

### **Special Webinar for CUPA-HR**







#### Disclaimer

This presentation is intended for employers and their authorized representatives. This presentation provides basic guidance about the rules and responsibilities during the employment eligibility verification process. This guidance may change. For up-to-date information, visit the <u>uscis.gov/i-9-central</u> website.

This presentation is not intended for paid distribution. USCIS reserves all rights in its trademarks and grants no license by providing this presentation. This presentation is not intended for members of the media. For all media inquiries visit the <u>U.S.</u>

<u>Citizenship and Immigration Services Media Contacts</u> webpage.



## Agenda

- Current Events
- √ Form I-9 Reminders
- ✓ Form I-9 Overview
- ✓ Form I-9 and E-Verify
- Resources



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

USCIS Form I-9 OMB No.1615-0047 Expires 08/31/2026

START HERE: Employe failing to comply with the										ting this	s form. E	mplo	yers are lial
ANTI-DISCRIMINATION employees for documenta Supplement B. Reverifica	ation to verify	information	in Section 1	, or s	pecify i	which accept	able docu	menta	ation e	mployee	s must p	resent	for Section
Section 1. Employee day of employment, I	Information	n and Atte	station: E	mploy									, ,
Last Name (Family Name)	Dut not belo		t Name (Give		e)		Middle Initi	al (If a	my) C	Other Last	Names U	sed (if	any)
, , , , , , , , , , , , , , , , , , , ,			,		-/				"			,	- */
Address (Street Number an	d Name)		Apt. Nu	mber (I	If any)	City or Town					State	•	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. So	cial Security	Number	Emp	loyee's	Email Address					Employe	e's Tek	ephone Numbe
I am aware that federal provides for imprisonr fines for false stateme	ment and/or		of the followin	-		est to your citiz	enship or in	nmigra	ation sta	atus (See	page 2 an	d 3 of t	the instructions
use of false document	s, in	2. A	noncitizen na	lonal o	of the Ur	nited States (Se	ee Instructio	ons.)					
connection with the co this form. I attest, und		3. A	lawful permar	ent res	sident (t	Enter USCIS or	A-Number	.)					
of perjury, that this inf	ormation,	■ 4. A	nonoitizen (ot	her tha	in Item I	Numbers 2. an	nd 3. above	) auth	orized t	o work un	ntil (exp. da	ite, If a	ny)
including my selection attesting to my citizen:		If you check	k Item Numbe	r 4., e									
immigration status, is correct.	true and	USCIS	A-Number	OR	Form	-94 Admission	n Number	OR	Foreig	n Passpo	ort Numbe	r and	Country of las
Signature of Employee				ш			Total		Date (se	m/dd/yyy	MA.		
orginalize of Employee							100	aay o t	Date (m	mouyyy	3)		
If a preparer and/or tr	anelator assist	ted you in co	ompleting Se	ction 1	l, that p	erson MUST o	complete tr	ne <u>Pre</u>	parer a	ind/or Tr	anslator C	ertific	ation on Page
business davs after the e	mplovee's firs	st day of em	plovment, a	nd mu	ist phy:	sically examin	ne, or exam	mine	consis	tent with	an alten	native	procedure
Section 2. Employer business days after the e authorized by the Secreta documentation in the Add	mployee's firs ary of DHS, do	st day of em ocumentation	ployment, a on from List	A OR	ist phy:	sically examin	ne, or exam cumentati	mine	consis	tent with t B and L	an alten	native	procedure ny additional
business days after the e authorized by the Secreta	mployee's firs ary of DHS, do	st day of em ocumentation ation box; s	ployment, a on from List	A OR	ist phy:	sically examir sination of do	ne, or exam cumentati	mine	consis	tent with t B and L	an alten	native nter ar	procedure ny additional
business days after the e authorized by the Secret documentation in the Add	mployee's firs ary of DHS, do	st day of em ocumentation ation box; s	ployment, a on from List	A OR	ist phy:	sically examir sination of do	ne, or exam cumentati	mine	consis	tent with t B and L	an alten	native nter ar	procedure ny additional
business days after the e authorized by the Secreta documentation in the Ado Document Title 1	mployee's firs ary of DHS, do	st day of em ocumentation ation box; s	ployment, a on from List	A OR	ist phy:	sically examir sination of do	ne, or exam cumentati	mine	consis	tent with t B and L	an alten	native nter ar	procedure ny additional
business days after the e authorized by the Secreta documentation in the Add Document Title 1 Issuing Authority	mployee's firs ary of DHS, do	st day of em ocumentation ation box; s	ployment, a on from List	A OR :	a comi	sically examin ination of do List	ne, or example of the commentation of the comm	mine	consis	tent with t B and L	an alten	native nter ar	procedure ny additional
business days after the e authorized by the Secreta documentation in the Add Document Title 1 Issuing Authority Document Number (if any)	mployee's firs ary of DHS, do	st day of em ocumentation ation box; s	ployment, a on from List	A OR :	a comi	sically examir sination of do	ne, or example of the commentation of the comm	mine	consis	tent with t B and L	an alten	native nter ar	procedure ny additional
business days after the e- authorized by the Secretal documentation in the Add Document Title 1 Issuing Authority Document Number (if any) Expiration Date (if any) Document Title 2 (if any) Issuing Authority	mployee's firs ary of DHS, do	st day of em ocumentation ation box; s	ployment, a on from List	A OR :	a comi	sically examin ination of do List	ne, or example of the commentation of the comm	mine	consis	tent with t B and L	an alten	native nter ar	procedure ny additional
