

## **Instructions for Form I-9**

- Complete Form I-9 each time you hire any person to perform labor or services. It must be completed on or prior to the employee's first day of work. This includes re-hires, regardless of their termination date.
- Ensure that the employee fully completes Section 1 of the Form I-9 at the time of hire- when the employee begins work.
- Review the employee's documents and fully complete section 2 of the form **before** or within **three** business days of the first day of work.
- Send completed Form I-9 and appropriate documentation to the HR Service Center by one of the following ways:
  - (a) Campus Mail (Box 870364)
  - (b) E-mail ([hrrsvctr@ua.edu](mailto:hrrsvctr@ua.edu))
  - (c) Deliver in person to Rose Admin., G-69

The following pages list the step-by-step instructions for completing Form I-9.

Please call the HR Service Center at 348-7732 with any questions.

## Section 1 - Employee Information and Verification

The employee is responsible for fully completing Section 1 of the I-9 form on or before the first day of employment. The employer should not complete any portion of this section, and any changes to this section should be made by the employee, then initialed and dated. The person signing as the employer is responsible for reviewing and ensuring that the employee fully and properly completes Section 1.

This section includes the following basic personal information:

- Name (last, first, initial)
- Date of birth
- Social security number (This section is optional.)
- Address (Street name and Number)
- City, State, and Zip Code
- Appropriate citizenship box checked
  - If the employee is a U.S. citizen, box 1 must be checked.
  - If the employee is a noncitizen national of the United States, box 2 should be checked. This applies to persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
  - If the employee is a lawful permanent resident (box 3), the alien registration number must be completed. An alien "A" number is the registration number given to all permanent residents by the DHS. It is a filing number from the DHS that is assigned when an application for permanent residency is made. The A# is found on the Permanent Resident card (Form I-551) or contained in the I-551 stamp on the passport.
  - If the employee is not a lawful permanent resident (box 4), but is authorized to work in the United States, the Alien or Admission number and the expiration date of employment authorization must be completed. An admission number is given to all aliens who enter the country legally as non-immigrants. The admission number is generally the I-94 number. The expiration date will be found on the I-94 or the employment authorization document.
- Employee must sign and date form.

### Fines

*If the I-9 form is returned to the department for correction(s) to Section 1, the **employee** must make the corrections/updates and then date and initial the changes.*

### Common errors that result in fines

- Missing or incomplete information and or signatures - avoid blanks.
- Date employee signed was not on or before first day of employment.
- Employee neglected to check a citizenship box or neglected to complete all information regarding citizenship status.
  - If an employee checks the third box (A Lawful Permanent Resident), the Alien "A" number must be completed.
  - If an employee checks the fourth box (An alien authorized...), the date the alien is authorized to work until must be completed and the Alien or Admission number must be completed.

Helpful Hints to Avoid Errors

Give the I-9 form to the employee on or before the first day of employment, but not before the job has been offered.

**Note:** Within three business days of the hiring, the employee must provide original documentation establishing the employee's identity and demonstrating that he or she is authorized to work in the United States and the employer has up to three working days from employment date to complete Section 2.

Section 1 Example:

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)			
1	Print Name - Last Doe	First John	Middle Initial A
1	Maiden Name		1
2	Address (Street Name and Number) 123 Main Street		Apt. # 1
2	Date of Birth (month/day/year) 01/01/1952		2
3	City Washington	State DC	Zip Code 20011
3	Social Security # 000-00-0000		3
4	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): <input type="checkbox"/> A citizen of the United States <input type="checkbox"/> A noncitizen national of the United States (see instructions) <input type="checkbox"/> A lawful permanent resident (Alien #) <input checked="" type="checkbox"/> An alien authorized to work (Alien # or Admission #) 0000000000 until (expiration date, if applicable - month/day/year) 02/28/2011
4			4
5	Employee's Signature <i>Jane Doe</i>		Date (month/day/year) 02/20/2009
5	Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.		
6	Preparer's/Translator's Signature <i>Jane Doe</i>	Print Name Jane Doe	6
6	Address (Street Name and Number, City, State, Zip Code) 123 Main Street, Apt. 2, Washington, DC 20011		Date (month/day/year) 02/20/2009

