Completing Inspection of Physical Documents – Form I-9

To certify that you have verified documents in person that were previously done virtually due to the DHS and E-Verify COVID-19 temporary guidelines, use the following steps:

1. Log into the HireRight I-9 platform.

2. Search for the employee’s record.
   a. Note: You can use these instructions for records transferred over from Compli-9.

3. Highlight the correct record, and right click to bring up the menu.

4. Select “Correct Form I-9”

5. Select “Correct Form Myself”

6. When asked to “Review Section 2”, hit next in the bottom right-hand corner.
7. Scroll down to the “Section 2 Additonal Information” section

8. Below the “COVID-19” note, add “Documents physically examined” and the date that you examined them.

9. Hit “next” in the bottom right-hand corner.

10. Next, add, “Updated notes per COVID-19 guidelines” as the reason for the change and hit next.
11. Electronically sign and submit the Form I-9 again. This will not result in a new E-Verify case.