business days after the e- authorized by the Secret- documentation in the Add Document Title 1 issuing Authority Document Number (if any) Expiration Date (if any) Document Title 2 (if any)	mployee's firs ary of DHS, do	st day of em ocumentation ation box; s	ployment, a on from List	A OR :	a comi	sically examin ination of do List	ne, or example of the commentation of the comm	mine	consis	tent with t B and L	an alten	native nter ar	procedure ny additional
business days after the e- authorized by the Secretal documentation in the Add Document Title 1 Issuing Authority Document Number (if any) Expiration Date (if any) Document Title 2 (if any) Issuing Authority	mployee's firs ary of DHS, do	st day of em ocumentation ation box; s	ployment, a on from List	A OR :	a comi	sically examin ination of do List	ne, or example of the commentation of the comm	mine	consis	tent with t B and L	an alten	native nter ar	procedure ny additional
business days after the e- authorized by the Secret- document Title 1 issuing Authority Document Number (if any) Expiration Date (if any) Document Number (if any) Document Number (if any) Expiration Date (if any) Document Title 3 (if any) Document Title 3 (if any)	mployee's firs ary of DHS, do	st day of em ocumentation ation box; s	ployment, a on from List	A OR :	a comi	sically examin ination of do List	ne, or example of the commentation of the comm	mine	consis	tent with t B and L	an alten	native nter ar	procedure ny additional
business days after the e- authorized by the Secreta authorized by the Secreta Document Title of Expiration Date (if any) Document Number (if any) Document Title 2 (if any) issuing Authority Document Title 2 (if any) Expiration Date (if any) Document Title 3 (if any) Document Title 3 (if any) Issuing Authority	mployee's firs ary of DHS, do	st day of em ocumentation ation box; s	ployment, a on from List	A OR :	a comi	sically examin ination of do List	ne, or example of the commentation of the comm	mine	consis	tent with t B and L	an alten	native nter ar	procedure ny additional
business days after the e- authorized by the Secretal authorized by the Secretal Occurrentation in the Add Document Title 1 Essuing Authority Document Number (if any) Document Title 2 (if any) Issuing Authority Document Number (if any) Document Number (if any) Document Title 3 (if any) Issuing Authority Document Title 3 (if any) Issuing Authority Document Title 3 (if any)	mployee's firs ary of DHS, do	st day of em ocumentation ation box; s	ployment, a on from List	Ad	st physical acomb	sically exaministic of distribution of do	ne, or examentation	mine on fro	consisted AN	tent with	an alten	Lis	procedure ry additional
business days after the e- authorized by the Secret- documentation in the Acc Document Title 1 Expiration Date (if any) Document Number (if any) Document Title 2 (if any) Issuing Authority Document Title 2 (if any) Expiration Date (if any) Expiration Date (if any) Issuing Authority Document Title 3 (if any) Issuing Authority Document Title 3 (if any) Issuing Authority Document Number (if any)	mployee's first	st day of emocumentation	iployment, a	Add	st physical acomb	ically exaministic of distribution of do	ne, or examination of the second of the seco	mine end of from the	AN A	tent with t B and I	is an alternist C. Er	Liss	procedure ry additional to C
business days after the e- authorized by the Secret- documentation in the Acc Document Title 1 Issuing Authority Document Number (if any) Document Title 3 (if any) Document Number (if any) Document Number (if any) Document Number (if any) Cartification: I affeat, under Document Number (if any) Cartification: I affeat, under Cartification:	mployee's first my of DHs, distincted information of the control o	at day of emocumentation cocumentation box; s. List A	ij i have exans to be genui	Ad Ad	a comb  Check the doc d to relate	List  List  Informatio	d an alterna	ative p	AN A	re authori	is an alternist C. Er	Liss  S to early of E	procedure y additional to C
business days after the e- authorized by the Secreta authorized by the Secreta Occurrent Attor Document Title 1 Expiration Date (if any) Document Number (if any) Document Title 2 (if any) Issuing Authority Document Title 3 (if any) Expiration Date (if any) Document Title 3 (if any) Issuing Authority Document Title 3 (if any) Expiration Date (if any) Expiration Date (if any) Expiration Date (if any) Expiration Date (if any)	r penalty of predictions of the complete of th	asjury, that ( after a paper) assure that the second secon	i) i have exam  ii) i have exam  iii) i have exa	Add	st physical accombination of the combination of the	List  List  Informatio	d an alterna researched biologie nami	mine ion fro ative p y the ed, an	AN A	re authoric the	ized by DH	Liss Liss Liss Liss Liss Liss Liss Liss	procedure y additional to C
business days after the earlier and advantage of the Secretary and a second a second and a second a second and a second a second and a second a second and a second a second and a second and a second and a second and a second a	employee's first and statement or penalty of pil- statement or penalty of pilstatement or penalty or pilstatement or penalty or	at day of em coursentation to the course of the course of the seriory, that ( after a peak after	i) I have exant to be genuited to the control of th	Add R	check the doc	List  List  List  List  Information  List  List	ne, or examination of	ative p	AN A	re authori	an alter list C. Er First D. (mm/ds	Liss Liss Liss Liss Liss Liss Liss Liss	procedure y additional to C

