

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

### **Completing an Extension**

 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.

tion 2 - Form I-9 - Marty Graw							
ntroduction	And the second se						
	Document Selection						
ocument selection :	The employee must present a document, within three business days of the date wo	or combination of documents from List A (whic ork for pay begins	h shows both identity and employment authors	orization) or one document from List B (whi	ch shows identity) and one document from i	list C (which shows employment authorization	
ocument Image Upload	You must accept any document from the	You must accept any document from the Lists of Acceptable Documents presented by the individual that reasonably appear on its face to be genuine and relate to the individual presenting them. You may not specify which documents) the individual may present,					
locument Completion	If the document to the second se						
ocument Information Review							
	List A: Documents that estable	sh both identity and employment	authorization				
	U.S. Passport	U.S. Passport Card	Perm. Resident Card or Alien Reg.	Foreign Passport w/temp. I-551	Foreign Passport with temp, J-551	Employment Authorization	
ianik You					notation on a machine-readable immigrant visa (MRIV)	Document w/iphoto (Form I-766)	
	Foreign Passport w/ Arrival /						
	Departure Record (Form I-94)	I-551 stamp AND Photo					
	List B: Documents that estat	blish identity		List C: Documents that estab	lish employment authorization		
	Select a List B document from the lis	st below		Select a List C document from the lis	t below		
	O Driver's License or State ID Card			O Social Security Account Number Can	d (Unrestricted)		
	O ID Card issued by Federal, State or L	.ocal Government		O Original or certificated copy of a U.S. Birth Certificate			
	O School ID Card with a photograph			<ul> <li>Certificate of Birth Abroad (Form FS-545)</li> </ul>			
	O Voter's Registration Card			O Certificate of Report of Birth (Form DS-1350)			
	O U.S. Military Card or Draft Record			Native American tribal document			
	O Military dependant's ID Card			O U.S. Citizen ID Card (Form I-197)			
	O U.S. Coast Guard Merchant Mariner	Card		O Identification Card for use of Resider			
	O Native American tribal document			O Employment authorization document	t issued by the DHS		
	O Driver's License issued by a Canadia	in government authority		O Expired I-551 w/Form I-797 reflecting	; an extension		
	O School record or Report Card			O Consular Report of Birth Abroad (FS	240)		
	O Day-care or nursery school record						
	O Minor under age 18 without a List B	document					
	<ul> <li>Special Placement</li> </ul>						

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

Section 2 - Form I-9 - Marty Graw												
Introduction	Document S	election										
Document Selection	This version cont	This version contains the bearer's photo on the front and back, name, USCIS number, date of birth, and card expiration date along constant the second to the										
Document Image Upload	with updated art with a partial wir	work of the Statue of L idow on the back phote	berty, holographic in box; and data fields	hages on the front and l displayed in different p	back of the cards, a ne places than on previou	w layer-reveal feature s versions.	OF	A 19				
Document Completion	Cards may conta	in one of the following	notations below the e	expiration date:			(180 · 2	and an and a second sec	Internet.			
Document Information Review	"Not Valid for Re "Valid for Reentry "Secure at 1,512	entry to U.S.;" y to U.S.;" or Parole "					Previous LAD, frant	and lock				
Certification	JUNE DI POLE	Y DI UNU.					0					
Thank You							Contraction of the local division of the loc					
							Sample Emple	oyment Authorization D	ocument w/ photo (Fo	irm 1-766)		
	Choose Categories Choose Choose Categories Choose Choose Categories Choose Cho	gory Code D card and select the c	ategory code from the	e list below.								
	A02	A03	A04	A05	A06	A07	A08	A09	A10	A11	A12	A13
	A14	A15	A16	A17	A18	A19	A20	C01	C02	CO3A	СОЗВ	C03C
	C03(ii)	C03(iii)	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			
											Ca	incel 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 z - Form I-9 - Marty Graw						
Introduction	Document Image Upload					
Decument Selection	Upload a clear, legible copy of the document(s) the employee presented in the previous step	as requested below.				
Document Image Upload	The images must be saved in a PDF, JPG, or GIF format.					
Document Completion	Please review the document(s) images previously uploaded. Cick have for more details					
Document Information Review						
Certificative						
Thumis You						
	Employment Authorization Document w/ photo (Form 1-766)					
	Current EAD front	0				
	Service Service	Take a photo of the document				
		OR	(Uploaded)			
		L				
	Previous EAD front	<b>+</b>	0.1 MB			
	Reserve and Andrew Long	Upload an image of the document	E Coler			
	Sample Document					
	Back of Employment Authorization Document w/ photo (Form I-766)					
	Current EAD back	Ο	Constant Park America			
	P 0 ***	Take a photo of the back of document	19.00 (BBC) 19.00 (BBC)			
			(Uploaded)			
	A PRIMA CONTRACTOR CONTRACTOR					
	Previous EAD back	÷	0.1 MB			
		Upload an image of the back of document	2 Denne			
	Sample Back Of Document					
				Cancel Previous Next		



