

I- 9 Form Requirements and Process

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Who needs to complete an I-9 form?

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File Maintenance

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File Maintenance for I-9s of International Staff

Accessing Forms

1

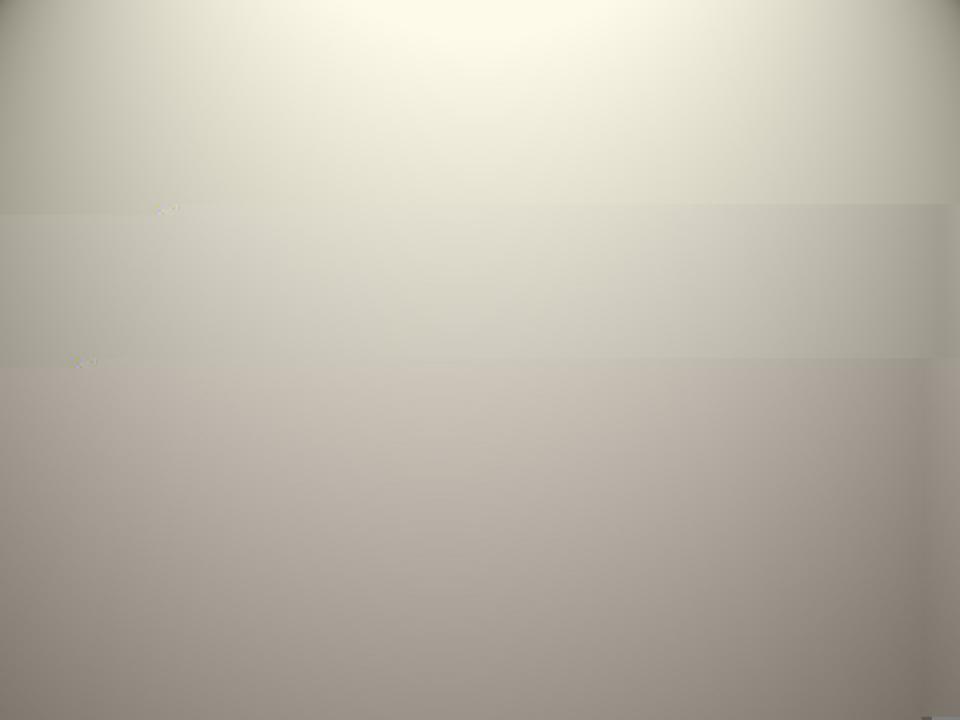
two

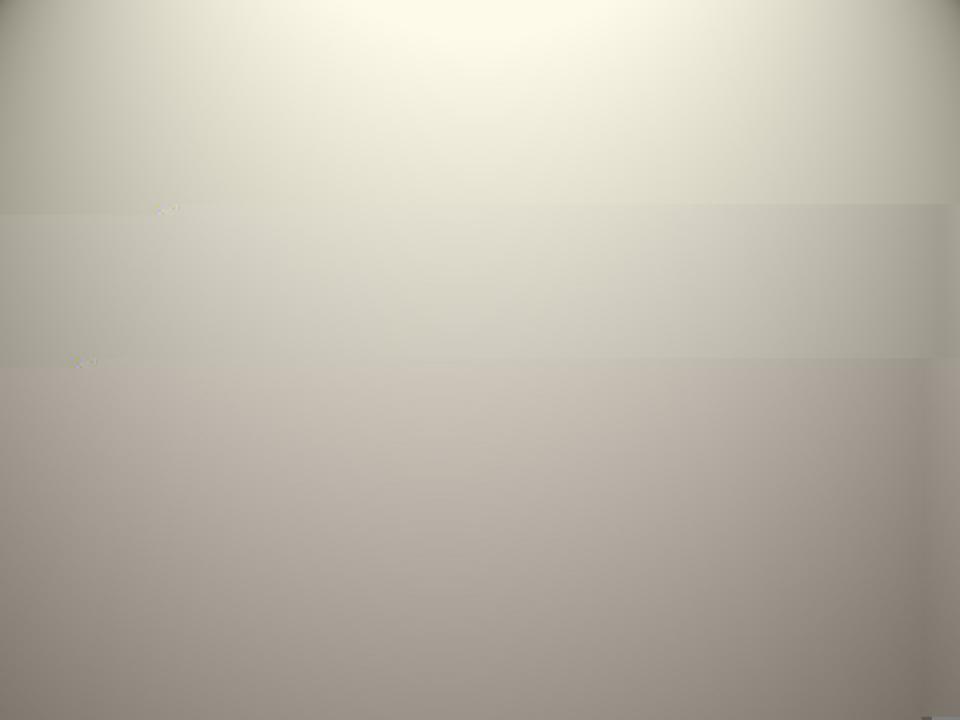
must

Section 1 of the 1-9 Form

Only use blue or black ink

- f Do not use whiteout. If a mistake occurs during completion of the I-9 form, have the employee cross out the error, initial and date it and insert the correct information.
- f The ODU representative may not correct errors or omissions in Section 1





Acceptable Documents

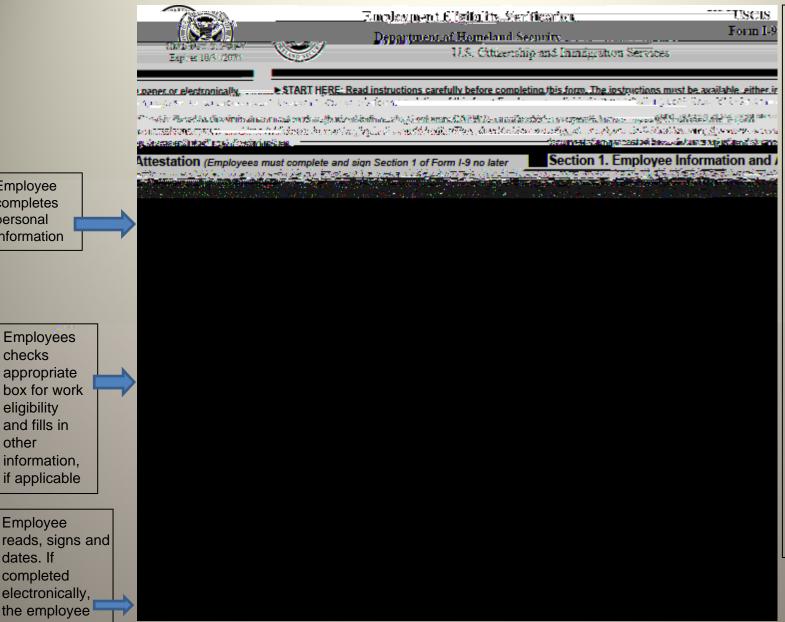
Unacceptable Documents

Accepting a Receipt

Photocopying Documents

must

Let's Complete the Form!



Employee

completes personal information

> **Employees** checks appropriate

box for work

eligibility

and fills in other

information,

if applicable

Employee

dates. If completed electronically, the employee must print, sign

and date

