Of Document

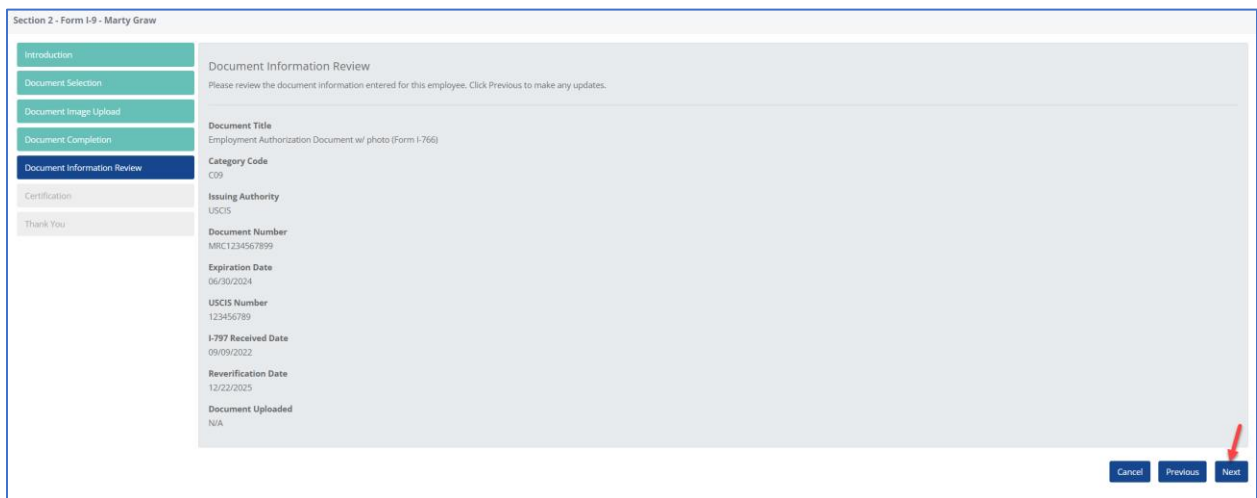
Cancel Previous **Next**

- On the Document Completion page, enter the information exactly as it appears on the EAD, if the employee is presenting an I-797 Notice of Action Receipt Notice or a copy of the Federal Register Notice, then click the button and enter the I-797 Received Date, indicated on the form.

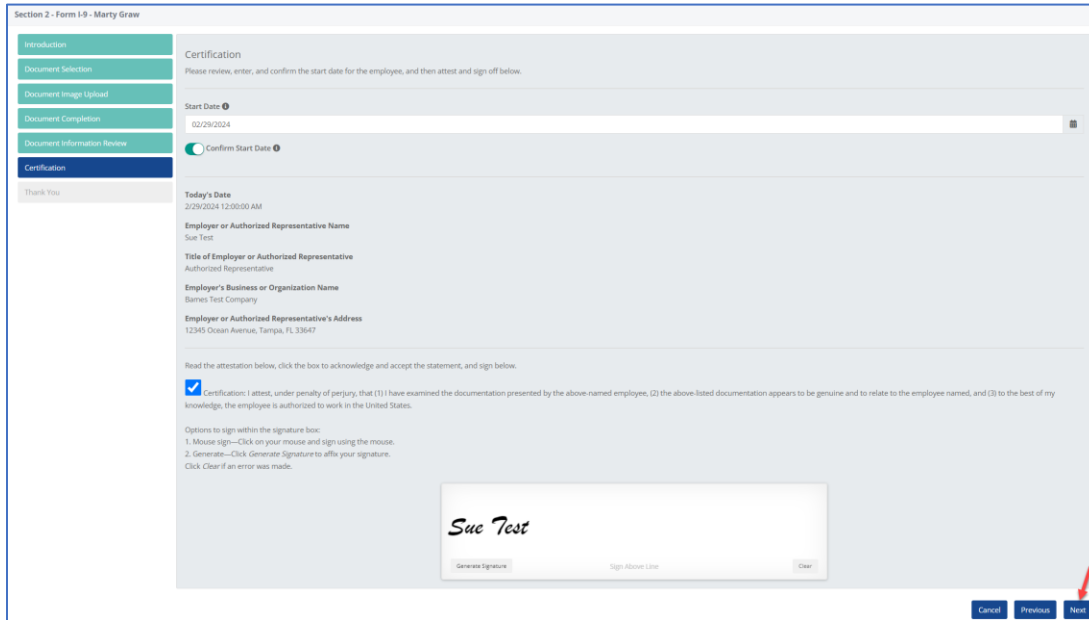
The system will automatically calculate the **Reverification Date**, this is the date that will be tracked for reverification. Click **Next**.



