

Form I-9/E-Verify From Start to Finish



Form I-9

- What is the Form I-9?
- Who needs to complete one?
- Who does NOT need to complete one?



Student I-9 Documents Reminder

- Remind all incoming students that intend to work at IU to bring their acceptable Form I-9 documents with them. Documents must be unexpired originals (photocopies and/or scans are not acceptable).
- Communications Available

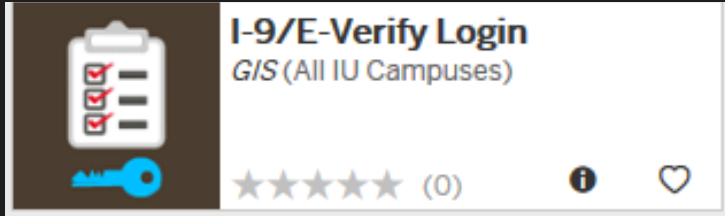


When to Complete a Form I-9

- After an offer has been accepted
- Section 1 = End of first day of employment
- Section 2 = By the 3rd business day of employment
- Rehires



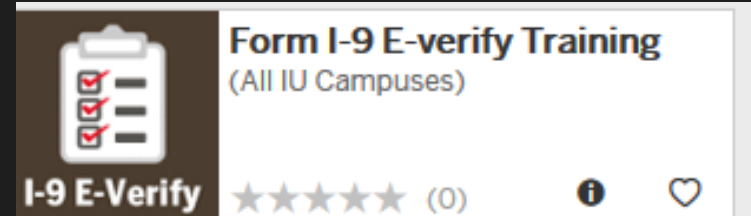
One.IU



I-9/E-Verify Login
G/S (All IU Campuses)

★★★★★ (0) ⓘ ♡

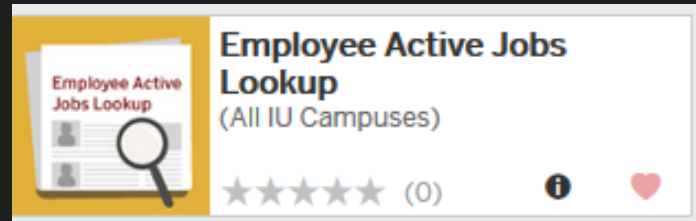
This card features a dark brown header with a white clipboard icon containing a checklist and a blue key icon below it. The main content area is white with the title and subtitle in black. At the bottom, there are five grey stars, a zero in parentheses, an information icon, and a heart icon.



Form I-9 E-verify Training
(All IU Campuses)

I-9 E-Verify ★★★★★ (0) ⓘ ♡

This card features a dark brown header with a white clipboard icon containing a checklist. The main content area is white with the title and subtitle in black. At the bottom, the text "I-9 E-Verify" is in bold black, followed by five grey stars, a zero in parentheses, an information icon, and a heart icon.



Employee Active Jobs Lookup
(All IU Campuses)

★★★★★ (0) ⓘ ♡

This card features a yellow header with a white document icon containing a magnifying glass. The main content area is white with the title and subtitle in black. At the bottom, there are five grey stars, a zero in parentheses, an information icon, and a heart icon.



Employee Active Job Lookup in HRMS

Employee Active Jobs Lookup

Employee ID:

submit

OR

First Name:

Last Name:

Date of Birth:

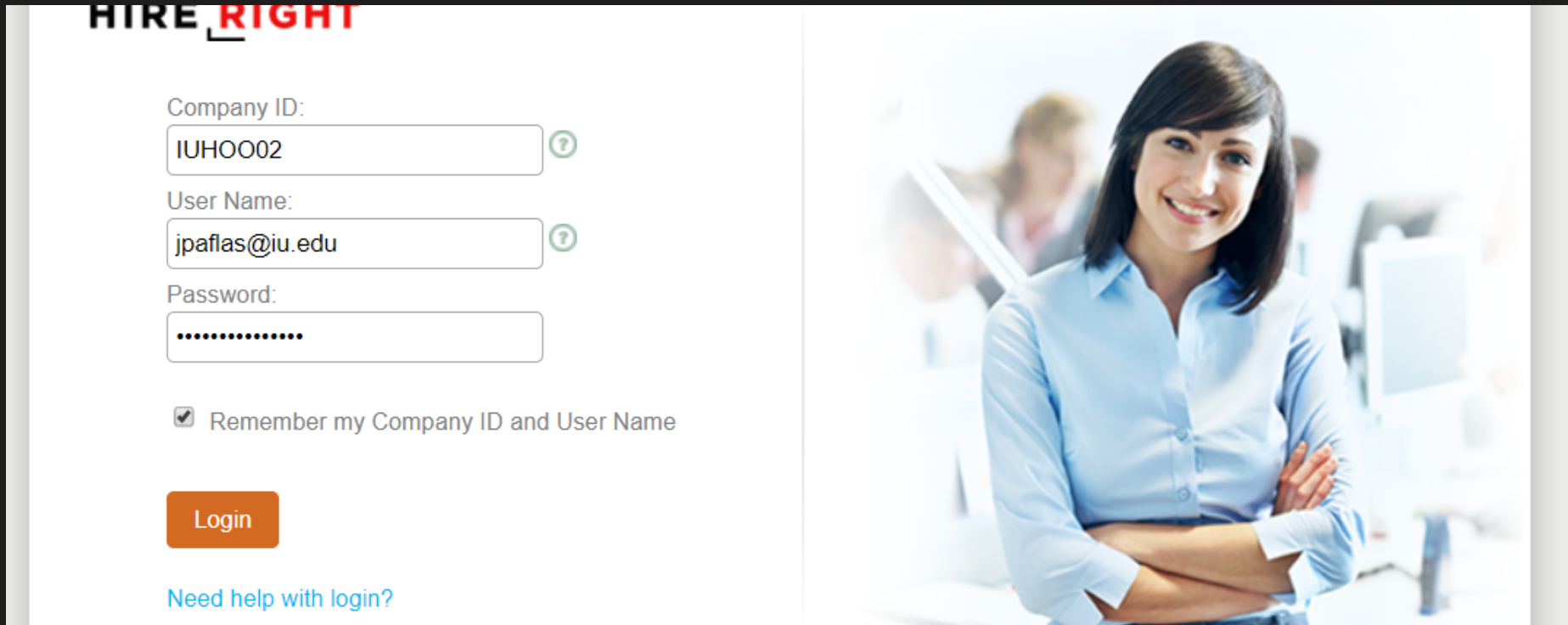
 mm/dd (or) mm/dd/yyyy

submit

Check to see if the employee has an
active job



HireRight I-9/E-Verify Platform



HIRE RIGHT

Company ID:
IUHOO02

User Name:
jpaflas@iu.edu

Password:
.....

Remember my Company ID and User Name

Login

[Need help with login?](#)

Password is good for 90 Days



Log into HireRight

Enter company ID, user name and password.

This information is provided by HireRight via email



HireRight Platform

The screenshot displays the HireRight platform interface. On the left is a navigation menu with the following items: I-9 Forms, Employment Screening, Management Reports, Price List, Billing, Account Setup, Compliance Central, Forms & Documents, and Help & Training. Below the menu is an 'ONLINE TRAINING' button with a play icon. The main content area is titled 'Screening Manager' and contains a sub-section 'Orders and Reports'. This section includes a search bar with the placeholder text 'E.g, Joe, Jo%, ab-1234567', a 'Print' button, a 'Download' button, a 'More Options' dropdown, and a 'COVID-19 Affected Only' checkbox. There are also dropdown menus for 'Current User' and 'Last 7 days', and a 'Refreshed 20 seconds ago' indicator. Below these are tabs for 'Invitations', 'Not Submitted', 'In Progress', 'Completed', and 'Cancelled'. The 'Invitations' tab is active, showing a table with the following columns: First Name, Middle Name, Last Name, SSN/National ID, Status, and Type. The table is currently empty.

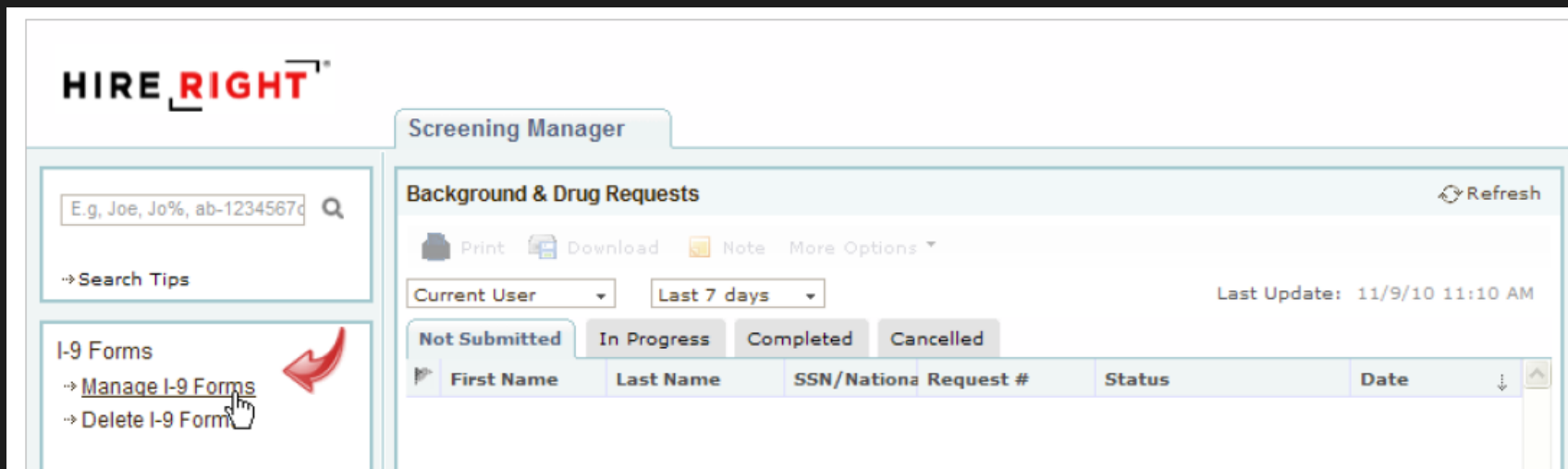
Main Dashboard



Access I-9 and E-verify Tools

Click on I-9 Forms

Click on **Manage I-9 Forms** to open I-9 dashboard



The screenshot displays the HIRE RIGHT Screening Manager interface. On the left sidebar, under the "I-9 Forms" section, the "Manage I-9 Forms" link is highlighted with a red arrow. The main content area shows the "Background & Drug Requests" dashboard, which includes a search bar, a "Refresh" button, and a table of requests. The table has columns for "First Name", "Last Name", "SSN/National Request #", "Status", and "Date". The "Not Submitted" status is currently selected.



Search for I-9

The screenshot shows the HireRight 'Manage I-9 Forms' interface. A search bar on the left contains the text 'green'. The main area displays a table of search results for 'green' with columns for First Name, Last Name, View/Print, Type, and a date. A context menu is open over the first row, listing actions such as 'Send Form', 'Start/Termination Dates', 'E-Verify Report', 'Manage Supporting Docs', 'Reassign', 'Re-verify I-9 Form', 'View Audit Trail', 'Correct I-9 Form', 'Delete I-9 form', and 'Flag'. A callout box points to the context menu with the text 'Right-click to access available actions'.