4. 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**.

Section 2 - Form I-9 - Marty Graw		
Introduction	Document Completion - Employment Authorization Document w/ photo (Form I-766)	
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	Current DAD front and back
Document Image Upload	with updated answerk of the statue of solery, hoographic images on the front and tack of the cards, a new inject-relean resource with a partial window on the back photo box; and data fields displayed in different places than on previous versions.	ALL
Document Completion	Cards may contain one of the following notations below the expiration date:	
Document Information Review	"Not Valid for Reentry to U.S." "Valid for Reentry to U.S." or	Previous UD, front and back
Certification	"Serves as 1-512 Parole."	OF ALL
Thank You		
		Sample Document
	Check if document is a receipt for a replacement document that was lost, stolen, or destroyed.	
	Issuing Authority 0	Document Number 🖲
	USCIS	MRC1234567899
	Expiration Date (if any)	A/USCIS Number 0
	06/30/2024	123456789
	Check if employee has I-797 Receipt Notice or Federal Registrar Notice 0	
	I-797 Received Date 🗿	Reverification Date 0
	09/01/2023	12/22/2025
		Cancel Previous Next

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

Section 2 - Form I-9 - Marty Graw	
Introduction Document Selection	Document Information Review Please review the document information entered for this employee. Click Previous to make any updates.
Document Image Upload Document Completion	Document Table Employment Authorization Document w/ photo (Form 1-766)
Document Information Review	Category Code C(9)
Certification	Issuing Authority
Thank You	Document Number MRC1234567899
	Expiration Date 06/30/2024
	USCI5 Number 12345/789
	1-797 Received Date 09/09/2022
	Reverification Date 12/22/2025
	Document Uploaded NA
	Cancel Previous Sites



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

Section 2 - Form I-9 - Marty Graw		
Introduction Document Selection	Certification Please review, enter, and confirm the start date for the employee, and then attest and sign off below.	
Document Image Upload	Start Date 0	
Document Completion	02/3/024	
Document Information Review	Confirm Start Date 0	
Certification		
Therk You	Charly Date         Support Patholized Representation Representation Representation Representation Representation         Charly Date         Automating Representation         Representation         Date State S	
	Cancel Protoco	Next

7. 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 Docur	ment				
ssuing Authority	uscis					
Occument Number (if any)	MRC1234567899					
Expiration Date (if any)	10/29/2024					
Document Title 2 (if any)		Add	itional Information			
ssuing Authority		Cat EAI	egory Code: C09 D EXT			
Occument Number (if any)						
Expiration Date (if any)						
Document Title 3 (if any)						
ssuing Authority						
Document Number (if any)						
Expiration Date (if any)			Check here if you used an a	Iternative procedure authoriz	ed by DH	S 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.						
ast Name, First Name and	Title of Employer or Authorized Repres	sentative	Signature of Employer	or Authorized Representative		Today's Date (mm/dd/yyyy
i esi, Sue Authorized Representati	Ve		Swe 7ker Signed on 2/29/2024 at 4:52:	19 PM.		02/29/2024
Employer's Business or Organization Name Employer's Business or Organization Address, City or Town, State, ZIP Code						
Bames Test Company 12345 Ocean Avenue Tampa FL 33647						