Figure 1: Instructions for Completing Section 1: Employee Information and Verification

- 1 Employee enters full name and maiden name, if applicable.
- 2 Employee enters current address and date of birth.
- 3 Employee enters his or her city, state, ZIP Code, and Social Security number. Entering the Social Security number is optional unless the employer also confirms employment authorization using E-Verify.
- 4 Employee reads warning and attests to his or her citizenship or immigration status by checking the appropriate box.
- 5 Employee signs and dates the form.
- 6 If the employee uses a preparer or translator to fill out the form, that person must certify that he or she assisted the employee by completing the Preparer and/or Translator Certification block.

## Section 2 - Employer Review and Verification

The employee needs to present original document(s) that establish identity and employment eligibility within 3 business days of the date employment begins. Acceptable documents to establish this are included in this packet and on the back of the I-9 form. During this process, you may not require or state which documents are to be presented. In addition, you may not ask for evidence of continuing employment authorization.

A representative of the employer is responsible for physically examining the original document(s) and accurately completing Section 2 of the I-9 form by the third day of employment. The new employee should not complete any portion of this section, which includes:

- For each document presented for verification (including List B and List C documents), complete:
  - Document title
  - Issuing authority
  - Document #
  - Expiration date (if any)
- Complete "Employment Begin Date"
- Sign the form and print your name and title
- Complete business or organization name, address, city, state, zip (mailing address)
- Date the form

### Common errors that result in fines

- Missing or incomplete document information.
  - Documents accepted were not valid documents on list A, B, or C.
  - Over documentation- employer attached copies of documents not used to complete the form.
  - Employment begin date missing.
  - Employer verified document(s) more than 3 business days after employment begin date.
  - Acceptable document listed under the wrong list (ex. List C document, social security card, listed under List A on I-9 form.)
  - Document information not recorded in the required sequence:
    - Document title
    - Issuing authority
    - Document #
    - Expiration date, if applicable
    - 2nd document #, if needed (ex. An unexpired foreign passport with I-551 stamp or an INS form I-94)
    - 2nd document expiration date, if applicable
  - Signature of employer representative missing or incomplete.
  - Signature's title missing or incomplete.
  - Business or organization and address (city, state, zip code) is incomplete.
- Note:** A departmental stamp is acceptable if all information requested on the I-9 is completed.

**Important:** If the I-9 form is returned to the department for correction(s) to Section 2, the "authorized signature" stated on the form must make the corrections/updates and then date and initial the form.

## Receipt rules

An employer must accept a receipt in lieu of the required document unless the individual is employed less than three business days.

Application for a replacement document is acceptable if:

1. the individual is unable to provide the required document within the time specified because the document was lost, stolen, or damaged;
2. the individual presents a receipt for the application for the replacement document within 3 days of hire; or
3. the individual presents the replacement document within 90 days of hire or, in the case of reverification, the date the employment authorization expires.

A person may present a receipt showing application for a replacement document. An application for initial work authorization or an extension of expiring work authorization is not acceptable. After 90 days, the person must present the actual document. A receipt for a replacement social security card is most often presented. HRSC will send a reminder to the department that an original copy of the social security card is needed within 90 days.

### Section 2 Example:

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)			
1	List A	OR	List B AND List C
Document title:	EAD		
Issuing authority:	DHS/USCIS		
Document #:	LIN1234567891		
Expiration Date (if any):	02/29/2011		
Document #:			
Expiration Date (if any):			
<b>2 CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 02/20/2009 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)</b>			
Signature of Employer or Authorized Representative		Print Name	Title
<i>John Smith</i>		John Smith	Manager
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)			Date (month/day/year)
Burger Corp., 123 S. Main Street, Washington, DC 20011			02/23/2009

Figure 2: Section 2: Employer Review and Verification

- 1 Employer records document title(s), issuing authority, document number, and the expiration date from original documents supplied by employee. See Part Eight for the Lists of Acceptable Documents.

