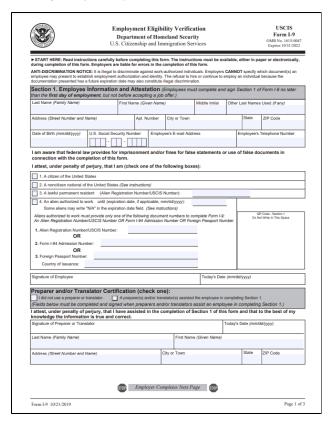
Completing In-Person I-9 Verifications for New Hires

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
- 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):



- 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)



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.

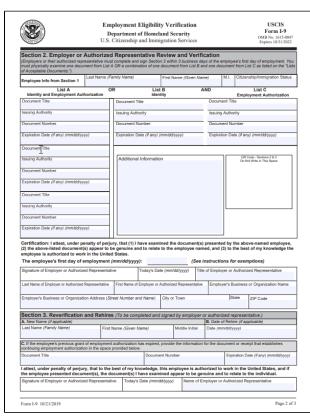
If an employee is unable to successfully present allowable I-9 verification documents in person by business day-3 of their employment, they must **cease work immediately** until the in-person I-9 verification can be successfully completed.

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:

B	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 AN	ID	LIST C Documents that Establish Employment Authorization
2.	U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary		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		A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMEN (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
4.	temporary 1-30 i stamp or temporary 1-55 frinted notation on a machine- readable immigrant visa Employment Authorization Document that contains a photograph (Form 1-766)	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		(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of report of birth issue by the Department of State (Forms DS-1350, FS-545, FS-240)
	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	4 . 5 .	School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card	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
			U.S. Coast Guard Merchant Mariner Card		Native American tribal document U.S. Citizen ID Card (Form I-197)
		-	Native American tribal document Driver's license issued by a Canadian government authority	6.	Identification Card for Use of Resident Citizen in the United States (Form I-179)
	not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		For persons under age 18 who are unable to present a document listed above:	7.	Employment authorization document issued by the Department of Homeland Security
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	11	School record or report card Clinic, doctor, or hospital record 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:



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.



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

- Thel-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 <u>upload</u> a copy to the new hire RT ticket <u>by or before</u> close of business on the employees start date, but <u>absolutely no later</u> 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 L ist 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

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