Form I-9 Edition 08/01/23

Page 1 of 4



#### **Current Events**

#### As of August 1, 2023:

- New Form I-9, that Includes Alternative
  Procedure for E-Verify Employers to
  Remotely Examine Employee
  Documents, is Now Available for Use
- E-Verify Employers May Use Alternative Procedure for Form I-9 Documents Examined Remotely During COVID-19 Temporary Flexibilities





#### Form I-9 Reminders

#### **Employers:**

- ✓ Ensure employees complete Section 1 no later than the first day of work for pay
- ✓ Do not use Form I-9 or E-Verify to prescreen employees.
- ✓ Retain Form I-9 for all current employees (hired after November 6, 1986).
- ✓ Start using the new revision of the Form I-9 revision date August 1, 2023, now, if you choose\* (You may continue using the older version dated 10/21/2019 until October 31, 2023) Starting Nov 1 it is required to use the new revision
- Complete Form I-9, Section 2 by third business day after first day of work for pay.



<sup>\*</sup>Find current Form I-9 version at <u>Form I-9</u>, <u>Employment Eligibility Verification</u>. Visit <u>I-9</u> Central What's New.

### **Completing Form I-9**

### **3**

#### Form I-9

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

USCIS Form I-9 OMB No.1615-0047 Expires 08/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for railing to comply with the requirements for completing this form. See below and the <u>instructions</u>.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask

NTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form 19. Employers cannot ask molioyees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or upplement 8, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

