

Welcome to DU!

I-9 Verification Process Breakdown



Outline

What is an I-9 Verification?

What is needed from you?

What does the process look like?

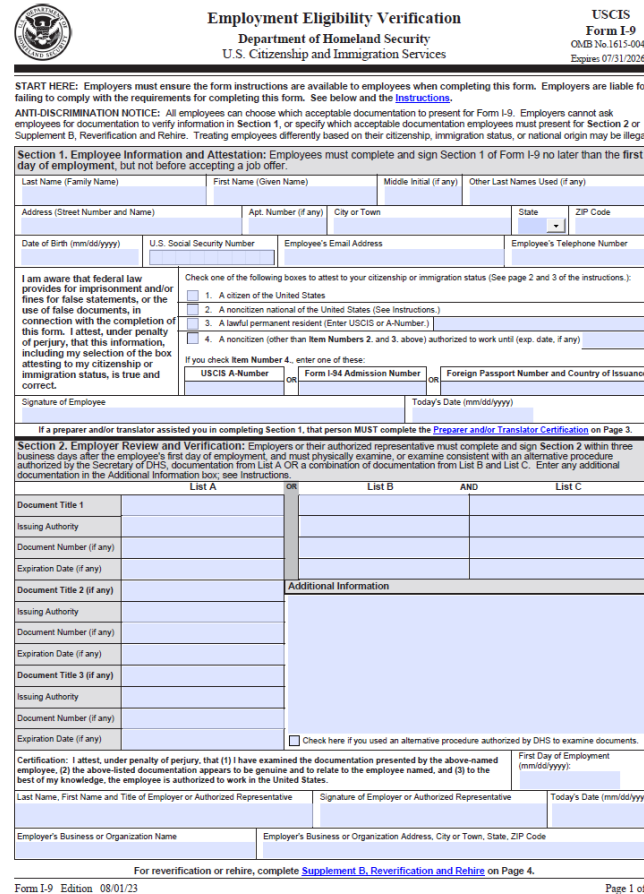
Returning Employees:

If you are a returning employee and have completed an I-9 Verification with DU before, please reach out to our Employment Services Team to verify the status of your current I-9. They can be reached at employmentservices@du.edu

What is an I-9 Verification?

- An I-9 Verification is a U.S. Citizenship and Immigration Form that verifies the identity and employment authorization of individuals hired for employment in the U.S.
- This is a federal requirement and must be completed by every employee.
- The verification is a two-part process consisting of Section 1 (completing the form online through HireRight) and Section 2 (verifying your identity and document validity in-person.)

I-9 Verification Defined



Employment Eligibility Verification
 Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: 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.

Last Name (Family Name) First Name (Given Name) Middle Initial (if any) Other Last Names Used (if any)

Address (Street Number and Name) Apt. Number (if any) City or Town State ZIP Code

Date of Birth (mm/dd/yyyy) U.S. Social Security Number Employee's Email Address Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.)

1. A citizen of the United States

2. A noncitizen national of the United States (See Instructions.)

3. A lawful permanent resident (Enter USCIS or A-Number.)

4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

If you check Item Number 4., enter one of these:

USCIS A-Number OR Form I-94 Admission Number OR Foreign Passport Number and Country of Issuance

Signature of Employee Today's Date (mm/dd/yyyy)

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see instructions.

	LIST A	OR	LIST B	AND	LIST C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	Additional Information				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy)

Last Name, First Name and Title of Employer or Authorized Representative Signature of Employer or Authorized Representative Today's Date (mm/dd/yyyy)

Employer's Business or Organization Name Employer's Business or Organization Address, City or Town, State, ZIP Code

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

Form I-9 Edition 08/01/23 Page 1 of 4



Section 1 Instructions

Email from HireRight **HIRE RIGHT**[®]

Upon the passing of your background check, you should receive an I-9 Verification Request email from HireRight.

This email will include instructions on how to complete each step of your I-9 Verification and a link that will take you directly to Section 1 of your I-9 Form.

I-9 Form – Section 1

Section 1 will ask for your full legal name, address, citizenship status, Social Security Number, phone number, email, and copies of your identification documents. Please ensure the scans of your documents are clear, legible images.



Acceptable Documents for I-9 Use

U.S. Citizens

The acceptable documents for a U.S. citizen are:

1. A U.S. Passport **OR**
2. A U.S. Passport Card **OR**
3. A form of identification like a Driver's License, State ID Card, School ID Card, Military Card, or Native Tribal Document combined with a Social Security Card or U.S. Birth Certificate.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.
 * Documents extended by the issuing authority are considered unexpired.
 Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

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
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole 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-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 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 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. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 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 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p>For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central</p> <p>The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
Acceptable Receipts				
May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.				
<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List B document. 		<ul style="list-style-type: none"> • Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