Do not complete Section 1 for employees.

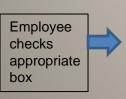
Do not ask for any documentation for Section 1.

Make sure all information is provided. If not applicable, please put NA.

Corrections to Section 1 can only be made by the employee, initialed and dated.

Preparer and/or Translator Certification

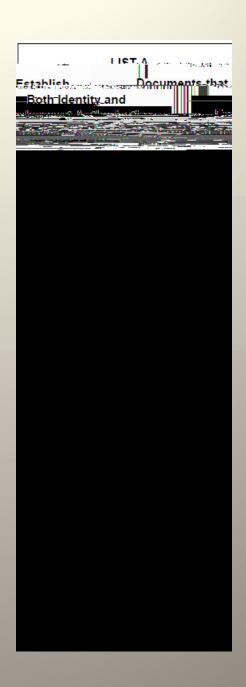
f Translator or Preparer



Print the name of the employee from Section 1
 Enter the number of the citizenship or immigration status checkbox the employee selected Provide employee a list of acceptable documents (on the back of the I-9 form).
 Original documents must be provided, except for certified copies of birth certificates.
 Make sure document, issuing authority and document number are recorded on correct lines.
 Do not over-document List A or List B & C (considered document abuse).
 Expiration dates of documents must be written in month/day/year format (Example: mm/dd/yyyy).
 If the document used does not have a document number or expiration date, enter NA in the field

Record one document from List A OR one each from List B and C, not documents from all three.

