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.ascx?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.
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.
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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.
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.