HIRE RIGHT HireRight Training, | [Sign Out](#)

Screening Manager Manage I-9 Forms Search (green)

Print Download Note Smart Search Search All Accounts Search

Search For: green

No Filter Pending Adjudication

First Name	Last Name	View/Print	Type	
Tammy	Green	Send Form	I-9 Form	06/12/2014 HE-061314-
Tammy	Green	Start/Termination Dates	Background Request	06/13/2014 HE-061314-
		E-Verify Report		
		Manage Supporting Docs		
		Reassign		
		Re-verify I-9 Form		
		View Audit Trail		
		Correct I-9 Form		
		Delete I-9 form		
		Flag		

Right-click to access available actions



Competing Section 1 of the Form I-9

- Filled out by the new employee
- All fields are required except for E-mail address and telephone number
- Information Levels
- HireRight system allows edits to Section 1



Email Invite to Employee

1. I-9 Forms for options.
2. Manage I-9 Forms to access menu.
3. Invite Employee for email prompt.

The screenshot shows the HireRight 'Screening Manager' interface. On the left, a navigation menu is expanded to 'I-9 Forms', showing options like 'Manage I-9 Forms', 'I-9 Forms Settings', and 'Delete I-9 Forms'. A search bar at the top left contains the text 'E.g. Joe, Jo' and '4567d'. A callout box labeled '1' points to the search bar. A callout box labeled '2' points to the 'Manage I-9 Forms' option in the menu. The main content area shows a 'Screening Manager' window with a 'New' button, 'Print', and 'Additional Columns' options. A callout box labeled '3' points to the 'Invite Employee' option in a dropdown menu. Below the menu, there are buttons for 'Verify Tentative', 'Pending Info Revi..', 'Pending Photo Mat..', and 'Final Non-Confir..'. A table with columns 'Verify Status', 'Date', 'Next Action', 'Location Number', and 'Hiring Manager' is visible at the bottom.



I-9 Employment Eligibility Form

Employee Info

First Name: * ?

Last Name: * ?

E-mail: *

Employee Start Date: ?

 / /

[Use Today's Date](#)

Message Template: * ?

[Preview / Edit](#)

Send me a copy

Hiring Manager ?

First Name:

Last Name:

E-mail:

Notification Options

Initiated by **John Pafias** (automatically receives all notifications)

[Add users](#) who will receive copy of notification letters

Additional Fields

University ID

Account *

Subaccount

University Department *



Resend to Employee if I-9 is not Completed

From **Sent to Employee** tab:

Click employee to select and use choose **Resend**.

The screenshot shows the 'Screening Manager' application window with the 'Manage I-9 Forms' tab selected. The interface includes a toolbar with 'New', 'Print', and 'Additional Columns' options. Below the toolbar, there are dropdown menus for 'Current User' and 'Last 90 days'. The main area features three tabs: 'Sent to Employee', 'Pending Employer', and 'Completed'. The 'Sent to Employee' tab is active, displaying a table with columns for 'First Name', 'Last Name', 'SSN', and 'Date'. The first row of the table is highlighted in blue, representing the employee 'Ron Rogers' with an SSN of '-' and a date of '10/29/2014'. A 'More Options' dropdown menu is open over the table, listing actions such as 'View', 'Resend', 'Set Hiring Manager', 'Reassign', 'Start/Termination Dates', 'Delete I-9 form', and 'Flag'. The 'Resend' option is highlighted, and a red arrow points to it.

First Name	Last Name	SSN	Date
Ron	Rogers	-	10/29/2014



New Hire: Letter and Instructions











1 EMPLOYMENT ELIGIBILITY VERIFICATION

• Directions

[Employee Information and Attestation Worksheet](#)

Section 1 Review and E-Sign by Preparer and/or Translator
4

Section 1 Review and E-Sign by Employee

-  [Form I-9 Instructions](#) 
-  [List of Acceptable Documents](#) 
-  [Who is Issued This Document?](#) 
-  [Sample Document Images](#) 
-  [Information on Receipts](#) 

Employment Eligibility Verification – Directions

All new employees are required by federal law to complete Section 1 of an I-9 Employment Eligibility Form by the first day of work for pay.

Please complete this form as soon as possible. Enter all information on the form. The official Form I-9, Employment Eligibility Verification Instructions are located on the left or by clicking [here](#). The List of Acceptable Documents is also located on the left or by clicking [here](#).

Save Form and Exit

As you are completing the I-9 employment eligibility form, you will have the option of saving your work and exiting at any time by clicking the "Save Form & Exit" link located at the top of every page. You will be able to return to the I-9 employment eligibility verification form later to complete and submit the form.

Signing the I-9 Employment Eligibility Form

When you are finished completing the form, please click the "Electronically Sign" button on the form.

Help


If you have questions about completing the I-9 employment eligibility form, please contact support at customerservice@hireright.com. If you have questions about the content of the I-9 employment eligibility form, please call 1-866-521-6995. Customer Support hours are: Sundays 5:00 PM - Fridays 9:00 PM (Pacific Time).


[Proceed with I-9 Employment Eligibility Form](#)





Employee Information

Employee Information

Your Last Name: * 

Your First Name: * 


Your Middle Initial: *  


I certify that I do not have any middle initial (if checked "N/A" will be displayed in the Middle Initial field of Section 1)

I certify that I have not used any other last names (if checked "N/A" will be displayed in the Other Last Names Used field of Section 1)

Your E-mail Address:


Your Telephone Number: + ext.