day of employment, but n Last Name (Family Name)  Address (Street Number and Nar Date of Birth (mmidd)yyyy)  I am aware that federal law provides for imprisonment innes for false documents, in connection with the compitation of false documents, in connection with the compitation of perjuy. Into the information of the connection with the compitation of perjuy, that this information of the connection with the compitation of perjuy. Into the information of the connection of the	U.S. Soc w tand/or or the niletion of penalty nation, the box o or e and	Check o	Apt Apt Apt Ity Number  ne of the folio A citizen of A noncitizer A noncitizer A noncitizer A noncitizer A noncitizer A noncitizer  a noncitiz	Given N  t. Numb  title Numb  title Numb  title Union  n nation  rmaner  n (other  umber 4	ber (I Empi boxe ilted : nal o nt res r tha 4., er	oyee's Em s to attest to States f the United ident (Entern Num	d States (S er USCIS o mbers 2. a	s zenship or see instruc or A-Numbi and 3. abov	immigrations.)	ration :	i to work uni	State  Employee  page 2 and  til (exp. dal	d 3 of t	ZIP Code  ephone Number  the Instructions.):
Date of Birth (mmiddiyyyy)  I am aware that federal law provides for imprisonment fines for false statements. I make the false statements are connection with the compitality of the false of the false statements. I state the false statements of the false statements of the false statements of the false statement of the fa	v it and/or or the nation of the nation of the nation, the box of the nation of the na	Check o	thy Number  ne of the folio  A citizen of  A noncitizer  A noncitizer  A noncitizer  Execute them Number  a completing	owing to the Union nation manen (other umber 4)	Empi boxe lited a nai o nt res r tha 4., er	s to attest to states from the United Ident (Entern Num	to your cital distance (8 er USCIS o mbers 2. au	s zenship or see instruc or A-Numbi and 3. abov	tions.) er.) e) autr	norized	i to work uni	Employee page 2 and til (exp. dat	d 3 of 1	ephone Number the Instructions):
I am aware that federal law provides for imprisonment fines for false statements, use of false documents, in connection with the compilities of the control of the con	w t and/or or the name of the	Check o	ne of the folial A citizen of A noncitizer A noncitizer A noncitizer A noncitizer Execution A noncitizer A noncitizer  a nonciti	the Union nation manen (other umber 4	boxe lited : int res r that 4., er	s to attest t States If the United Ident (Ente I tem Num	d States (8 er USCIS o mbers 2. a	zenship or Dee Instruc or A-Numb and 3. abov	tions.) er.) e) autr	norized	i to work uni	page 2 and	d 3 of 1	the instructions.):
provides for imprisonment fines for false documents, in connection with the compitation of false documents, in connection with the compitation of perjury, that this informs of perjury, that this informs of perjury, that this informs of perjury in the false of the f	t and/or , or the or the oletion of penalty nation, the box o or o and	1. 2. 3. 4. If you ched you in Verific ti day of a cournents atlon box	A citizen of A noncitizer A lawful per A noncitizer eck Item Nu DIS A-Numb	the Unin nation manen (other umber 4	nal on tres r that 4., er	States f the United ident (Ente n Item Nun iter one of	d States (S er USCIS o mbers 2. a these:	See Instructor A-Numb	tions.) er.) e) autr	norized	i to work uni	til (exp. dal	te, If a	ny)
Correct.  Gignature of Employee  If a preparer and/or transia  Section 2. Employee Revi business days after the emplo authorized by the Secretary of document atties 1  Issuing Authority  Document Number (if any)  Document Title 2 (if any)  Issuing Authority  Document Number (if any)	lator assist	Verifice t day of e ocumenta ation box	ation: Em	nlove	OR I				OR					
Section 2 Employer Revi subtress 6392 alberts employ authorized by the Secretary of documentation in the Addition.  Document Title 1  Issuing Authority  Document Number (if any)  Document Title 2 (if any)  Issuing Authority  Document Number (if any)  Document Title 3 (if any)  Issuing Authority  Document Title 3 (if any)	view and	Verifice t day of e ocumenta ation box	ation: Em	nlove	on 1			T	oday's	Date (	mm/dd/yyyy	n		
business days after the emplo authorized by the Secretary of document Title 1 Issuing Authority  Document Number (if any)  Expiration Date (if any)  Issuing Authority  Document Number (if any)  Expiration Date (if any)  Document Number (if any)  Expiration Date (if any)  Issuing Authority  Document Title 3 (if any)  Issuing Authority  Issuing Authority	view and oyee's first of DHS, do nal Informa	it day of e ocumenta ation box	ation: Em employmen ation from L	ploye		that pers	on MUST	oomplete	the <u>Pr</u>	epare	r and/or Tra	anglator C	ertific	ation on Page 3.
Issuing Authority  Document Number (if any)  Expiration Date (if any)  Document Title 2 (if any)  Issuing Authority  Document Number (if any)  Expiration Date (if any)  Document Title 3 (if any)  Issuing Authority			ç see instru	List A ( uctions	rs or I mu OR a	their auti st physica a combina	ally exami ation of do	ine, or ex ocumenta	tive m amine ition fr	om L	omplete ar istent with ist B and L	nd sign S an altern list C. En	iter ar	procedure ny additional
Issuing Authority  Document Number (if any)  Expiration Date (if any)  Document Title 2 (if any)  Issuing Authority  Document Number (if any)  Expiration Date (if any)  Document Title 3 (if any)  Issuing Authority		List A			OR		Lls	t B		А	ND		LIS	tc
Document Number (if any)  Expiration Date (if any)  Document Title 2 (if any)  Issuing Authority  Document Number (if any)  Expiration Date (if any)  Document Title 3 (if any)  Issuing Authority				$\dashv$	-									
Document Title 2 (if any) Issuing Authority Document Number (if any) Expiration Date (if any) Document Title 3 (if any) Issuing Authority				$\dashv$	ŀ									
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)  Dooument Title 3 (if any)  Issuing Authority				-	Adı	itional ir	nformatio	on						
Expiration Date (if any)  Document Title 3 (if any)  Issuing Authority														
Dooument Title 3 (If any)														
Issuing Authority				$\dashv$										
Document Number (if any)														
Expiration Date (If any)						Check here	e If you use	ed an alter	native	proced	ture authoris	zed by DH	S to en	ramine documents.
Certification: I attest, under per employee, (2) the above-listed d best of my knowledge, the empl		ation appr	ears to be g	enulne	and	to relate						First Da (mm/dd		mployment
Last Name, First Name and Title o		Last Name, First Name and Title of Employer or Authorized Representati					ture of Emp	ployer or A	uthoris	ted Re	presentative		Toda	y's Date (mm/dd/yyy
Employer's Business or Organizati	ployee is au	r or Autho	aco repres			Business							_	

