

# Completing In-Person I-9 Verifications for New Hires

When a department hires a new employee who requires complete onboarding paperwork and in-person I-9 verification, the following steps are necessary to complete the in-person I-9 verification portion of the onboarding process:

## Step-by-step guide

1. AAOU SSC Staff will initiate the DocuSign I-9 envelope for the new hire to complete
2. New Hire completes Page 1 of the DocuSign I-9 envelope, the DocuSign envelope then routes to the departments Authorized Representative (generally this will be the hiring manager from the department, the new hires supervisor or a designated representative from your department):

**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

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**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 Last Names Used (if any)
Address (Street Number and Name)					
Apt. Number		City or Town		State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address		Employee's Telephone Number	

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 attest, under penalty of perjury, that I am (check one of the following boxes):

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (See instructions)
- 3. A lawful permanent resident (Alien Registration Number/USCIS Number): \_\_\_\_\_
- 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): \_\_\_\_\_  
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number:

1. Alien Registration Number/USCIS Number: \_\_\_\_\_  
OR  
2. Form I-94 Admission Number: \_\_\_\_\_  
OR  
3. Foreign Passport Number: \_\_\_\_\_  
Country of Issuance: \_\_\_\_\_

Signature of Employee \_\_\_\_\_ Today's Date (mm/dd/yyyy) \_\_\_\_\_

**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.  A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
(Fields below must be completed and signed when preparer(s) and/or translator(s) assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code

**STOP** Employer Completes Next Page **STOP**

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3. The Authorized Representative will need to schedule the in-person I-9 verification with the new hire.

a. In-Person I-9 verifications should be held **by or before** the employees **first day of work** (start date indicated on the new hire RT request)

### **i** Important

In-Person I-9 verifications are **required by federal law**, to be completed within 3-business-days of the employees start date. Not doing so will take UMBC out of compliance with federal, state and USM regulations and will open the University up to legal action and monetary fines.

If an employee is unable to successfully present allowable I-9 verification documents in person by business day-3 of their employment, they must **cease work immediately** until the in-person I-9 verification can be successfully completed.

ex. Jane Doe starts work on Monday, September 26th, **federal law requires** the in-person I-9 verification be successfully completed **no later than Wednesday, September 28th**.

4. The new hire will be required to present either **one (1) document** from LIST A or **one (1) document** from LIST B and LIST C from the LIST OF ACCEPTABLE DOCUMENTS:

**LISTS OF ACCEPTABLE DOCUMENTS**


All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	7. U.S. Coast Guard Merchant Mariner Card	7. Employment authorization document issued by the Department of Homeland Security		
	8. Native American tribal document			
	9. Driver's license issued by a Canadian government authority			
	<b>For persons under age 18 who are unable to present a document listed above:</b>			
	10. School record or report card			
	11. Clinic, doctor, or hospital record			
	12. Day-care or nursery school record			

5. On the day of the new hires in-person I-9 verification appointment, the Authorized Representative will complete an in-person, physical review of the acceptable documents from either LIST A or LIST B and LIST C

6. The Authorized Representative will then locate and open the DocuSign I-9 envelope, and complete Page 2:



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**Section 2. Employer or Authorized Representative Review and Verification**  
(Employer 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)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identify and Employment Authorization	OR	List B AND Identity	List C Employment Authorization
Document Title		Document Title	Document Title
Issuing Authority		Issuing Authority	Issuing Authority
Document Number		Document Number	Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)
Document Title		Additional Information <span style="float: right; font-size: small;">QR Code - Sections 2 &amp; 3 Do Not Write in This Space</span>	
Issuing Authority			
Document Number			
Expiration Date (if any) (mm/dd/yyyy)			
Document Title			
Issuing Authority			
Document Number			
Expiration Date (if any) (mm/dd/yyyy)			

**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 employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name)		City or Town
		State
		ZIP Code

**Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)**

<b>A. New Name (if applicable)</b>		<b>B. Date of Rehire (if applicable)</b>	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)

**C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.**

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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7. The Authorized Representative is then required to scan a copy of all acceptable documents (must be a scan of the physical documents used to complete page 2 of the verification form) and attach them to the DocuSign I-9 envelope.

 Important

## All documents must be **UNEXPIRED**

7. Once a copy of the document(s) have been uploaded and attached to the DocuSign I-9 envelope, the departments Authorized Representative will review and completed the last page of the DocuSign envelope titled "Final Documentation" by selecting one of two options:

- **The I-9 Form was completed within three(3) days**
  - **Remember:** this means within three(3) business days of the start date indicated on the new hire RT Ticket (*which should also be their first day of work*)
    - *Within 3-business-days means, if the new hire's start date is Monday, September 26th, the In-Person I-9 review must be completed by or before Wednesday, September 28th, and the date the Authorized Representative signed Page 2 of the form must be dated on or before Wednesday, September 28th.*

OR

- **The I-9 Form was completed after the "Three(3) Day Rule"**
  - **Note:** You can not backdate the form, instead you must explain why the document is late in the space provided.

8. Submit the completed I-9 DocuSign envelope

9. Download a copy of the COMPLETED I-9 DocuSign envelope, in PDF format, an upload a copy to the new hire RT ticket by or before close of business on the employees start date, but **absolutely no later** than close of business on the 3rd business day from their start date, per federal regulations

### A Message from AAOU SSC:

AAOU SSC will still maintain oversight of the in-person I-9 verification process to ensure campus-wide compliance. If we do not receive a copy of the COMPLETED I-9 DocuSign envelope with scanned copies of the hires acceptable documentation included, by close of business on their start date, we will send a follow up reminder to the department to ensure they provide this information no later than the 3rd business day.

The new hire RT Ticket will remain open until we receive the supporting documentation and verify it on our end. Once successfully verified by an AAOU SSC team member, the ticket will be updated accordingly and resolved.

If the required documentation is not received by AAOU SSC timely, and there is concern about non-compliance AAOU SSC will notify the department via the ticket and escalate the matter to leadership, up to and including; Department Directors, Deans, Division-Heads, Central Human Resources and Management Advisory Services (MAS).

### Important Things to Remember:

Please only scan and attach the documents that were used for the I-9. Only attach information for a document from **List A**, or documents from **List B** *and* **List C**.

All documents must be **UNEXPIRED**

#### Per Federal Law:

- All new employees must have page 1 of the I-9 form completed on the 1st day of employment
- All original documents must be provided to the employer for verification within 3 business days of the hire date
- Page 2 of the I-9 must be completed by the hiring department within 3 business days of the hire date
- In conjunction with the I-9, some individuals, such as non-immigrant students and exchange visitors, must also present additional documentation in order to prove their work authorization in the United States.
- Social Security Cards with "Valid for Work Only with INS Authorization" cannot be used to satisfy the I-9.

- **A new I-9 is needed when:**

- A change in citizenship status is made (i.e., from H-1B to Permanent Resident).
- If you rehire your employee within 3 years of the date that a previous Form I-9 was completed. Source: [Completing Section 3, Reverification and Rehires | USCIS](#)

Related articles