Your Country: * 

Your Address: * 

I certify that I do not have any apartment number (if checked "N/A" will be displayed in the Apt. Number field of Section 1)

Your City: *

Your State: * 

Your Zip/Postal Code: *

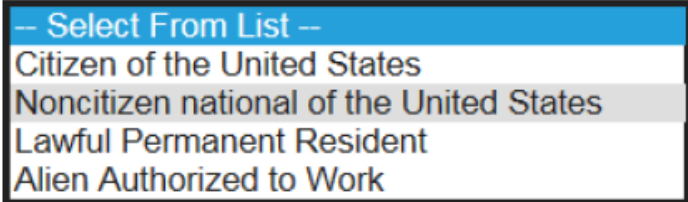
Your Date of Birth: * / /



Citizenship or Immigration Status

SSN is required for E-verify


Citizenship or Immigration Status

What is your citizenship or immigration status? * 

Your Social Security Number: *

Re-enter Social Security Number: *

I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9. *

[Proceed to Form I-9 Completion](#) 



Citizenship or Immigration Status

Citizenship or Immigration Status

What is your citizenship or immigration status? *

When are you authorized to work until? * / /

I certify I am an Alien whose authorization does not expire

Provide your Alien or Admission or Foreign Passport number: * Alien Registration#/USCIS# Form I-94 Admission# Foreign Passport# [Get I-94 Number Now](#)

The Social Security Administration has not yet issued me a Social Security Number.

A social security number is required on this form and you must provide your number if you have one. If you do not yet have an SSN issued, you will be asked to provide one once it is issued.

I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9. *

[Proceed to Form I-9 Completion](#)



Completing Section 1

Permanent Resident

- Alien Registration #
- USCIS #

Alien Authorized to Work

- Alien Registration/USICS #
- Form I-94 Admission #
- Foreign Passport #



Employee Review and Signature/Submission

1 EMPLOYMENT ELIGIBILITY VERIFICATION

- ✓ [Directions](#)
- ✓ [Employee Information and Attestation Worksheet](#)
- [Section 1 Review and E-Sign by Employee](#)

Section 1 Review & E-Sign by Employee

Fields marked with an * are required

Section 1. Employee Information and Attestation <i>(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.)</i>				
Last Name <i>(Family Name)</i> Cobb	First Name <i>(Given Name)</i> James	Middle Initial S	Other Last Names Used <i>(if any)</i> N/A	
Address <i>(Street Number and Name)</i> 123 South Street	Apt. Number N/A	City or Town Long Beach	State CA	ZIP Code 90807
Date of Birth <i>(mm/dd/yyyy)</i> **/**/****	U.S. Social Security Number ***-**-1111	Employee's E-mail Address N/A	Employee's Telephone Number N/A	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input checked="" type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number) <u>N/A</u>
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) <u>N/A</u> Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>

*Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.*

1. Alien Registration Number/USCIS Number: <u>N/A</u>
OR
2. Form I-94 Admission Number: <u>N/A</u>
OR
3. Foreign Passport Number: <u>N/A</u>
Country of Issuance: <u>N/A</u>

QR Code - Section 1
Do Not Write in This Space



Employee Review and Signature/Submission

Electronic Signature of Employee

First Name: *

Last Name: *

E-mail Address:

Month & Day of Birth: *

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. *


I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *

I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employee Information and attestation Worksheet. *

I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *



Employee Confirmation of Success!

Help | Live Chat  Print

Employment Eligibility Verification


Thank You

Thank you for completing Section 1 of your I-9 Form.

Please note your I-9 is still considered incomplete until you have presented the required documents confirming work authorization and identity in person to your employer and they have completed Section 2.

Not sure which documents to present? Please find the List of Acceptable Documents [here](#).

To view Section 1 of your I-9 Form [click here](#).



Close



Most Common Issues w/Section 1

- Employee not filling in the fields correctly or typos
- Selecting the wrong citizenship or immigration status
- An alien authorized to work entering in the wrong work until date
- US Citizen not entering in a SSN



Screening Manager Manage I-9 Forms

New | Print | Additional Columns | More Options

Current User: ▼ | Last 90 days: ▼

Sent to Employee | Pending Employer | Completed | E-Verify Tentative

First Name	Last Name	SSN
Ronald	Rogers	***-**-1111
Timothy	Smith	
Timothy	Talmadge	
Theodore	Smith	

Verify I-9 Docs

View

Send Form

Start/Termination Dates

Reassign

Correct I-9 Form

Set Hiring Manager

Delete I-9 form

Flag

I-9 Employment Eligibility Form

Form I-9 Corrections Options

What would you like to do with this form?

- Correct Myself - Section 2
- Send Section 1 to Employee
- Send Section 2 to Hiring Manager

Additional Fields

Cost Center: ▼



Correcting I-9 Forms

Corrections may be made for the following reasons:

- Section 1 errors must be corrected by the New Hire
 - Update an I-9 with newly issued SSN
 - Make necessary correction to Section 1 such as misspelled name
- Section 2 and Section 3 errors must be corrected by Employer
 - Correct adjusted Start Date
 - Correct document information
 - Enter live document information (receipts)



Making Corrections

1. Locate the I-9, right-click, and select *Correct I-9 Form*.
2. Options provided are dependent on the status of the I-9 form.
3. Use provided options to direct Correction to the appropriate party.
 - Section 1 –Employee
 - Section 2 –Employer
 - Optional –Hiring Manager



Demo of Section 1 Completion

<https://ows01.hireright.com/login/>



Overview of Steps to Complete Section 2

Employer Responsibilities -

- Physically examine documents provided by New Hire – COVID 19 Process
- Access Form I-9 via HireRight or notification
- Complete Section 2
- Automated submission to E-Verify
- Upload PDF of Documents in HireRight, if applicable
- Cannot Specify Which Documents



Completing Section 2 of the Form I-9

- List A
- List B & C
- Verify Identity & Work Authorization
- List B document must have a photograph due to E-Verify