#### **Lists of Acceptable Documents**

#### 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).

		e documents appear in the Handboo	ok for Employers (m-274).
LIST A  Documents that Establish Both Identity and Employment Authorization	OR	LIST B  Documents that Establish Identity ANI	LIST C  Documents that Establish Employment  Authorization
U.S. Passport or U.S. Passport Card     Permanent Resident Card or Allen Registration Receipt Card (Form I-S51)     Foreign passport that contains a temporary I-S51 stamp or temporary I-S51 printed notation on a machine-readable immigrant visa.      Employment Authorization Document that contains a photograph (Form I-765)     For an individual temporary authorized to work for a specific employer because of his or her status or parote:     Foreign passport, and		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 briting gender, height, eye color, and address     ID card issued by feeteral, state or local government agencies or entitles, provided it contains a photograph or information to address name, quale of britin, gender, height, eye color, and address     School ID card with a photograph     Voter's registration card     U.S. Military card or draft record	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. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-345, FS-240)     3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States.
Form I-94 or Form I-94A that has the following:     (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 large restrictions of initiations benified on the form.  S. Passport from the Federated States of		Military dependent's ID card     U.S. Coast Guard Merchant Mariner Card     Native American tribial document     Driver's license lissued by a Canadian government authority  For persons under age 18 who are unable to present a document listed above:	bearing an official séal  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  For examples, see Section 7 and Section 13 of the M-274 on usels govid-seen frais
Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94 Indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		Clinic, doctor, or hospital record     Day-care or nursery school record	The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.
May be prese	enter	Acceptable Receipts  d in lieu of a document listed above for a te	emporary period.
, be prese		For receipt validity dates, see the M-274.	
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	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C document.

<sup>&</sup>quot;Refer to the Employment Authorization Extensions page on  $\underline{\text{I-9 Central}}$  for more information



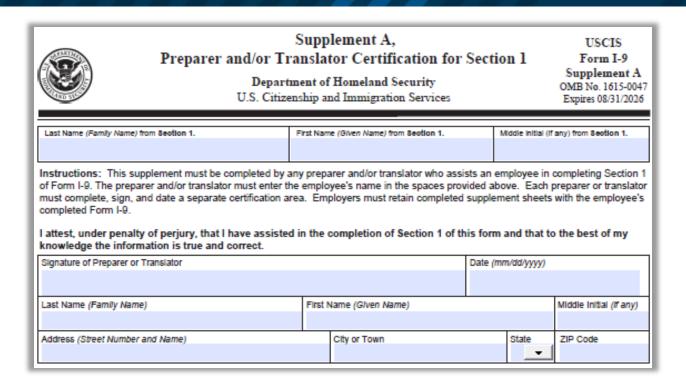
# **Section 1:** Employee Information and Attestation