- Review the information on the **Document Information Review** page, click Previous if a correction needs to be made, and click **Next**.



6. On the **Certification** page, check the Certification box and sign. Click **Next** to conclude the process.



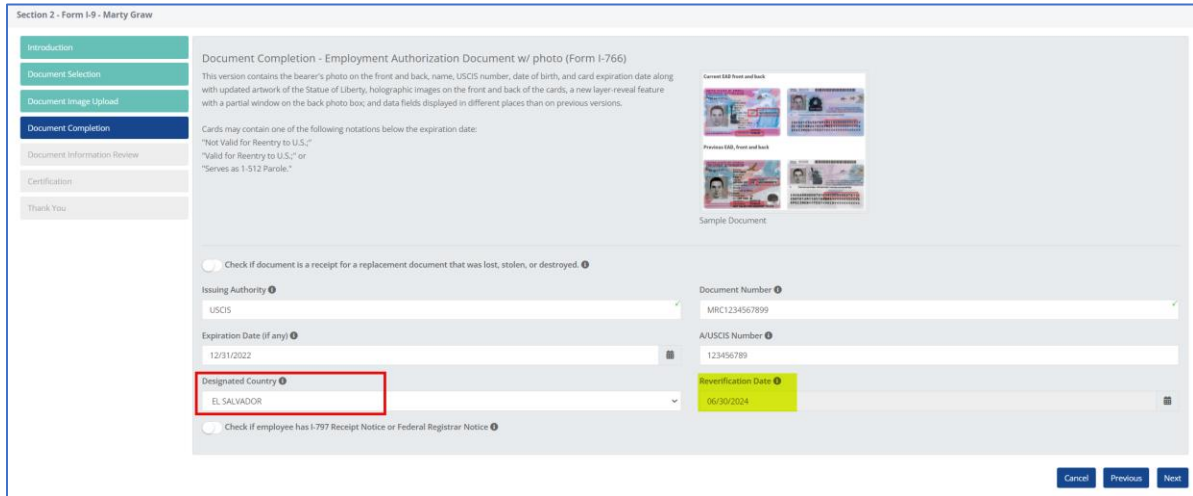
7. The Form I-9 will reflect the extension in the **Additional Information** field.

| 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 Title 1 | List A | OR | List B AND List C |
| Employment Authorization Document | | | |
| Issuing Authority | USCIS | | |
| Document Number (if any) | MRC1234567899 | | |
| Expiration Date (if any) | 10/29/2024 | | |
| Document Title 2 (if any) | Additional Information | | |
| Issuing Authority | Category Code: C09 EAD EXT | | |
| Document Number (if any) | | | |
| Expiration Date (if any) | | | |
| Document Title 3 (if any) | | | |
| Issuing Authority | | | |
| Document Number (if any) | | | |
| Expiration Date (if any) | | | |
| | | | <input type="checkbox"/> 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 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. | | | First Day of Employment (mm/dd/yyyy): 02/29/2024 |
| Last Name, First Name and Title of Employer or Authorized Representative Test, Sue Authorized Representative | | Signature of Employer or Authorized Representative <i>Sue Test</i> Signed on 2/29/2024 at 4:52:19 PM. | Today's Date (mm/dd/yyyy) 02/29/2024 |
| Employer's Business or Organization Name Barnes Test Company | Employer's Business or Organization Address, City or Town, State, ZIP Code 12345 Ocean Avenue Tampa FL 33647 | | |
| For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4. | | | |
| Form I-9 Edition 08/01/23 | | | Page 1 of 4 |

Temporary Protected Status (TPS) Category A-12 or C-19

For an EAD with a category A-12 or C-19 indicating TPS status, choose the Designated Country from the dropdown and enter the EAD expiration date. The system will automatically calculate the reverification Date based on the Federal Register Notice (FRN) issued by USCIS.

Note: TPS EAD's have specific extension dates per the FRN.



Section 2 - Form I-9 - Marty Graw

Document Completion - Employment Authorization Document w/ photo (Form I-766)

This version contains the bearer's photo on the front and back, name, USCIS number, date of birth, and card expiration date along with updated artwork of the Statue of Liberty, holographic images on the front and back of the cards, a new layer-reveal feature with a partial window on the back photo box; and data fields displayed in different places than on previous versions.