List A



List A



Record one document not documents from all three.

List B and List C

List B documents verify identity and List C documents verify employment eligibility.

The employee must provide one item each from List B and List C.

List B document <u>must</u> contain a photo (which should be clearly identifiable).

List B and List C are used only if the employee does not have a document from List A.

Section 2 - Certification Section

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Read, fill in the information (including the date employment begins) in the certification section, sign and date.

If the form was completed electronically, print, sign and date.

Section 3. Updating I-9 Forms

Rehiring Employees

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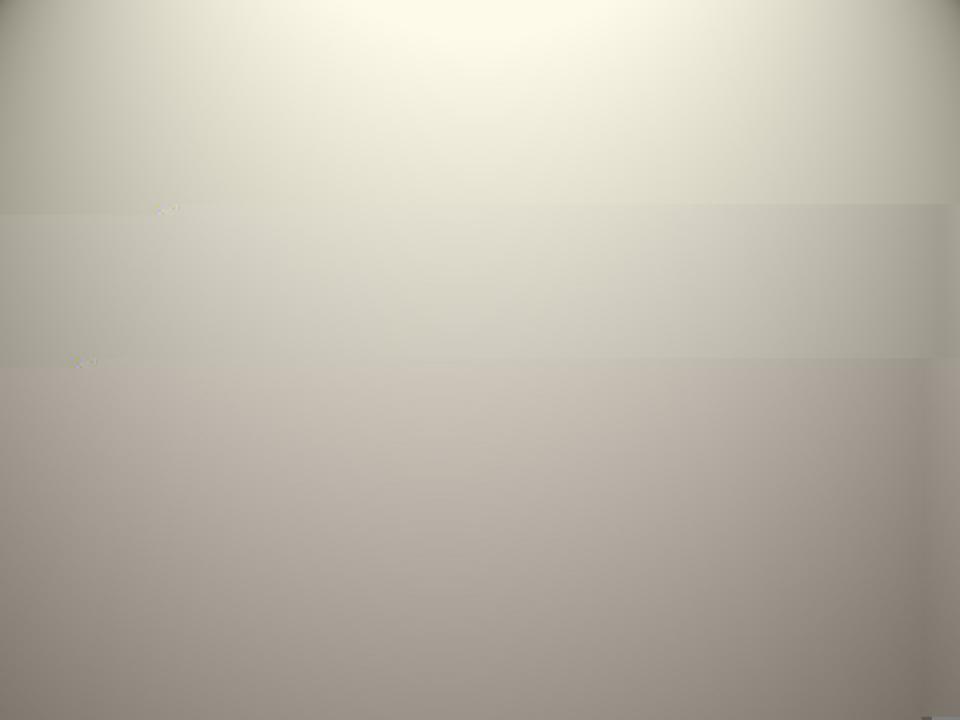
AND

If the original I-9 Form is expired, a new I-9 Form MUST be completed.

Employment Type Changes

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REASONS AN I-9 WILL NOT BE CERTIFIED



Making Corrections to Non-Compliant I-9's

Inspection of I-9 Forms

UNANNOUNCED

Penalties for Prohibited Practices

Fine of not less than \$100 and not more than \$1,100 for each employee for whom the I-9 Form was not properly completed, retained, and/or made available for inspection.

Fines up to \$3,000 per employee and/or 6 months imprisonment for knowingly hiring or continuing to employ unauthorized aliens.

Unlawful discrimination: \$275 - \$11,000 fine

Document fraud: \$275 - \$5,500 fine

In some cases, managers can be charged with felonies

Anti-Discrimination Provisions

Employer cannot request that an employee present more

For More Information.....

Avoid Common Errors

To avoid discrimination penalties in an USCIS audit, <u>do</u> <u>not</u> keep copies of the I-9s in employees' personnel files.

When in doubt.....

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Citations