Section 2: Employer Completion

1. Click on I-9 Forms
2. Click on **Manage I-9 Forms** to open I-9 dashboard

The screenshot displays the HIRE RIGHT dashboard. On the left, a navigation menu is visible with the following items: I-9 Forms, Manage I-9 Forms, Delete I-9 Forms, Employment Screening, Management Reports, Price List, Billing, Account Setup, Compliance Central, Forms & Documents, and Help & Training. Two callout boxes are present: 'Step 1' points to the 'I-9 Forms' menu item, and 'Step 2' points to the 'Manage I-9 Forms' sub-item. The main content area is titled 'Screening Manager' and contains two sections: 'Orders and Reports' and 'Alerts'. The 'Orders and Reports' section includes a search bar, a 'Current User' dropdown, a 'Last 7 days' filter, and a table with columns for First Name, Last Name, SSN/National ID, Status, and Type. The 'Alerts' section includes a 'Current User' dropdown, a 'Last 1 week' filter, and a table with columns for Date, Name, and Title.



Section 2: Employer Completion

3. Click **New Hire** to select that record

4. Use **More Options** or **right-click** to select **Verify I-9 Docs**

The screenshot shows the 'Screening Manager' application with a 'Manage I-9 Forms' window. The window has a toolbar with 'New', 'Print', and a calendar icon. Below the toolbar are filters for 'All Users' and 'Last 90 days'. A table lists employees with columns for 'Last Name', 'ID', 'Date', and 'Next Action'. A 'More Options' menu is open over the first row, highlighting 'Verify I-9 Docs'. Callouts 'Step 3' and 'Step 4' point to the 'New Hire' button and the 'Verify I-9 Docs' option respectively.

Last Name	ID	Date	Next Action
Ronald Rogers	***-**-1111	08/20/2014	Complete Section 2
Timothy Talmadge	***-**-1111	08/20/2014	Complete Section 2
Timothy Smith	***-**-1111	08/20/2014	Complete Section 2
Jane Doe	***-**-1111	08/20/2014	Complete Section 2
Timothy Talmadge	***-**-1111	08/20/2014	Complete Section 2
Jane Doe	***-**-1111	08/20/2014	Complete Section 2
Jane Anderson	***-**-1111	08/20/2014	Complete Section 2
Theodore Smith	***-**-1111	08/06/2014	Complete Section 2



Section 2: Employer Completion

Screening Manager | Manage I-9 Forms | Manage Users

New | Print | Additional Columns | More Options | Refresh | Refreshed j...

All Users | Last 90 days

Sent to Employee | **Pending Employer** | Completed | E-Verify Duplicate | E-Verify Tentative | Pending Info Review | Pending Photo Match | Final Non-Confirmation

First Name	Last Name	SSN	Date	Next Action
Johnson	Jack	***-**-1111	05/15/2020	Complete Section 2

- Verify I-9 Docs
- View
- Start/Termination Dates
- Send Form
- Reassign
- Correct I-9 Form
- Set Hiring Manager
- Delete I-9 form
- Flag



Review Section 1

Review Section 1

The Section 2 completer is responsible for ensuring *Section 1 is reviewed for accuracy* before completing Section 2.

Click **NEXT** to complete Section 2



Section 2: Employer Completion

EMPLOYMENT ELIGIBILITY VERIFICATION

- ✓ Directions
- ✓ Employee I-9 Information
- **Employer Review and Verification Worksheet**
- Section 2 Review and E-Sign

[Form I-9 Instructions](#)

[List of Acceptable Documents](#)

[Who is Issued This Document?](#)

[Sample Document Images](#)

[Information on Receipts](#)

Section 2 - Employer or Authorized Representative Review and Verification Worksheet

Fields marked with an * are required

Access Resources

bb
of the United States

Review Instructions

The employee must present original documents, with the exception that the employee may present a certified copy of a birth certificate. The employer must physically examine the actual document or documents presented by the employee and determine if they reasonably appear on their face to be genuine and to relate to the employee presenting them. If the document(s) do not reasonably appear on their face to be genuine or to relate to the person presenting them, the employer must not accept them. In such circumstances, the employer should allow the employee to choose any other document(s) the employee wants to present from the "Lists of Acceptable Documents" for review and, if appropriate,

Document A

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Title:

Issuing Authority:

I certify that the issuing authority entered matches exactly to that of the document presented.

Document #: [Format help](#)

Expiration Date (if any): / /

I certify the document the employee presented does not have an expiration date

Note the reminders

This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document.

Section 2 Additional Information

Check here if there is additional information you need to document on the I-9 Form



Complete the Worksheet

Confirm Employee's Start Date

Review your contact information for accuracy

Click Proceed to I-9 Form Completion



1 EMPLOYMENT ELIGIBILITY VERIFICATION

- ✓ Directions
- ✓ Employee I-9 Information
- **Employer Review and Verification Worksheet**
- Section 2 Review and E-Sign
- Form I-9 Instructions
- List of Acceptable Documents
- Who is Issued This Document?
- Sample Document Images
- Information on Receipts

Section 2 - Employer or Authorized Representative Review and Verification Worksheet

Fields marked with an * are required
Employee Name: James Cobb
Citizenship Status: Citizen of the United States

The employee must present original documents, with the exception that the employee may present a certified copy of a birth certificate. The employer must physically examine the actual document or documents presented by the employee and determine if they reasonably appear on their face to be genuine and to relate to the employee presenting them. If the document(s) do not reasonably appear on their face to be genuine or to relate to the person presenting them, the employer must not accept them. In such circumstances, the employer should allow the employee to choose any other document(s) the employee wants to present from the "Lists of Acceptable Documents" for review and, if appropriate, acceptance, by the employer.

This employer participates in the federal employment eligibility program called E-Verify. The E-Verify program requires that you may accept List B documents, only if they include a photograph. Please ensure that the new hire shows you a document with a photograph and select below which document they showed to you. Please note that all documents presented by the new hire must be unexpired.