- EMPLOYEE completes no later than first day of work for pay
- ✓ Social Security Number is required for E -Verify
- Email address is optional for employee
  - If provided, it MUST be entered in E-Verify
- Attestation



# **Supplement A**Preparer/Translator

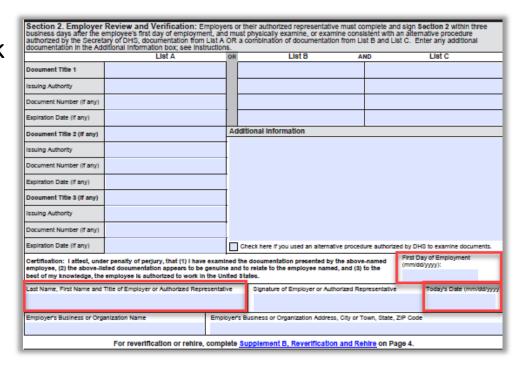


- Preparer/Translator must complete Supplement A
- Preparer/Translator should enter their home address, not the company address.



# Section 2: Employer Certification of Document Review

- ✓ EMPLOYER completes Section
  2 no later than 3 business days
  after the employee begins work
  for pay
- ✓ The person that examines the original, unexpired documents in the presence of the employee MUST fill out, sign and date Section 2
- Date fields
  - Today's date
  - First day of employment





# **Section 2:** Examining Documents

- ✓ You must accept a document presented by an employee if it reasonably appears to be:
  - Genuine

#### **AND**

Relates to the individual presenting it



✓ The document must be original – photocopies are NOT acceptable, except for a certified copy of a birth certificate



# Remotely Examining Documents Continues for E-Verify Employers

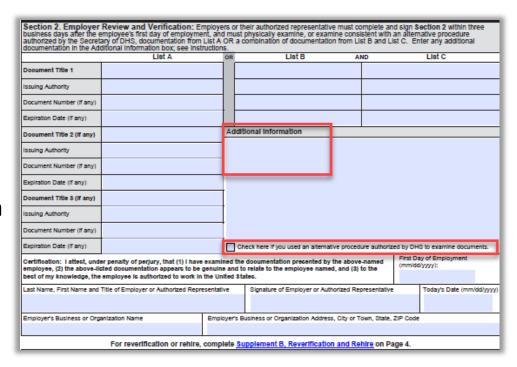
- Employers who were enrolled in E-Verify during the period of COVID temporary flexibilities (March 20, 2020 - July 31, 2023) which permitted remote document examinations, do not need to subsequently complete physical examination of documents.
- Employers not enrolled in E-Verify (at the time of the remote examinations during COVID flexibilities) are required to physically examine all documents including those virtually examined during the pandemic. These employers may use an authorized representative to complete physical examinations at remote hiring sites.
- ✓ After the expiration of COVID flexibilities, only EVerify enrolled employers may remotely examine documents (beginning August 1, 2023).

Examples of remote examination documentation on Form I-9



### **Optional Remote Document Examination**

- E-Verify enrolled employers may remotely examine documents
- To participate, employers must:
  - Review and retain copies of all documents
  - Conduct a live video interaction with new hire
  - Indicate use of the alternative procedure on the Form I-9



Optional Alternative 1 to the Physical Document Examination Associated with Employment Eligibility Verification (Form I-9)



### **Copying Documents**

You may choose to make copies of documents employees present for Section 2. If you choose to photocopy documents:

- You must do so for ALL employees
- Be consistent and copy all documents employees provide

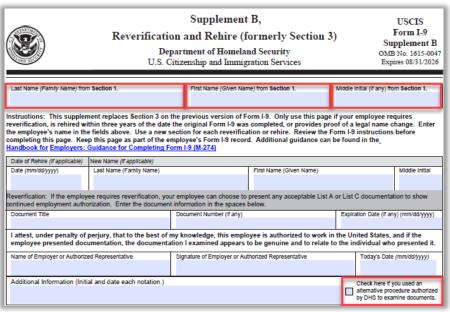


**E-Verify employers** must photocopy the following documents if voluntarily provided by the employee for Form I-9 Section 2:

- U.S. Passport or Passport Card
- I-551 Lawful Permanent Resident Card
- I-766 Employment Authorization Document



