

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>

ONLINE NEW HIRE PACKET

Welcome to Onboarding.

This site provides access to create your New Hire Packet.

To begin, enter your Location.

Please enter your Location. This information is only used to identify your account and it is protected by industry standard SSL encryption.

LOCATION*

Arlington

CONTINUE

*required fields

[More about security](#)

[Minimum requirements](#)

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Equifax I-9 Management

PERSONAL INFORMATION

Standard, Arlington

Summary

* REQUIRED FIELD



Personal Information

PERSONAL IDENTIFICATION

Social Security Number*

Confirm Social Security Number*

- OR -

SSN Applied For

First Name (Given Name)*

Middle Initial

Last Name (Family Name)*

Other Last Name Used

Email Address

Telephone

Date of Birth*

PHYSICAL ADDRESS

Street Address*

Apt

Zip code*

City*

State*

County*

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CONTINUE »

Section One

Employee Information and Attestation



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

▶ **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

Review information in English | [Revisar información en Español](#)

[I-9 Instructions in English](#) | [I-9 Instrucciones en Español](#)

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.

▶ [View Employee Information](#)

Hire Date (mm/dd/yyyy)

Citizenship Attestation

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

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (see instructions)
- 3. A lawful permanent resident
- 4. An alien authorized to work until

Preparer and/or Translator Certification

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. **This includes F1, J1, OPT, and H-1B visa holders.**

Section One

UTA participates in E-Verify and:

1. If you have been issued a Social Security number, you must provide it in this field; or
2. If you have not been issued a number yet click SSN Applied For. Once you get your Social Security number you will return to office to complete E-verify.

PERSONAL INFORMATION Summary

Standard, Arlington

*REQUIRED FIELD

Personal Information

PERSONAL IDENTIFICATION

Social Security Number*

Confirm Social Security Number*

- OR - SSN Applied For

First Name (Given Name)*

Middle Initial

Last Name (Family Name)*

Other Last Name Used

Email Address

Telephone

Date of Birth*

PHYSICAL ADDRESS

Street Address*

Apt

Zip code*

City*

State*

County*

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Section One

International Employees will enter their current work authorization expiration date and other required fields

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)

- 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/yy)

Employee is an alien whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau (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

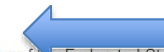
OR

2. Form I-94 Admission

OR

3. Foreign Passport Number

Country of Issuance



Enter the expiration date of your work authorization document (I-20, DS-2019, I-797 or Employment Authorization Card)

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.

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 Birth Abroad issued by the Department of State (Form FS-545)
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. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		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. 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. Native American tribal document
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. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Section Two

Employer or Authorized Representative Verification

You will attend the paperwork session with your acceptable documents within 3 days of your start date of employment.

The schedule for New Employee Paperwork Sessions [can be found on the New Employee Information Page.](#) All sessions are held at the Wetsel Service Center.



Section Two continued

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.



E-Verify

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 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

888-897-7781

www.dhs.gov/E-Verify

NOTICE:
Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



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Have Questions?

Contact Human Resources

(817) 272-5554

hrdocs@uta.edu



Reference Material

Acceptable Documents. (2016, November 14). Retrieved January 5, 2017, from U.S. Citizenship and Immigration Services: <https://www.uscis.gov/i-9-central/acceptable-documents>

I-9, Employment Eligibility Verification. (2016, November 21). Retrieved January 05, 2017, from U.S. Citizenship and Immigration Services Web site: <https://www.uscis.gov/i-9>