Cards may contain one of the following notations below the expiration date:
 "Not Valid for Reentry to U.S."
 "Valid for Reentry to U.S."
 "Serves as I-512 Parole."

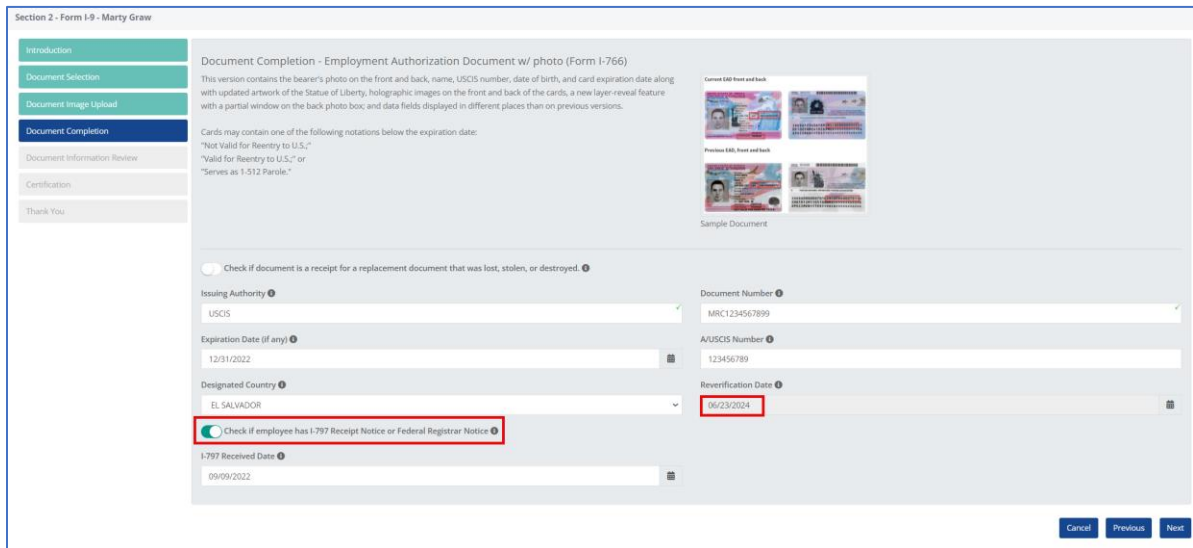
Check if document is a receipt for a replacement document that was lost, stolen, or destroyed.

Issuing Authority: USCIS
 Expiration Date (if any): 12/31/2022
 Designated Country: EL SALVADOR
 Check if employee has I-797 Receipt Notice or Federal Registrar Notice

Document Number: MRC1234567899
 A/USCIS Number: 123456789
 Reverification Date: 06/29/2024

Buttons: Cancel, Previous, Next

If the employee presents an I-797, Notice of Action, check the button indicating as such and enter the Received Date. The system will automatically calculate the Reverification Date.



Section 2 - Form I-9 - Marty Graw

Document Completion - Employment Authorization Document w/ photo (Form I-766)

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Cards may contain one of the following notations below the expiration date:
 "Not Valid for Reentry to U.S."
 "Valid for Reentry to U.S."
 "Serves as I-512 Parole."

Check if employee has I-797 Receipt Notice or Federal Registrar Notice

I-797 Received Date: 09/09/2022

Document Number: MRC1234567899
 A/USCIS Number: 123456789
 Reverification Date: 06/23/2024

Buttons: Cancel, Previous, Next

The Form I-9 will reflect the extension in the **Additional Information** field.

| List A | | OR | List B | AND | List C |
|---|--|---|--------|--|--|
| Document Title 1 | Employment Authorization Document | | | | |
| Issuing Authority | USCIS | | | | |
| Document Number (if any) | LIN1234567896 | | | | |
| Expiration Date (if any) | 10/16/2025 | | | | |
| Document Title 2 (if any) | Additional Information | | | | |
| Issuing Authority | Category Code: A12 | | | | |
| Document Number (if any) | Designated Country: SUDAN EAD EXT 10/16/2025 | | | | |
| Expiration Date (if any) | | | | | |
| Document Title 3 (if any) | Case Number: 2023345213520ED Case Status: UNCONFIRMED_DATA | | | | |
| Issuing Authority | | | | | |
| Document Number (if any) | | | | | |
| Expiration Date (if any) | <input type="checkbox"/> 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 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. | | | | | First Day of Employment (mm/dd/yyyy): 01/06/2024 |
| Last Name, First Name and Title of Employer or Authorized Representative Leone-Brooks, Jamie Compliance Director | | Signature of Employer or Authorized Representative <i>Jamie Leone-Brooks</i> Signed on 12/11/2023 at 9:35:16 PM | | Today's Date (mm/dd/yyyy) 12/11/2023 | |
| Employer's Business or Organization Name Jamie's Test Company | | Employer's Business or Organization Address, City or Town, State, ZIP Code 123 North Ave Detroit MI 48021 | | | |