# **Supplement B Reverification and Rehires**



- Employers MUST reverify an employee using Form I-9, Supplement B, if their temporary employment authorization status or temporary employment authorization document has expired.
- ✓ You may also complete Supplement B if you:
  - Rehire the employee within 3 years of the date you completed Form I-9\*
     OR
  - Update the employee's biographic information

<sup>\*</sup> Do not create a new E-Verify case for an existing employee you are reverifying



# **Supplement B:**When to Reverify on Form I-9



# An Employment Authorization Document (Form I-766) with an expiration date Form I-94 with temporary I-551 stamp Unexpired foreign passport with temporary I-551 stamp

#### **Do not Reverify**

- U.S. citizens and noncitizen nationals
- U.S. passports or passport cards
- Unexpired Permanent Resident or Alien Registration Receipt card (Form I-551)
- Expired Permanent Resident
   Card presented with Form I-797
- <u>List B</u> documents



### **Storage**

- ✓ Store Forms I-9 securely in a way that meets your business needs.
  - On-site or at an off-site facility
  - Microfilm or Microfiche
  - Electronically
- ✓ Ensure that only authorized personnel have access to stored Forms +9
- ✓ Store copies of documents with the Form I-9 or with the employee's records
- Forms I-9 must be available within 3 days of an official request for inspection

\*\* RELEVANT LINK \*\*

**Form I-9 Retention and Storage** 



## What is E-Verify?

- Free web-based service that's fast and easy to use
- ✓ Electronically confirms the employment eligibility of:
  - Newly hired employees
  - Existing employees assigned to work on a qualifying federal contract
- ✓ Partnership between the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA)











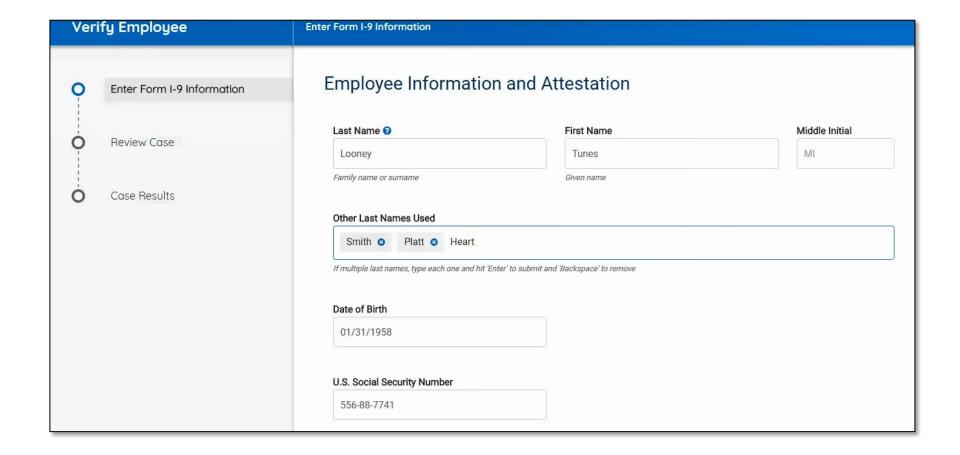
### **How E-Verify Works**

E-Verify compares information from an employee's Form I-9 to records available to the U.S. Department of Homeland Security and the Social Security Administration. Case creation is as easy as data entry and initial case results are produced within seconds.





# E-Verify Case Processing Biographic



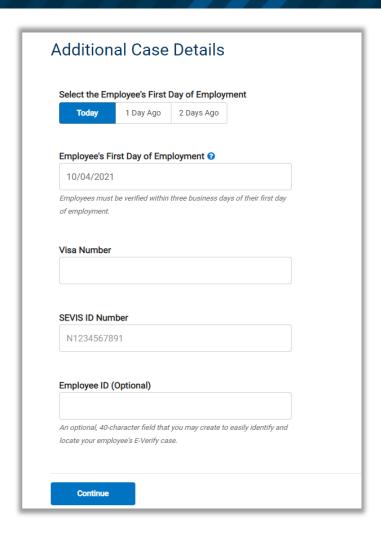


# E-Verify Case Processing Attestation and Documents

#### Citizenship Status A lawful permanent A citizen of the United A noncitizen national of An alien authorized to the United States States resident work Employer or Authorized Representative Review and Verification What document types are on Tunes Looney's Form I-9? List A Document List B & C Document List A Document Permanent Resident Card or Alien Registration Receipt Card (Form I-55 •

