Completing your I-9
Equifax I-9 Management

University of Texas at Arlington
Office of Human Resources
Employment Eligibility Verification (Form I-9)

Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. Both employees and employers (or authorized representatives of the employer) must complete the form. (I-9, Employment Eligibility Verification, 2016).
Equifax I-9 Management

https://secure.i9express.com/preauthenticated/LoginCaptcha.ascx?Employer=18567
This section is completed by the employee on or before the first day of employment.
Section One

In section one the employee selects his/her citizenship status. The options to select from are:

- **A citizen of the United States**
- **A noncitizen national of the United States**: An individual born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
- **A lawful permanent resident**: An individual who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. This term includes conditional residents. Asylees and refugees should not select this status, but should instead select “An alien authorized to work” below. Employees who select this box should enter their seven to nine digit Alien Registration Number (A-Number) or USCIS Number in the space provided. The USCIS Number is the same as the A-Number without the “A” prefix.
- **An alien authorized to work**: An individual who is not a citizen or national of the United States, or a lawful permanent resident, but is authorized to work in the United States. For example, asylees, refugees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau should select this status.
Section One

UTA participates in E-Verify and:

1. You have been issued a Social Security number, you must provide it in this field; or

2. You have applied for, but have not yet received a Social Security number, click the down arrow and select SSN Applied For. Once you receive a Social Security number you will return to office to complete E-verify.
Presenting Form I-9 Documents

Once section one is complete, you will attend a New Employee Paperwork Session to present your I-9 verification documents. Documents must be from the Acceptable Document List found at https://www.uscis.gov/i-9-central/acceptable-documents.
Presenting Form I-9 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.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>U.S. Passport or U.S. Passport Card</td>
</tr>
<tr>
<td>2.</td>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
</tr>
<tr>
<td>3.</td>
<td>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
</tr>
<tr>
<td>4.</td>
<td>Employment Authorization Document that contains a photograph (Form I-760)</td>
</tr>
</tbody>
</table>
| 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-64 or Form I-64A 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. |
| 6.     | Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-64 or Form I-64A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI. |

<table>
<thead>
<tr>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Driver’s license or ID card issued by a State or showing possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</td>
</tr>
<tr>
<td>2.</td>
<td>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</td>
</tr>
<tr>
<td>3.</td>
<td>School ID card with a photograph</td>
</tr>
<tr>
<td>4.</td>
<td>Voter’s registration card</td>
</tr>
<tr>
<td>5.</td>
<td>U.S. Military card or draft record</td>
</tr>
<tr>
<td>6.</td>
<td>Military dependent’s ID card</td>
</tr>
<tr>
<td>7.</td>
<td>U.S. Coast Guard Merchant Mariner Card</td>
</tr>
<tr>
<td>8.</td>
<td>Native American tribal document</td>
</tr>
<tr>
<td>9.</td>
<td>Driver’s license issued by a Canadian government authority</td>
</tr>
</tbody>
</table>

**LIST C**
Documents that Establish Employment Authorization

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. Certification of Birth Abroad issued by the Department of State (Form PHS-550)

3. Certification of Report of Birth issued by the Department of State (Form DS-1350)

4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal

5. Native American tribal document

6. U.S. Citizen ID Card (Form I-107)

7. Identification Card for Use of Resident Citizen in the United States (Form I-179)

8. Employment authorization document issued by the Department of Homeland Security

9. For persons under age 18 who are unable to present a document listed above:  
   a. School record or report card  
   b. Clinic, doctor, or hospital record  
   c. Day-care or nursery school record
You will attend the paperwork session with your acceptable documents within 3 days of your start date of employment.

New Employee Paperwork Sessions are held Monday-Friday at 9:00 a.m. at the Wetsel Service Center.

If you are unable to attend a session, please email hrdocs@uta.edu to set up an appointment.

Please allow 2-3 days before your start date to set the appointment.
Please do not delay or neglect to attend the session and complete section 2. Failure to complete section 2 in a timely manner can:

- Subject the university to fines by USCIS
- Employees who refuse to complete the verification process, will be rendered ineligible to continue employment at University of Texas at Arlington.
This Organization Participates in E-Verify

This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee’s Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify’s photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver’s licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7758, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.
Have Questions?

Contact Human Resources
(817) 272-5554
hrdocs@uta.edu