**NOTE:** You may use abbreviations for commonly used documents, e.g., DL for driver's license and SS for Social Security.

- 2 Employer enters date employment began.
- 3 Employer attests to examining the documents provided by completing the signature block. If a designated agent or notary public completes this section, he or she must provide the employer's name and address under his or her signature.

### Section 3

To re-verify the work authorization status of an employee, you must complete this section. You will record the document title, number, and expiration date (if any) of the document(s) presented. This section is used when an employee's work authorization has expired and they have presented new documents extending the date.

### Section 3 Example:

<b>Section 3. Updating and Reverification (To be completed and signed by employer.)</b>	
<b>1</b> A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
<b>2</b> C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization. Document Title: <b>EAD</b> Document #: <b>LIN1234567892</b> Expiration Date (if any): <b>02/28/2013</b>	
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.	
<b>3</b> Signature of Employer or Authorized Representative <i>James Smith</i>	Date (month/day/year) <b>02/20/2011</b>

Figure 7: Reverification of Employment Authorization for Rehires

- 1** Employer records the employee's new name, if applicable, and date of rehire, if applicable.
- 2** Employer records the document title, number, and expiration date (if any) of document(s) presented.
- 3** Employer signs and dates Section 3.

# List of Acceptable Documents

Employees may present a document from List A or one from List B and C.  
All documents must be unexpired.

## Citizens of the U.S. may present:

### List A (Establishes identity and work authorization)

- U.S. Passport or passport card

### List B (Establishes identity only)

- Driver's License or ID card issued by a state or outlying possession of the US
- ID card issued by federal, state or local government agencies or entities
- School ID card with a photograph
- Voter's registration card
- U.S. military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Native American tribal document
- Driver's license issued by a Canadian government authority

### List C (Establishes work authorization only)

- Social Security Card
- Certification of Birth Abroad issued by the Dept. of State (Form FS-545)
- Certification of Report of Birth from Dept. of State (Form DS-1350)
- Original birth certificate or certified copy with official seal
- Native American tribal document
- U.S. Citizen ID Card (Form I-197)
- ID Card for Use of Resident Citizen in the US (Form I-197)
- Receipt for lost, stolen or damaged Social Security Card (only good for 90 days)

## Non-citizen nationals of the U. S. may present:

### List A (Establishes identity and work authorization)

- U.S. Passport or passport card

### List B (Establishes identity only)

- Driver's License or ID card issued by a state or outlying possession of the US
- ID card issued by federal, state or local government agencies or entities
- School ID card with a photograph
- U.S. military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card

### List C (Establishes work authorization only)

- Social Security Card (no restrictions)
- Original birth certificate or certified copy with official seal
- Employment authorization document issued by DHS
- Receipt for lost, stolen or damaged Social Security Card (only good for 90 days)

# List of Acceptable Documents

Employees may present a document from List A or one from List B and C.  
All documents must be unexpired.

## Lawful permanent residents may present:

### List A (Establishes Identity and work authorization)

- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport with I-551 Stamp or Printed Notation on machine-readable Visa

### List B (Establishes Identity only)

- Driver's License or ID card issued by a state or outlying possession of the US
- ID card issued by federal, state or local government agencies or entities
- School ID card with a photograph
- Voter's registration card
- U.S. military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Driver's license issued by a Canadian government authority

### List C (Establishes work authorization only)

- Social Security Card (no restrictions)
- Receipt for lost, stolen or damaged Social Security Card (only good for 90 days)

## Alliens authorized to work may present:

### List A (Establishes Identity and work authorization)

- Foreign Passport with I-94 or I-94A and I-20
- Foreign Passport with I-94 or I-94A and DS2019
- Foreign Passport with I-94 or I-94A
- Employment Authorization Document with photo (Form I-766)
- FSM or RMI Passport with I-94 and I-94A