#### 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		
Introduction	Document Completion - Employment Authorization Document w/ photo (Form I-766)	
Document Selection Document Image Upload	This version contains the bearer's photo on the front and back, name, USCIS number, date of birth, and card expration 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 boo; and data fields displayed in different places than on previous resinos.	Const Bill Annual Nation
Document Completion	Cards may contain one of the following notations below the expiration date: "Not Valid for Reentry to U.S.,"	Factor 10, Not as has
Document Information Review	"Valled for Reemry to U.S." or "Serves as 1-512 Parole."	
Thank You		Sample Document
	Check if document is a receipt for a replacement document that was lost, stolen, or destroyed.	
	Issuing Authority 0	Document Number ()
	uscis	MRC1234567899
	Expiration Date (if any)	A/USCIS Number 🖲
	12/31/2022	123456789
	Designated Country 0	Reventication Date 0
	EL SALVADOR	06/30/2024
	Check If employee has 1-797 Receipt Notice or Federal Registrar Notice O	
		Carreel 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		
Introduction Document Selection Document Selection Document Image tapland Document Completion Document Information Review Certification Thank You	Document Completion - Employment Authorization Document w/ photo (Form I-766)). This version contains the bearer's photo on the front and back, name, USDS number, date of birth, and card expansion date along with updated attracks of the Statue of Liberty, holigraphic images on the front and back of the cards, a new layer-event Feature with a partial window on the back photo box, and data fields diglayed in different places than on previous versions. Cards may contain one of the following rotations below the expansion date: "Nex Valid for Reservy to US," or "Serves as 1-512 Parele."	Current Get Water and Ruth.         Parales Her, Harr and Harr         Parales Her, Harr and Harr         Stargher Documenter
	Check if document is a receipt for a replacement document that was last, stolen, or destroyed. © USCS USCS Depiration Date (If any) © 1:01/02022 Designated Country © Et SHADOR	Document Number  Kur(12345/7999 AUSCIS Number  L23450/799 Reventication Date  Kor(23/2024
		Cancel Previous Next



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

Section 2. Employer business days after the a authorized by the Secret	Review and Verification: En amployee's first day of employment ary of DHS, documentation from I	nployers or t nt, and must list A OR a	heir authorized represe physically examine, or combination of docume	ntative must complete ar examine consistent with ntation from List B and L	id sign <b>S</b> an alteri ist C. Er	ection 2 within three native procedure nter any additional
documentation in the Ad	List A	or or	List B	AND		List C
Document Title 1	Employment Authorization Docu	menti				
Issuing Authority	USCIS					
Document Number (if any)	LIN1234567896					
Expiration Date (if any)	10/16/2025					
Document Title 2 (if any)		Addi	tional Information			
Issuing Authority		Cate	egory Code: A12			
Document Number (if any)		Des	ignated Country: S	ÚDAN		
Expiration Date (if any)		EAL	EXT 10/10/2025			
Document Title 3 (if any)		Cas	e Number: 202334	5213520ED		
Issuing Authority		Cas				
Document Number (if any)						
Expiration Date (if any)			heck here if you used an a	Iternative procedure authoriz	ed by DH	S to examine documents.
Certification: I attest, und employee, (2) the above-lis best of my knowledge, the	er penalty of perjury, that (1) I have sted documentation appears to be g employee is authorized to work in t	examined the enuine and t the United St	e documentation present to relate to the employee tates.	ed by the above-named named, and (3) to the	First Da (mm/de 01/0	ay of Employment d/yyyy): 6/2024
Last Name, First Name and Title of Employer or Authorized Representativ Leone-Brooks, Jamie Compliance Director			tive Signature of Employer or Authorized Representative Today's Date (mm/dd/ //www.clean-Source Signed on 12/11/2023 at 9:35:16 PM.			Today's Date (mm/dd/yyyy) 12/11/2023
Employer's Business or Org	anization Name	Employer's E	Business or Organization A	ddress, City or Town, State,	ZIP Code	;
Jamie's Test Comp	any	123 North	Ave	Detroit	MI	48021
	For reverification or rehire, o	complete S	upplement B, Reverifi	cation and Rehire on Pa	age 4.	
Form I-9 Edition 08/0	1/23					Page 1 of 4

