



Employer Instructions for Using I-9 Reciprocal Processing

1. Join the I-9 Reciprocal Processing Consortium at <http://www.cupahr.org/knowledge-center/i-9-consortium/consortium-form>
2. Go to <http://www.cupahr.org/knowledge-center/i-9-consortium> and click "Find Institutions." After you log in, enter the ZIP code for the employee's location. Doing so will display a pop-up with contact information for Consortium institutions nearest that ZIP code.
3. **Contact the institution of your choice**, providing the name and contact information for the employee, along with the date on which the offer of employment was accepted and the date of employment (i.e. the date the individual goes on the payroll). Be sure to include detailed instructions and confirm how the institution prefers to handle scheduling of the appointment.
4. **After you have initiated your request with the Consortium institution, provide your new hire with the following:**
 - A blank Form I-9 and a listing of acceptable identity/employment eligibility document(s), with instructions to take the original documents to the reciprocating institution (Emphasize to the new employee that the I-9 processing must be completed by no later than close of business on the employee's third day of employment.)
 - The contact and location information for the Consortium institution that will process the Form I-9, as well as any instructions provided by the Consortium institution
 - Information about what to expect during the appointment (To avoid confusion, ask the new hire to state their name, your institution's name and the purpose of their visit upon entering the Consortium institution.)
5. **The following steps will be taken at the I-9 inspection meeting:**
 - a. The Consortium institution contact will inspect the I-9 and ensure that the new employee has properly completed Section 1 and has signed and dated Section 1 on or before the date of hire, but not before the offer of employment was accepted.
 - b. The new employee will present original identity/employment eligibility document(s) to the institution contact.
 - c. The Consortium institution contact will inspect the document(s) and complete Section 2 of the Form I-9, using the name of the hiring institution in the Section 2 box for "Employer's Business or Organization Name."
 - d. You may wish to ask the processing office to fax or scan a copy of the Form I-9 and supporting documents to you as an interim measure, although faxed or scanned documents are not considered official documents for I-9 purposes ([Storing Form I-9](#)).
6. **Lastly,**
 - a. Ask the employee to immediately mail the original, completed Form I-9 and a copy of the documents that were used to establish identity to your Human Resources Office. OR
 - b. Ask the Consortium institution to mail the original, completed Form I-9 and a copy of the identity documents to your office.