

Employment Eligibility Verification (Form I-9)

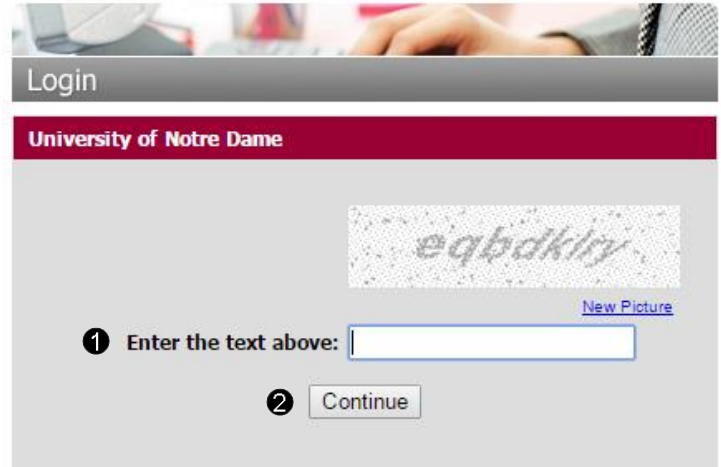
Instructions for Employees



Step 1: Login

To complete Section One of Form I-9, please visit <https://secure.i9.talx.com/preauthenticated/LoginCAPTCHA.aspx?Employer=14219>

- 1 In the **Enter the text above** field, enter the characters displayed in the picture above the field. If you are unable to read the letters, select **New Picture**
- 2 Click **Continue**



Step 2: Complete Required I-9 Information

- 1 Complete the highlighted fields, including: name, address, date of birth, and social security number.

Note: The name printed on the social security card must match what is entered in the last name (family name), first name (given name), and middle initial fields.

- 2 Select the appropriate citizenship status. If required, enter your alien number, I-94 number, and/or the last day you are eligible to work in the United States.
- 3 Click **Continue**.

Note: A message will display with applicable fields highlighted if required fields are not completed or there are mistakes. You must complete/correct the highlighted fields to proceed.

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)		First Name (Given Name)		Middle Initial	Other Names Used (if any)
[highlighted]		[highlighted]			
Address (Street Number and Name)			Apt. Number	City or Town	State
[highlighted]				[highlighted]	[highlighted]
Date of Birth	U.S. Social Security Number		E-mail Address		Telephone Number
[highlighted]	[highlighted]		[optional]		[optional]
(mm/dd/yyyy)	<input type="radio"/> SSN Applied For				

- 2 I attest, under penalty of perjury, that I am (check one of the following):
 - A citizen of the United States
 - A noncitizen national of the United States (see instructions)
 - A lawful permanent resident (Alien Registration Number/USCIS Number): [input field]
 - An alien authorized to work until (expiration date, if applicable, mm/dd/yy): [input field]
 - Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization (see instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number: [input field]

OR

2. Form I-94 Admission: [input field]

If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following:

Foreign Passport Number: [input field]

Country of Issuance: [dropdown menu]

- Employee obtained Form I-94/I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

Cancel Continue **3**

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Instructions for Employees



Step 3: Review and Electronic Signature

1 Carefully review your information. If any information is incorrect, click the **Change Information** link.

2 Sign your I-9 electronically by selecting the check box.

Note: To view the information in English or Espanol, click the appropriate link.

3 Click **Continue**.

Employee Review

([English](#) | [Español](#))

[I-9 Instructions](#) [I-9 Instrucciones](#)

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

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

Please note that you may be required to present an acceptable List A or List B document containing a photo for your employer to complete Section 2 of your Form I-9. After completing Section 2 your employer may be required to electronically verify your work authorization with the United States government.

1

Name: Test Specimen

Other Names Used:

U.S. Social Security Number: 123-45-6789

Date of Birth: 01/01/2001

Address: 200 Grace Hall

Notre Dame, IN 46556

E-mail Address: test@nd.edu

Telephone Number: 574-631-5900

Employment Date:

Work Status: A Citizen of the United States

Alien Registration Number/USCIS Number:

I-94 #:

Alien Work Until Date:

Foreign Passport Number:

Country of Issuance:

Obtained I-94 from USCIS:

[Change Information](#)

2

Employee Electronic Signature ([English](#) | [Español](#))

By checking this checkbox I attest to the following:

- 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 understand that the employer may electronically verify my work authorization with the United States government.
- If my work authorization is verified with the United States government, I authorize my Section 1 electronic signature to be automatically applied to the documents the employer will provide me should I contest/not contest the verification results.