List A List B & C

Document A

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

The employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Title: U.S. Passport
 Issuing Authority: U.S. Department of State
 I certify that the issuing authority entered matches exactly to that of the document presented.
 Document #: B123456
 Expiration Date (if any): 01 / 01 / 2027

This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document.

Employment Information

I attest under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee and that the information entered above reflects the information that appears on the original document(s) presented by the employee. I certify that the information entered above can be used to complete Section 2 of the I-9 form.

Employee Start Date: 01 / 04 / 2017 Use Today's Date
 Business Name: ABC Company
 Your First Name: Samantha
 Your Last Name: Johnson
 Title: Manager
 Email Address: sjohnson@abccompany.com

Business Address *

Address: 1234 Main Street
 City: Orange
 State: California
 Zip/Postal Code: 12345

Proceed to Form I-9 Completion



Section 2: Review & E-sign

Electronic Signature of Employer

First Name: *

Last Name: *

E-mail Address:

CERTIFICATION - I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed documents(s) appear 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. *

I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employer Review and Verification Worksheet. *

I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *

I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *



Restricted Social Security Cards



Sample of List A Documents




The screenshot shows the U.S. Customs and Border Protection website interface. At the top left is the Department of Homeland Security seal. The header reads "U.S. Customs and Border Protection" with the tagline "Securing America's Borders". Below the header are two tabs: "Get I-94 Number" and "I-94 FAQ", with the latter being selected. The main content area is titled "Admission (I-94) Number Retrieval". It displays the following information:

- Admission (I-94) Record Number: 69000888062
- Admit Until Date (MM/DD/YYYY): 10/10/2012
- Details provided on Admission(I-94) form:
 - Family Name: LI
 - First (Given) Name: LYDIA
 - Birth Date (MM/DD/YYYY): 01/01/1990
 - Passport Number: P123123213
 - Passport Country of Issuance: Mexico
 - Date of Entry (MM/DD/YYYY): 04/11/2012
 - Class of Admission: B1

I-94



Sample of List A Documents



**U.S. Immigration
and Customs
Enforcement**

**Redesigned Form I-20
SEVIS Fact Sheet**

F-1 Form Changes - Page One

Department of Homeland Security
U.S. Immigration and Customs Enforcement

SEVIS ID: M0064705512

SEVIS ID: M0064705512

SEVIS Name fields added: GIVEN NAME, PREFERRED NAME, COUNTRY OF BIRTH, DATE OF BIRTH, FORM ISSUE REASON

Form Issue Reason: INITIAL ADMISSION - updated from I-20 to Status Conversion

Class of Admission: F-1

ACADEMIC AND LANGUAGE: CLASS

2.0. Certificate of Eligibility for Nonimmigrant Student Status
OMB NO. 1633-0028

CLASS: F-1

ACADEMIC AND LANGUAGE: CLASS

SCHOOL INFORMATION

SCHOOL NAME: SEVD School For Advanced SEVIS Studies	SCHOOL ADDRESS: 3002 Henry Lane, Ft. Washington, MD 20744
SCHOOL OFFICIAL TO CONTACT UPON ARRIVAL: Rita Felt	SCHOOL CODE AND APPROVAL DATE: B0224F6444000 03 APRIL 2014

PROGRAM OF STUDY

EDUCATION LEVEL: MASTER'S	MAJOR 1: Economics, General 43.0401	MAJOR 2: None 99.0000
NORMAL PROGRAM LENGTH: 24 MONTHS	Description of Other Costs, School Funding, and Funds from Other Sources, if specified	
PROGRAM START DATE: 01 SEPTEMBER 2013		

FINANCIALS

ESTIMATED AVERAGE COST PER MONTH:	STUDENT'S FUNDING FOR 9 MONTHS:
Tuition and Fees \$ 23,000	Personal Funds \$ 3,000
Living Expenses \$ 6,000	Scholarship and Teaching Assistantship \$ 29,000
Insurance \$ 3,000	Funds From Relatives/Friends \$
Other \$	On-Campus Employment \$
TOTAL \$ 32,000	TOTAL \$ 32,000

REMARKS: Registration begins 8/28/2013. Sixers report to I-20

Remarks: Space for comments

Number of dependents:

SCHOOL ATTESTATION

STUDENT ATTESTATION

Number of dependents:

Student's name pre-prints on form

ICE Form I-20 A-B (5/31/2013) Page 1 of 3



I-20

Sample of List A Documents

U.S. Department of State
CERTIFICATE OF ELIGIBILITY FOR EXCHANGE VISITOR(J-1) STATUS

