

When you must complete the Employment Eligibility Verification - Form I-9

Federal Law requires every employee to complete a Form I-9 which verifies the employee's authorization to work in the United States. Employees must complete this form on or before the first day of employment regardless of whether they are U.S. citizens or non-U.S. citizens. This requirement applies to everyone hired after November 6, 1986.

How to complete the Form I-9

A) Hiring managers

- 1) Provide each new hire with a copy of the Form I-9, including the instructions and List of Acceptable documents.
- 2) Direct the new hire to Human Resources to complete the Form I-9 on or before the first day of work.
- 3) Notify eligible new hires that they will receive their University Identification Card at Human Resources after completing the Form I-9

B) Employee - Section 1. Employee Information and Verification.

- 1) **When:** After job offer accepted but no later than the 1st day worked.
- 2) **How:**
 - (i) Fill in personal information – Social Security # is the only optional field.
 - (ii) Check one box to denote current status in the United States.
 - (iii) Sign and date.
- 3) **Where:** Office of Human Resources, 200 Grace Hall. The employee presents original document(s) in person - One from List A; OR a combination of one from List B AND one from List C.

C) Office of Human Resources - Section 2. Employer Review and Verification.

A Human Resources representative will:

- a) Review and ensure employee has fully and properly completed Section 1.
- b) Receive employee's original document(s) - One from List A; OR a combination of one from List B AND one from List C.
- c) Examine original documents and fully complete Section 2.
 - (i) Record title, issuing authority, number and expiration (if any) for each document.
 - (ii) Fill in the date of hire and correct information in certification block
 - (iii) Make a copy the document(s) provided. Attach to the Form I-9.
 - (iv) Sign and date. Must be signed by the individual examining the original document(s).

- D) For the list of acceptable documents or for more detailed instructions please view the forms section on our website <http://hr.nd.edu> or contact the askHR Customer Service Center at 574.631.5900.