Back

Cancel

Continue

3

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Instructions for Employees



Step 4: Logout

- 1 Email yourself a copy of this receipt. The receipt will contain a list of acceptable documents to complete Section Two of Form I-9.
- 2 Review the list of acceptable employment eligibility documents. You must present original, unexpired documentation to verify your identity and employment authorization to the Office of Human Resources located in 200 Grace Hall. This step must be completed within three business days of your start date of employment.
Note: The list of documents varies based on the citizenship status you entered in Section 1 of Form I-9.
- 3 Click **Logout**.

The screenshot shows the University of Notre Dame's Form I-9 completion interface. At the top, there is a navigation bar with links for Home, Privacy Policy, Help, and Logout. A red banner reads "Thank you! You have completed Section 1 of your I-9." Below this, a green warning icon states: "IMPORTANT! Within three business days of the date you begin work, you must present original documentation to your employer that proves your IDENTITY and AUTHORIZATION TO WORK in the U.S." There are links for "I-9 Instructions" and "I-9 Instrucciones".

Below the warning, there is a section for emailing a receipt. It says: "You may want to [print this page](#) as a receipt for your reference. You may also email this page as a receipt." There is an "Email To:" field and a "Send Email" button. A note below says: "If any errors were made in creating this I-9, you may start over and enter a new I-9 to replace this one."

The "Receipt Code" is "davfcyyvb".

Employer Code: 14219 01/27/2015 07:29:00 AM Central Standard Time
Employer Name: University of Notre Dame

Employee Summary

Name: Test Specimen
Other Names Used:
U.S. Social Security Number: XXX-XX-6789
Date of Birth: 01/01/2001
Address: 200 Grace Hall
Notre Dame, IN 46556
E-mail Address:
Telephone Number:
Employment Date:
Work Status: A Citizen of the United States
Alien Registration Number/USCIS Number:
I-94 #:
Alien Work Until Date:
Foreign Passport Number:
Country of Issuance:
Obtained I-94 from USCIS:

Below the summary, there are instructions for Section 2:

- You must present **ORIGINAL** documentation to prove your identity and authorization to work in the United States for your employer to complete Section 2 of your Form I-9.
 - You may present 1 document from List A to prove identity and work authorization
- OR**
- You may present 1 document from List B to prove identity **AND** 1 document from List C to prove work authorization

- All documents must be unexpired.
- E-Verify requires that your identity document include a [photograph](#) for your employer to complete Section 2 of your Form I-9.
- After your employer completes Section 2 of your Form I-9, your employer will electronically verify your work authorization with the United States government.
- You have authorized your Section 1 electronic signature to be automatically applied to the documents the employer will provide to you, should you contest/not contest the verification results.

List A - Identity and work authorization
U.S. Passport or U.S. Passport Card

OR

List B - Identity Driver's License Issued by State or Possession with Photo ID Card Issued by State or Possession with Photo ID Card Issued by Federal, State, Possession or Local Government with Photo School ID Card with Photo Voter's Registration Card with Photo U.S. Military Card Military Dependent's ID Card U.S. Coast Guard Merchant Mariner Card Native American Tribal Document with Photo Canadian Driver's license School Record or Report Card with Photo Clinic, Doctor or Hospital Record with Photo Day-care or Nursery School Record with Photo Special Placement	AND	List C - Work authorization Social Security Account Number Card Without Employment Restriction Original Birth Certificate or Certified Copy with Official Seal Form FS-545 - Certification of Birth Abroad from Dept. of State Form DS-1350 - Certification of Report of Birth from Dept. of State Native American Tribal Document Form I-197 - U.S. Citizen ID Card Form I-179 - ID Card for Use of Resident Citizen in the U.S. Employment authorization document issued by DHS
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At the bottom right, there is a "Logout" button.

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Step 5: Present Original Documents to the Office of Human Resources

ATTENTION REQUIRED!

To verify section 2 of Form I-9, you must present **original, unexpired** documentation to prove your identity and authorization to work in the United States. This documentation must be presented in-person to the Office of Human Resources located in 200 Grace Hall within three business days of the start date of employment (or for Faculty, within three business days of the contract start date).

Carefully review the list of acceptable documents that is displayed following successful online completion of Section 1. You must present either one document from List A to prove identity and work authorization **OR** a combination of one document from List B to prove identity (must contain a photograph) and one document from List C to prove work authorization. Photocopies and/or facsimiles of documents are not acceptable.

If you have any questions about the Form I-9 process, please do not hesitate to contact us. The askHR Customer Service Team is prepared to answer your questions in person, on the phone (574) 631-5900, or via email askhr@nd.edu, Monday through Friday, 8:00 a.m. – 5:00 p.m. EST.