OMB APPROVAL NO. 1480-0119
EXPIRES: 03-28-2005
ESTIMATED BURDEN TIME: 45 min
*See Page 2

1. Family Name: Schick		First Name: Mary		Middle Name: O		Gender: FEMALE		NO000010676	
Date of Birth (mm-dd-yyyy): 12-12-1970		City of Birth: Berlin		Country of Birth: GERMANY		Citizenship Country Code: GM		Citizenship Country: GERMANY	
Legal Permanent Residence Country Code: GM		Legal Permanent Residence Country: GERMANY		Position Code: 114		Position: CIVIL SERVICE EMPLOYEE IN CENTRAL GOVERNMENT			
U.S. Address: 1234 Main Street Alexandria, VA 22312									
2. Program Sponsor: Pig Farming Institute					Exchange Visitor Program Number: P-3-10244				
Participating Program Official Description: PROFESSOR; SHORT-TERM SCHOLAR; TEACHER									
Purpose of this form: Replace a DS-2019 form (Damaged)									
3. Form Covers Period:		4. Exchange Visitor Category:							
From (mm-dd-yyyy): 12-01-2002		TEACHER							
To (mm-dd-yyyy): 12-31-2003		Subject/Field Code: 32-0108		Subject/Field Code Description: LABORATORY AND COMMUNICATION SKILLS					
5. During the period covered by this form, the total estimated financial support (U.S. \$) to be provided to the exchange visitor by: Current Program Sponsor Funds : \$771.50 DEPARTMENT OF EDUCATION : \$2,500.00 INTERNATIONAL MONETARY FUND : \$1,322.00 Total : \$4,593.50									
6. U.S. DEPARTMENT OF STATE (DO NOT USE OR CERTIFICATION BY RESPONSIBLE OFFICER THAT A NOTIFICATION COPY OF THIS FORM HAS BEEN PROVIDED TO THE U.S. DEPARTMENT OF STATE (INCLUDE DATE)).				7. Emily Green			Responsible Officer		
				Name of Official Preparing Form			Title		
				3500 Branch Ave			234-343-3533		
				Atlanta, GA 30301			Telephone Number		
				Address of Responsible Officer or Alternate Responsible Officer			12-09-2002		
				Signature of Responsible Officer or Alternate Responsible Officer			Date (mm-dd-yyyy)		
8. Statement of Responsible Officer for Releasing Sponsor (FOR TRANSFER OF PROGRAM) Effective date (mm-dd-yyyy): _____ Transfer of this exchange visitor from program number _____ sponsored by _____ to the program specified in item 2 is necessary or highly desirable and is conforming with the objectives of the Mutual Educational and Cultural Exchange Act of 1961, as amended.									
Signature of Responsible Officer or Alternate Responsible Officer					Date (mm-dd-yyyy) of Signature				
PRELIMINARY ENDORSEMENT OF CONSULAR OR IMMIGRATION OFFICER REGARDING SECTION 216(a) OF THE IMMIGRATION AND NATIONALITY ACT AND PL 94-48, AS AMENDED. (see last Top of page 2). The Exchange Visitor to the above program.					TRAVEL VALIDATION BY RESPONSIBLE OFFICER (Maximum validation period is one year*) *EXCEPT: Maximum validation period is up to six months for Short-term Scholars and four months for Camp Counselors and Summer Travel/Work. (1) Exchange Visitor is in good standing at the present time.				
1. <input type="checkbox"/> Not subject to the two-year residence requirement.									
2. <input checked="" type="checkbox"/> Subject to two-year residence requirement based on:									
A. <input checked="" type="checkbox"/> Government financing and/or									
B. <input type="checkbox"/> The Exchange Visitor Skills List and/or									
C. <input type="checkbox"/> PL 94-484 as amended									
					Date (mm-dd-yyyy)				
					Signature of Responsible Officer or Alternate Responsible Officer				
					(2) Exchange Visitor is in good standing at the present time.				
					Date (mm-dd-yyyy)				
					Signature of Responsible Officer or Alternate Responsible Officer				
THE U.S. DEPARTMENT OF STATE RESERVES THE RIGHT TO MAKE FINAL DETERMINATION REGARDING 216(a)									
EXCHANGE VISITOR CERTIFICATION: I have read and agree with the statement on item 2 on page 2 of this document.									
Signature of Applicant					Place			Date (mm-dd-yyyy)	

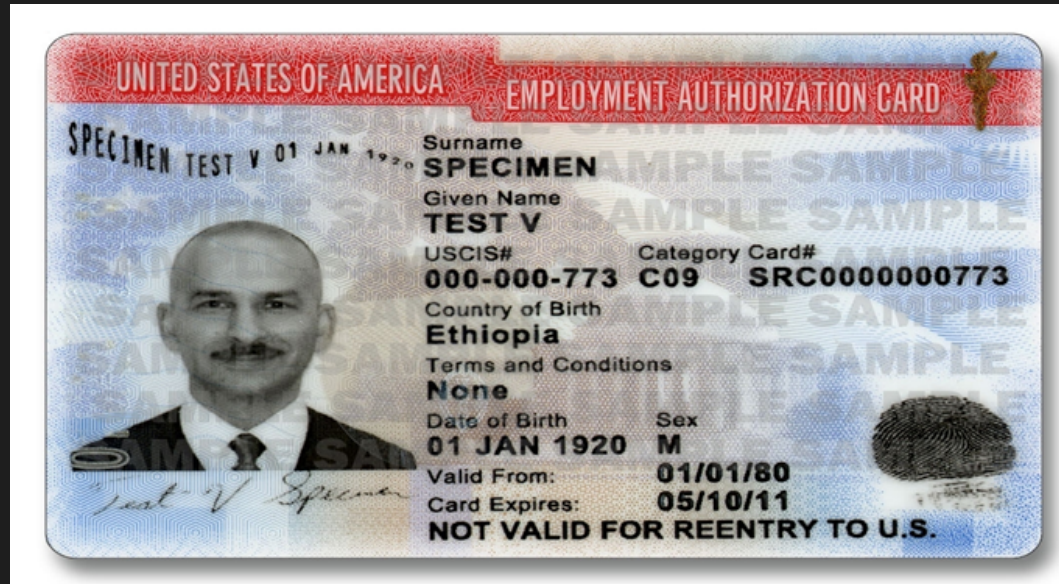
DS-2019 (Formerly IAP-66)
10-2001

Page 1 of 2



DS-2019

Sample of List A Documents



Employment Authorization Document (EAD)

Sample of List A Documents



Permanent Resident (Green Card)



Use Search to find an Existing I-9 form

Be sure it is the I-9 Form, not the E-verify or Background Report record type. - Right-click for the menu.