#### 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) This version contains the bearer's photo on the front and back, name, USCIS number, date of birth, and card capitation 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 boc; 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 1-512 Parele."	General Ed Host at Alash         Format Alash
	Check if document is a receipt for a replacement document that was lost, stolen, or destroyed.	
	Issuing Authority 0	Document Number 🕕
	USCIS	LIN1234567896
	Expiration Date (if any)	A/USCIS Number 🖲
	08/08/2023	68522655
	Employee has applied for STEM O	
	Employee qualifies for cap-gap 0	
		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		
Introduction Document Selection Document Image Upload Document Completion Document Review Agent Attestation Thank You	Document Completion - Employment Authorization Document w/ photo (Form I-766) This version contains the bears's photo on the front and back, name, USCS number, date of birth, and card expiration date along with optated arbrork of the Status of Liberty, holgraphic images on the front and back of the cards, a new layer-created 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 Vaild for Reentry to U.S." "Valid for Reentry to U.S." or	Center 488 Hort and Hoal         Difference 488 Hort and Hort a
	Check if document is a receipt for a replacement document that was lost, stolen, or destroyed.	Document Number <b>0</b> LIN1234567896
	Expiration Date (if any)	A/USCIS Number
	Employee nas applied for STEM  Employee qualifies for cap-gap  Receipt Number  Employee Q	Reverification Date <b>0</b>
	MRC1234567894	09/30/2023
		Cancel Previous Next

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

×	Department Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services					OMB No. 1615-0047 Expires 10/31/2022	
Section 2. Employer or (Employers or their authorized rep must physically examine one docu of Acceptable Documents.")	Authorize resentative mus ment from List	d Representative R st complete and sign Section A OR a combination of one	eview and Verifi n 2 within 3 business da document from List B a	cation ys of the e nd one doo	mploy cumen	ee's first day of employment. You t from List C as listed on the "Lists	
Employee Info from Section 1	Last Name (F Gould	amily Name)	First Name <i>(Given Nar</i> Jason	ne)	M.I. N/A	Citizenship/Immigration Status 4	
List A Identity and Employment Aut	C thorization	DR List	B A lity	ND		List C Employment Authorization	
Document Title Employment Authorization I	ument Title ployment Authorization Document v		-	ont Title			
JSCIS		N/A Issuing Authority Issuing A			Autho	Authority	
Document Number LIN1234567896		Document Number Document N/A N/A			ent Number		
Expiration Date (if any) (mm/dd/yyyy) 9/30/2023		Expiration Date (if any) (mm/dd/yyyy) Expira N/A N/A			ration Date (if any) (mm/dd/yyyy)		
Document Title N/A							
Issuing Authority N/A		Additional Information Category Code: C03B				QR Code - Sections 2 & 3 Do Not Write In This Space	
Document Number N/A		Cap-Gap					
Expiration Date (if any) (mm/dd/yyyy) N/A		Case Number: 2023207185439DD Case Status: UNCONFIRMED_DATA					
Document Title N/A							
Issuing Authority N/A							
Document Number N/A							
Expiration Date (if any) (mm/dd/y)	997)						

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