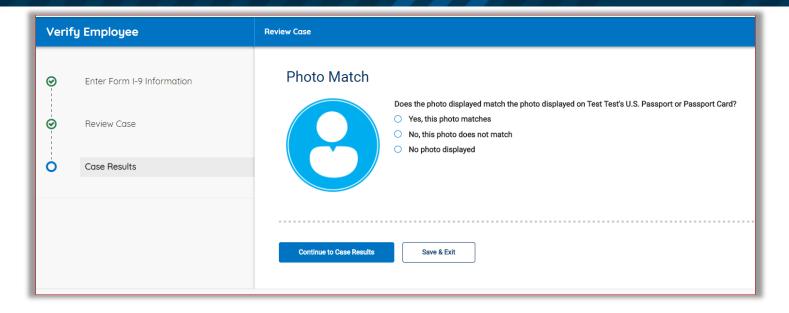


# E-Verify Case Processing First Day of Employment





# E-Verify Case Processing Photo Match



Allows you to match the photo on a document to the photo that DHS has on file for that employee, and is activated automatically if an employee has presented:

- I-551, (Permanent Resident Card)
- Form I-766, (Employment Authorization Document), or
- U.S. passport or passport card



# Tentative Nonconfirmation (Mismatch) Action Required

- Employers must notify the employee and complete the referral process within 10 federal government working days
- Employer prints the Further Action Notice and reviews it with the employee promptly and privately
- Employee decides whether or not to take action to resolve the mismatch.
- Employer refers case and provides the Referral Date Confirmation for employees who take action
- Employer receives updated results in E-Verify and closes the case

Employee Chooses to Take Action	<b>Employee Chooses Not to Take Action</b>
Employer refers employee to appropriate agency	Employer may terminate employee and close the case in E-Verify



# E-Verify NextGen – COMING SOON

NextGen is an exciting new product that modernizes and streamlines the Form I-9 and verification process for employees and employers.

Feature	Benefits for Employee	Benefits for Employer
Will allow employees to enter their own personal information and documents	More privacy and security for your personal information.	Improves efficiency and reduces data entry errors.
Direct notification of employment status	Immediate notification, in most cases, if further action is needed to determine employment eligibility, including next steps.	Eliminates the need, in most cases, for employers to deliver Further Action Notices to employees.
Will carry verification status over to new employment	Update and share your employment eligibility status with new employers.	Seamless integration with E-Verify, allowing you to manage all cases in one place.

E-Verify NextGen Overview Video



# Immigrant and Employee Rights (IER)



The anti-discrimination provisions of the INA are enforced by:

Department of Justice Civil Rights Division

Immigrant and Employee Rights Section

Employee hotline: 1-800-255-7688 (TDD: 1-800-616-5525)

Employer hotline: 1-800-255-8155 (TDD: 1-800-362-2735)

IER's "Employer Dos and Don'ts."



### Form I-9 and E-Verify Resources

FORM I-9 & E-VERIFY LINKS

Form I-9

**I-9 Central** 

**Handbook for Employers** 

**E-Verify** 

**E-Verify User Manual** 

**Webinars Calendar** 

**Employer Resources** 

**Federal Register Notice** 

Stay Connected...

Follow us on social media for Form I-9, E-Verify, myE-Verify, Self Check, employee rights and more











Visit Remote Examination webpage for more information



### **E-Verify Engagement**

#### Take advantage of our FREE Engagement services:

- Take additional <u>public webinars</u>
- Request event speakers, customized webinars, or content for your publications
- ✓ Seek approval for E-Verify® Logo Authorization
  You can use logos on websites, job
  announcements/ applications, or
  company broadcasts to further advertise
  your company's commitment to a legal
  workforce.







### **Customer Service Contact Center**

E-Verify received the highest rating for customer service of all federal agencies in the American Customer Satisfaction Survey!

- ✓ Form I-9 Email: <u>i-9Central@uscis.dhs.gov</u>
- ✓ E-Verify Email: <u>E-Verify@uscis.dhs.gov</u>
- ✓ Employer Hotline: (888) 464-4218
- ✓ Employee Hotline: (888) 897-7781





# THANK YOU!



