Employment Eligibility Verification - Form I-9

Guidelines

and

Examples
I-9 GUIDELINES
And INFORMATION

- A new or returning employee must have a valid I-9 Form completed within the 3 days of employment.

- All original documents must be provided for verification within 3 business days of employment.

- In conjunction with the I-9, all non-citizens must also provide an I-20 Form, a DS-2019 Form, or an I-797 Form for employment authorization.

- Social Security Cards with “Valid for Work Only with INS Authorization” cannot be used to satisfy the I-9.

- If an employee does not have a Social Security number, a comptroller ID number must be obtained from the Payroll Office before paperwork can be completed.
  - Once the Social Security card has been received, a copy of the signed card must be submitted to the Payroll Office.

- White-out is not allowed on any I-9. This voids the I-9 and makes it invalid.

- The I-9 Form must be completed after the Offer Letter is signed.

- A new I-9 is needed when:
  - A change in citizenship status is made.
  - An employee is rehired after a break in employment.

- For rules and regulations regarding the I-9 Employment Eligibility Verification and answers to questions, contact The Citizenship and Immigration Services.

  http://www.uscis.gov/portal/site/uscis

  Telephone 1-800-357-2099
### INSTRUCTIONS FOR EMPLOYEES COMPLETING SECTION ONE

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 and Social Security number.
4. Employee reads warning and attests to immigration status.
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 this signature block.
I-9 OF US CITIZEN
I-9 OF PERMANENT RESIDENT

SAMPLE: PERMANENT RESIDENT WITH RESIDENT ALIEN CARD

U.S. Department of Justice
Immigration and Naturalization Service
Employment Eligibility Verification

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employees at the time employment begins.

Print Name: Nguyen Phuong
First Name: Nguyen
Middle Initial: P
Maiden Name:

Address (Street Name and Number): 1225 W. Mitchell St.
City: Arlington
State: TX
Zip Code: 76019
Social Security #:
333-33-3333

Date of Birth (month/day/year): 1/16/78

Employee's Signature: Phuong Nguyen
Date (month/day/year): 06/08/03

Preparer/Translator Certification. (To be completed and signed if Section 1 is prepared and signed 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.

Preparer/Translator's Signature: Susan Ginn
Print Name: Susan Ginn
Date (month/day/year): 06/08/03

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR List B OR List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s)

List A OR List B AND List C

Document Title: RESIDENT ALIEN CARD
Issuing Authority: US. DEPT. OF JUSTICE/INS
Document #: 04363988
Expiration Date (if any): 01/12/03

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employer, 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) 12/11/03 and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative: Susan Ginn
Print Name: Susan Ginn
Date (month/day/year): 06/08/03

Section 3. Updation and Reverification. To be completed and signed by employer.

A. New Name (if applicable): Susan Ginn

B. Date of Rehire (month/day/year) (if applicable): 06/08/03

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Document Title: 
Document #: 
Expiration Date (if any): 
I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible 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: Susan Ginn
Date (month/day/year): 06/08/03

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I-9 OF INTERNATIONAL EMPLOYEE

Please read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

<table>
<thead>
<tr>
<th>Print Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Maiden Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>BALASUBRAMA</td>
<td>VASA</td>
<td>A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Name and Number)</th>
<th>Apt. #</th>
<th>Date of Birth (month/day/year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MY STREET ADDRESS</td>
<td></td>
<td>6-9-77</td>
</tr>
</tbody>
</table>

City: ARlington  TX  Zip Code: 76013  Social Security #: 777-77-7777

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.

Employee’s Signature: 
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.

Preparer’s/Translator’s Signature: 

Address (Street Name and Number, City, State, Zip Code): 

Print Name: 
Date (month/day/year): 

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).

<table>
<thead>
<tr>
<th>List A</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document title: PASSPORT + I-94</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing authority: MALAYSIA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #: 12345678</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any): 6/22/03</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document #: 85514161508</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any): 1/1/05</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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) 6/1/03, and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

<table>
<thead>
<tr>
<th>Signature of Employer or Authorized Representative</th>
<th>Print Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUSAN GINN</td>
<td></td>
<td>HR. SPECIALIST II</td>
</tr>
</tbody>
</table>

Business or Organization Name: THE UNIVERSITY OF TEXAS AT ARLINGTON
Address (Street Name and Number, City, State, Zip Code): 1225 W. MITCHELL ST. BOX 19176, ARLINGTON, TX 76019-0176
Date (month/day/year): 06/09/03

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable)

B. Date of rehire (month/day/year) (if applicable)

C. If employee’s previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document #:</th>
<th>Expiration Date (if any):</th>
</tr>
</thead>
</table>

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, as 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: 
Date (month/day/year): 

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List A
Documents that Establish Both Identity and Employment Eligibility

The following illustrations are in the I-9 Handbook for Employers and do not necessarily reflect the actual size of the documents.

**U.S. Passport**
Issued by the U.S. Department of State to U.S. citizens and nationals. There are several different versions that are currently valid that vary from the latest version shown here.

**Permanent Resident Card (I-551)**
The latest version of the Permanent Resident Card, Form I-551, began being issued in November 2004. The card shows the seal of the Department of Homeland Security and contains a detailed hologram on the front of the card. Each card is personalized with an etching showing the bearer’s photo, name, and signature, date of birth, alien registration number, card expiration date, and card number.
Resident Alien Card (I-551)
These cards are no longer issued, but are valid indefinitely, or until their expiration date. Recipients of this card are lawful permanent residents. This card is commonly referred to as a “green card” and is the replacement for the Form I-151.

Unexpired Foreign Passport with I-551 Stamp
**Employment Authorization Card I-766**
Issued by USCIS to aliens granted temporary employment authorization in the United States. The expiration date is noted on the face of the card.

**Temporary Resident Card I-688**
Issued by USCIS to aliens granted temporary resident status under the Legalization or Special Agricultural Worker program. It is valid until the expiration date stated on the face of the card or on the sticker(s) placed on the back of the card.

**Employment Authorization Card I-688A**
Issued by USCIS to applicants for temporary resident status after their interview for Legalization or Special Agricultural Worker status. It is valid until the expiration date stated on the face of the card or on the sticker(s) placed on the back of the card.
**Employment Authorization Card I-688B**
Issued by USCIS to aliens granted temporary employment authorization in the United States. The card has gold, interlocking lines across the front. The expiration date is noted on the face of the card.

**I-94/I-94A Arrival/Departure Record**
Arrival-departure record issued by DHS to nonimmigrant aliens and other alien categories. This document indicates the bearer’s immigration status, the date that the status was granted, and when the status expires.
CONTACT US!

Office of Human Resources
Employee Records Services
Phone:  817-272-5554
Fax:  817-272-5798
hrrrecords@uta.edu

Verta Brown, HR Specialist III
Ext. 2-4213
verta@uta.edu

Gloria Grant, HR Specialist I
Ext. 2-4210
gjgrant@uta.edu

Judy Oslund, Supervisor
Ext. 2-4212
joslund@uta.edu

Robert James, Associate Director
Ext. 2-4064
rdjames@uta.edu