HIRE RIGHT™

Screening Manager | Manage I-9 Forms | Search (green)

Search For: green

First Name	Last Name	View/Print	Type
Tammy	Green	Send Form Start/Termination Dates E-Verify Report Manage Supporting Docs Reassign Re-verify I-9 Form View Audit Trail Correct I-9 Form Delete I-9 form Flag	I-9 Form 06/12/2014 HE-061314-
Tammy	Green		Background Request 06/13/2014 HE-061314-

Right-click to access available actions



Most Common Issues w/Section 2

- Incorrect document options show up under List A or B & C
- I-94 expiration date does not match work until date
- Document number typos
- Incorrect first day of employment date



Demo of Section 2 Completion

<https://ows01.hireright.com/login/>



E-Verify

- State of Indiana requirement
- Requires SSN
- All cases must be reviewed

98% are returned “Authorized to Work”
2% require additional steps



E-Verify – Delay

- Awaiting Social Security Number
- Technical Problem
- Audit revealed new hire not run
- Other



Reviewing E-Verify Cases

The screenshot shows the HireRight interface for reviewing E-Verify cases. The search bar at the top left contains the text 'green' and is highlighted with a red box. The main area displays a table of search results for 'green' with columns for First Name, Last Name, Type, and a date. A right-click context menu is open over the first row, showing options such as 'Re-verify I-9 Form', 'View Audit Trail', and 'Delete I-9 form'. A callout box with the text 'Right-click to access available actions' points to the context menu.

First Name	Last Name	Type	Date	HE-061314-
Tammy	Green	I-9 Form	06/12/2014	HE-061314-
Tammy	Green	Background Request	06/13/2014	HE-061314-

Some E-Verify cases will not be completed immediately



Photo-Matching E-Verify Cases


I-9 Employment Eligibility Form

E-Verify Photo Matching and Comparison

E-Verify has returned a photograph of your new employee.

Please compare the photo displayed below from E-Verify to the photo on the document the employee presented in Section 2 to determine if the photos are reasonably identical. The photos should be identical but you should take into account minor variances in shading and detail based upon the age and wear of the document and the quality of your computer display.

Please Note: Do NOT compare the photo displayed by E-Verify to the employee directly - this step was already completed during Section 2.



Does the photograph above match the photograph on the document presented by the employee?

Yes

No

No photo displayed

Choose Yes or No

Submit

If the E-Verify case requires photo-matching remember to upload the document into HireRight.



Manage Supporting Documents

1. Return to **Manage I-9 Forms** dashboard or use **Search** to locate the I-9 record
2. Right-click the employee's record
3. Select **Manage Supporting Docs** – Use to 'Upload' or 'Delete' documents, if needed

The screenshot displays the 'Screening Manager' interface with a 'Manage I-9 Forms' dashboard. A table lists employees with columns for 'First Name' and 'Last Name'. A context menu is open over the record for Charles Smith, with 'Manage Supporting Docs' highlighted. A callout box shows the 'I-9 Employment Eligibility Form' with an 'Upload Supporting Documents' section and a 'List of Supporting Documents' section.

First Name	Last Name
Jenny	Doe
Robert	Smith
John	Doe
Charles	Smith
Jessie	Tester
Tammy	Test

I-9 Employment Eligibility Form

Upload Supporting Documents

Please note that only PDF documents are accepted for upload. The documents you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will appear in the list.

File To Upload: No file chosen

Document Type:

List of Supporting Documents

[L296](#)



Most Common Issues with E-Verify

- Not reviewing E-Verify cases
- Not uploading photo-matching documents
- E-Verify late cases
- Incorrect hire dates



Adding SSN to I-9 Form

I-9 Employment Eligibility Form

Form I-9 Corrections Options

What would you like to do with this form?

Send Section 1 to Employee

Applicant Name: *

E-mail: *

Correction Reason:

Additional Fields

University ID

Account *

Subaccount

University Department *



SSN Pending Form I-9s

Employer sends Section 1 back to the New Hire to correct once the SSN card is issued.

- New Hire corrects section 1 to include SSN.
- Employer right-clicks on the corrected I-9 record in HireRight and selects “Order E-Verify”.
- E-Verify runs its normal course.

The employee does not need to bring their SSN to you. The E-Verify check will be submitted once the SSN has been entered



Reverification Form I-9s

Complete Required Information fields, as needed, to document the update.

Click Proceed to Form I-9 Completion and employee's applicable I-9 information is updated.

The screenshot displays the 'Section 3 - Reverification and Rehires Worksheet' in the E-Verify system. The interface includes a top navigation bar with options like 'Save Form', 'Print', 'Clear Form', 'Help', 'Live Chat', and 'Cancel & Discard'. On the left, there is a sidebar with a progress indicator for 'EMPLOYMENT ELIGIBILITY VERIFICATION' and several links: 'Directions', 'Updating and Reverification Worksheet', 'Section 3 Review and E-Sign', 'Form I-9 Instructions', 'List of Acceptable Documents', 'Who is Issued This Document?', 'Sample Document Images', and 'Information on Receipts'. The main content area shows the following details:

- Section 3 - Reverification and Rehires Worksheet**
- Fields marked with an * are required
- Employee Name: James Cobb
- Citizenship Status: Citizen of the United States
- Information Required for I9DNEW**
- Location * (dropdown menu): Irvine
- To be completed and signed by employer or authorized representative
- Purpose of Reverification**
- Employee Name Change (checkbox)
- Employee Rehire (checkbox)
- Employee Work Authorization renewal (checkbox)

At the bottom of the form, there is a button labeled 'Proceed to Form I-9 Completion'.



General Changes - HireRight Platform

- Various Notifications to Employees and I-9 Processors.
 - Including Expiring I-9s.
- Corrections on Sections 1 and 2 before E-Verify.
- Employees can login more than once.



General Changes - HireRight Platform

- Hover over question marks for more information
- You will need departmental Account Number for billing



THANK YOU
QUESTIONS?