### List B (Establishes Identity only)

- Driver's License or ID card issued by a state or outlying possession of the US
- ID card issued by federal, state or local government agencies or entities
- School ID card with a photograph
- Driver's license issued by a Canadian government authority

### List C (Establishes work authorization only)

- Social Security Card (no restrictions)
- Employment authorization document issued by DHS, along with I-94
- Receipt for lost, stolen or damaged Social Security Card (only good for 90 days)

## Procedures for Hiring International Employees

International faculty, staff and students may be employed at the University of Alabama in several different visa categories. Employment visas most often used for faculty and staff are J-1, H-1-B, and TN. Visas most often used for students are F-1 and J-1.

### **F-1 Student**

Student may work a maximum of 20 hours per week when school is in session. Such employment may be full time during vacation periods (Summer, Winter and Spring breaks) for a student who is eligible and intends to register for the next academic term. To remain eligible for on campus employment, the student must enroll full time during the Spring and Fall terms and maintain valid USCIS documents.

Most students will present an **I-20 Certificate of Eligibility** (endorsed by UA's Capstone International Center) in **combination** with **I-94 Arrival/Departure card** and an **unexpired foreign passport**. Information contained on these documents can be used to complete the I-9 form as follows:

*Section 1* – Information attesting to work authorization expiration date is (item #5) on the I-20. The Admission # is the eleven digit number on the I-94.

*Section 2* – Lines 1-4 (List A) are completed using the **foreign passport page** (not VISA). Information to complete Line 5 is obtained from the I-94 card. Information to complete Line 6 is obtained from the Employment Authorization Document.

If another form of identification or employment eligibility is presented, record the information as specified from the List of Acceptable Documents on page 3 of the Form I-9.

### **J-1 Visitor** (Student, Research Scholar, Professor, etc.)

An exchange visitor program J visa permits an individual to enter the U.S. for study, teaching, research or training. The individual presents a DS-2019 to an American Embassy or Consulate abroad to obtain a J-1 visa. The person is obligated to engage in the activities specified on the form while in the United States.

Most J-1 visa holders will present a **DS-2019 Certificate of Eligibility** in **combination** with the **I-94 card** and an **unexpired foreign passport**. Information contained on these documents can be used to complete the I-9 form as follows:

*Section 1* – Information attesting to work authorization expiration date is (item #3) on the DS-2019. The Admission # is the eleven digit number on the I-94.

*Section 2* – Lines 1-4 (List A) are completed using the **foreign passport page** (not the VISA page). Information to complete Line 5 is obtained from the I-94 card. Information to complete Line 6 is obtained from the Employment Authorization Document.

If another form of identification or employment eligibility is presented, record the information as specified from the List of Acceptable Documents on page 3 of the I-9 form.

### **Other Visa Categories:**

**TN** (Trade visas for Canada and Mexico)

**H-1B** (Specialty Occupations) are authorized to work **ONLY** for the employer who petitioned for them to be admitted to the United States. These foreign nationals will usually present an **I-797A** in **conjunction** with an **I-94** and an **unexpired foreign passport**.

*Section 1* – Information attesting to work authorization expiration date is noted on the I-797A. The Admission # is the eleven digit number on the I-94.

*Section 2* – Lines 1-4 (List A) are completed using the foreign passport (not the VISA page). Information to complete Line 5 is obtained from the I-94 card. Information to complete Line 6 is obtained from the Employment Authorization Document.

If another form of identification or employment eligibility is presented, record the information as specified from the List of Acceptable Documents on page 3 of the I-9 form.

Examples of completed I-9 forms are attached to assist you in completing the form. To comply with federal guidelines, it is imperative that the information be accurate and complete (including required signatures and dates). If you have any questions or need assistance completing the forms, please contact the HR Service Center at 348-7733.

**Note: F-2 visa holders (Spouse/Dependent) are not allowed to be employed at any time while in F-2 status. There are restrictions for employment on other categories (e.g., all B visa categories, as well as H-4.)**