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

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STEM or Cap-Gap

If a category code chosen qualifies for Cap-Gap or a STEM extension, choose the button that applies and enter the required information.

For example, if the Employee presents an EAD with a category code of C03B, the system will allow the user to choose either **Employee has applied for STEM** or **Employee qualifies for cap-gap**.

Section 2 - Form I-9 - Paul Potts


- Introduction
- Document Selection
- Document Image Upload
- Document Completion
- Document Review
- Agent Attestation
- Thank You

Document Completion - Employment Authorization Document w/ photo (Form I-766)


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Cards may contain one of the following notations below the expiration date:
 "Not Valid for Reentry to U.S.;"
 "Valid for Reentry to U.S.;" or
 "Serves as 1-512 Parole."

Current EAD front and back



Previous EAD, front and back



Sample Document

Check if document is a receipt for a replacement document that was lost, stolen, or destroyed.

Issuing Authority

Expiration Date (if any)

Document Number

A/USCIS Number

Employee has applied for STEM

Employee qualifies for cap-gap

[Cancel](#) [Previous](#) [Next](#)

Here is an example of when Cap-Gap is chosen, the user enters the Receipt Number, and the system will automatically update the Reverification Date field.

Section 2 - Form I-9 - Paul Potts

Document Completion - Employment Authorization Document w/ photo (Form I-766)

This version contains the bearer's photo on the front and back, name, USCIS number, date of birth, and card expiration date along with updated artwork of the Statue of Liberty, holographic images on the front and back of the cards, a new layer-reveal feature with a partial window on the back photo box; and data fields displayed in different places than on previous versions.

Cards may contain one of the following notations below the expiration date:
 "Not Valid for Reentry to U.S.,"
 "Valid for Reentry to U.S.," or
 "Serves as I-512 Parole."

Check if document is a receipt for a replacement document that was lost, stolen, or destroyed.


Issuing Authority: USCIS
 Expiration Date (if any): 08/08/2023
 Employee has applied for STEM
 Employee qualifies for cap-gap

Document Number: LIN1234567896
 A/USCIS Number: 68522655

Receipt Number: MRC1234567894
 Reverification Date: 09/30/2023

Cancel Previous Next

The Form I-9 will reflect the extension in the **Additional Information** field.



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

| | | | | |
|-------------------------------------|----------------------------------|----------------------------------|-------------|-------------------------------------|
| Employee Info from Section 1 | Last Name (Family Name) Gould | First Name (Given Name) Jason | M.I. N/A | Citizenship/Immigration Status 4 |
|-------------------------------------|----------------------------------|----------------------------------|-------------|-------------------------------------|

| List A Identity and Employment Authorization | OR List B Identity | AND List C Employment Authorization |
|--|--|--|
| Document Title Employment Authorization Document w/ photo | Document Title N/A | Document Title N/A |
| Issuing Authority USCIS | Issuing Authority N/A | Issuing Authority N/A |
| Document Number LIN1234567896 | Document Number N/A | Document Number N/A |
| Expiration Date (if any) (mm/dd/yyyy) 9/30/2023 | Expiration Date (if any) (mm/dd/yyyy) N/A | Expiration Date (if any) (mm/dd/yyyy) N/A |
| Document Title N/A | <div style="background-color: yellow; padding: 5px; margin-bottom: 5px;"> Additional Information Category Code: C03B Cap-Gap </div> Case Number: 2023207185439DD Case Status: UNCONFIRMED_DATA | |
| Issuing Authority N/A | | |
| Document Number N/A | | |
| Expiration Date (if any) (mm/dd/yyyy) N/A | | |
| Document Title N/A | <div style="border: 1px solid black; padding: 5px; font-size: small;"> QR Code - Sections 2 & 3 Do Not Write in This Space </div> | |
| Issuing Authority N/A | | |
| Document Number N/A | | |
| Expiration Date (if any) (mm/dd/yyyy) N/A | | |

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the