

## DHS I-9 FORM PROCESSING GUIDELINES

An original completed Employment Eligibility Verification Form I-9 form must be completed for all employees hired after November 6, 1986. The federal Immigration Reform and Control Act of 1986, requires employers to verify ALL new employees' identity and eligibility to work. This is completed by processing an I-9 form. The form can be downloaded from the payroll website at [http://www.iit.edu/~controller/payroll\\_forms.html](http://www.iit.edu/~controller/payroll_forms.html).

**Note:** the most recent version of the I-9 form is dated 02/02/09. Please destroy any old forms with a date prior to 02/02/09.

There are three sections on the I-9 form:

**Section 1** - Completed by the employee on or before the first day of employment.

**Section 2** - Completed by the Student Employment Office representative. This section must be completed within three working days of the employee's first day of employment unless the appointment is three days in length or less. If the appointment is three days in length or less then this section must be completed on or before the employee's first day of employment.

**Section 3** - Completed by the Student Employment Office Representative whenever documents provided as proof of eligibility to work in the U.S. and at IIT have an expiration date and new documents are required to establish current eligibility. This section is also completed when an employee changes their name. (Contact HR/SEO for assistance).

▪ **SECTION 1 - EMPLOYEE (The employee must):**

- Fill in **all** personal information
- Check a box for work eligibility
- Read, sign **and** date the form

NOTE: If you assisted the employee with Section 1 (i.e. typed the name, address, etc.), you must read, fill in information, print name, organization and address, and sign and date in the Preparer/Translator Certification section.

▪ **SECTION 2 - EMPLOYER (The Student Employment Office representative must record):**

- **Complete** document title
- **Full name** of issuing authority
- **Complete** document number
- Expiration date, if any
- Date employment begins (**Certification section** with space for date)

NOTE: Do not abbreviate document titles, names of issuing authorities, or document numbers. The full title, name, and document number, if applicable, must be included on the form. For example, if a social security number card is presented, the information should be listed as Document title: "Social Security Card", Issuing authority: "Social Security Administration", Document #: "(complete document number)". If an Illinois Drivers License is presented, it should be listed as Document Title: "Drivers License", Issuing authority: "Illinois Department of Motor Vehicles", Document #: ("complete document number") Expiration date: ("expiration date at it appears on document").

- **SECTION 3 - UPDATING & REVERIFICATION (The Student Employment Office completes):**
  - **Complete Block A** if the employee's name has changed at the time the I-9 is being update/verified.
  - **Complete Block B and the Signature Block** if an employee is **rehired** within three years of the date the form was originally completed **and** the employee is still eligible to work on the same basis as previously indicated on the form.
  - **Complete Block C and the Signature Block** if an employee is rehired within 3 years of the date the form was originally completed and the work authorization has expired or is about to expire.
    - **Examine** any document that reflects the employee is authorized to work in the U.S. (See list A or C).
    - **Record** the document title, document number and expiration date (if any) in Block C **and** complete the signature block.

**Special Notes:**

- Neither the law nor Homeland Security expects or encourages employer to become document experts. The standard for review of documents in the I-9 process is that a given document is genuine and that it relates to the individual who presents it.
- You cannot ask for specific documents when completing Section 2. The best way to approach your employee is to show them the Lists of Acceptable Documents and have them select the documents they want to present for verification purposes.
- Employees **must present original unexpired documents**. Photocopies are not acceptable. Faxes or copies of documents are not acceptable (**exception**: certified copy of a birth certificate is acceptable). Laminated copies of social security cards cannot be used.
- REMEMBER to only accept **one document from List A OR one document each from List B and C**. Accepting or requiring more documents is a violation of the law.
- The Human Resources Representative or Student Employment Office Representative (whichever is applicable) must **sign** and **date** the certification section of the form and provide their **complete name, job title, and work address**. Please be sure to **fill in** the **START DATE** of the employee.

The Immigration Reform and Control Act of 1986 absolutely prohibits the University from continuing to employ an individual who has not provided the required documents within three days of the first day of employment or who is not authorized to work. The employee must be dismissed from employment immediately. Contact Human Resources or Student Employment Office for assistance with this issue.