Upload Instructions

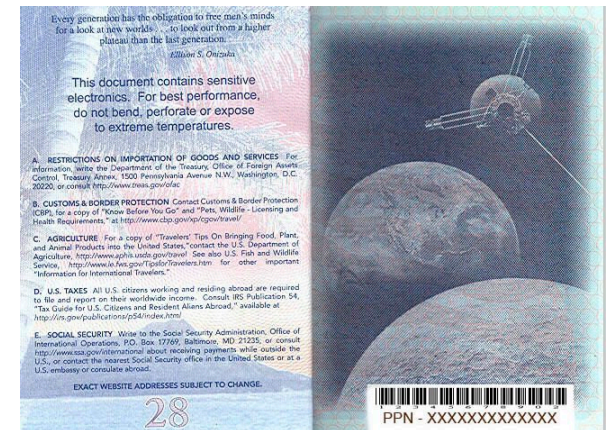
U.S. Passport

When uploading a U.S. Passport, please upload two copies:

1. The page with your photo, information, and signature displayed
2. The last page containing the bar code

Passport Scan Example

A proper scan has clear text and graphics; an improper scan is blurry and difficult to read. The example below has appropriate clarity and quality. Please make sure to sign the signature line of the upper half of the page!



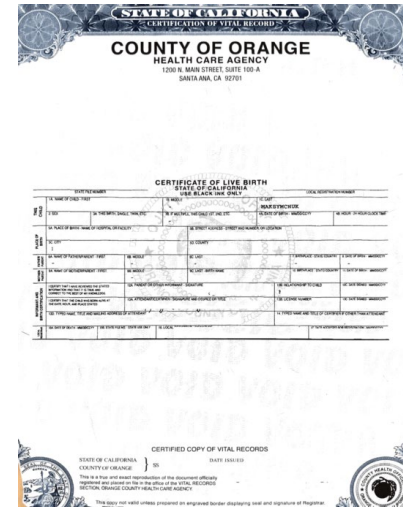
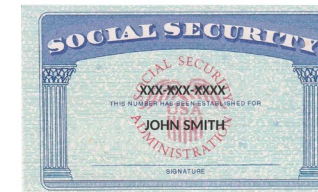


Upload Instructions

ID + SSC or Birth Certificate

When uploading these documents, you will need to upload three copies:

1. The frontside and backside of your Driver's License, State ID card, School ID card, Military ID card, or Native Tribal Document
2. The frontside of **either** your Social Security Card **or** your U.S. Birth Certificate





Acceptable Documents for I-9 Use

International Employees

The acceptable documents for an international employee are:

1. A Permanent Resident Card **OR**
2. An Employment Authorization Document **OR**
3. A combination of an international Passport and an I-94 Arrival Departure Record Document
***If taking classes, the employee will also need to provide their Academic Visa (i.e. I-20 or DS-2019)*



Upload Instructions

International Passport + I-94 + Academic Visa

When uploading these documents, you will need to upload four copies:

1. The page of your passport with your photo and information
2. I-94 Arrival Departure Record
3. Academic Visa (I-20 or DS-2019)
***upload first two pages*



Most Recent I-94

Admission (I-94) Record Number : 243130467A2
Most Recent Date of Entry : 2019 September 20
Class of Admission [F1]
Admit Until Date [22]
Details provided on the I-94 Information form:

Last(Surname) : ██████████
First (Given) Name : ██████████
Birth Date : ██████████
Passport Number : ██████████
Country of Issuance : ██████████

Form I-20 (Rev. 08-2015) (Page 1 of 2)

Section 1: PERSONAL INFORMATION

Section 2: ACADEMIC INFORMATION

Section 3: FINANCIAL INFORMATION

Section 4: SIGNATURES

Section 5: NOTES

Form DS-2019 (Rev. 08-2015) (Page 1 of 2)

Section 1: PERSONAL INFORMATION

Section 2: ACADEMIC INFORMATION

Section 3: FINANCIAL INFORMATION

Section 4: SIGNATURES

Section 5: NOTES

Sample



Section 2 Instructions

In-Person

Once you have completed Section 1 of your form in HireRight, you will complete Section 2 on your first day with your supervisor.

Please bring your identification documents submitted in Section 1 to your supervisor. They will look over your documents and they will be looking for four criteria:

1. If the document is in its original form
2. The expiration of the document
3. Validity of the document
4. Identity verification



I-9 Verification Expiration

U.S. Citizens

Your I-9 Verification will stay valid for three years. After three years, if you are re-hired by the university, you will need to re-verify

International Employees

If you are on an Academic Visa, your I-9 Verification will expire when your program end date ends. This is listed on your I-20 or DS-2019.

If you are not on an Academic Visa, your I-9 Verification will expire after three years.



Employment Services Contact

Remote Employees

If you need to complete your I-9 Verification remotely, please reach out to the Employment Services Team at employmentservices@du.edu to receive the remote I-9 submission instructions

Contact Information

For any other questions regarding your I-9 Verification, please reach out to our Employment Services Team at employmentservices@du.edu

Location and hours available on the HR website at du.edu/human-resources

THANK YOU

