

Tips on Form I-9 Completion

General

- Corrections should be ~~lined~~ through, initialed and dated. Do not obliterate information (black-out or white-out).
- Always assure you are using latest I-9 revision by pulling the form directly from the HR website. Do not copy forms and keep at your desk.

Section 1: Employee Information and Verification

- Must be completed on or before hire date. Departments should never allow an employee to work until this form has been completed.
- All Employee Information fields in Section 1 must be completed. If a field does not apply to the employee (i.e., Middle Initial, Other Last Names and Apt. Number) or they choose not to supply an optional field (i.e., E-mail Address and Telephone Number), N/A must be entered in that field.
- Employee should use their legal name as listed on their Social Security card.
- Employee is required to complete the Social Security Number field because UWF participates in E-Verify.
- Employee chooses which documents to provide from the List of Acceptable Documents (one document from List A or a document from both List B and List C). All documents must be original (no photocopies) and unexpired. Because UWF participates in E-Verify, List B documents must include a photograph.
- Employee must check one of the blocks under citizenship attestation and supply other required information based on that status (e.g., Alien Registration Number/USCIS Number, Expiration Date, Form I-94, Foreign Passport, etc.).
- Employee must verify whether a Preparer and/or Translator assisted them in filling out the form by checking the appropriate box.

Preparer and/or Translator Certification:

- To be completed and signed by the Preparer and/or Translator who assisted the employee (if applicable).

Section 2: Employer (or Authorized Representative) Review and Verification

- If not already populated, fill in the employee's Last Name, First Name and M.I. and Citizenship/Immigration Status number (should match the citizenship/immigration status box completed by employee in Section 1).

- Review Section 1 information. Ensure that all fields are completed, the information appears to be accurate, and that the form was signed and dated with the current date/year.
- Section 2 must be completed and signed no later than three (3) business days of the hire date.
- The Employer must physically examine the one document from List A or a combination of one document from List B and one document from List C from the “List of Acceptable Documents”. The employee chooses which documents to supply and must be present when the documents are verified. The Employer must never request specific documents. All documents presented must be original and unexpired. Photocopies cannot be verified.
- The Employer should complete the Document Title, Issuing Authority, Document Number and Expiration Date for the List A or List B and C documents that are provided. Do not accept more documents than are required. In other words, do not fill out all three (List A, B and C) sections.
- List B documents must contain a photo because UWF participates in E-Verify.
- Receipts for Social Security card applications are acceptable for temporary work authorization; however, the employee must bring the original signed Social Security card to the Human Resources for verification and I-9 update as soon as it is received.
- Restricted Social Security cards (cards which say “NOT VALID FOR EMPLOYMENT” or “VALID FOR WORK ONLY WITH DHS OR INS AUTHORIZATION” are not acceptable List C documents and must be rejected. Ask the employee to provide different documentation from List A or List C documents.
- Departments hiring students on F-1 or J-1 Visas should review the hiring process by visiting the International Student Employment [business process page](#) and then complete and submit the [International Student Employment Form](#). These students will meet with International Programs to complete the I-9 and have their documents verified. ***Hiring Departments should never allow F-1 or J-1 students to start work until confirmation of work authorization is received from Human Resources.***
- Employees with H-1B Visa should make an appointment with Christine Dillard in Human Resources to complete their Form I-9. They should bring their original documents (Passport, I-94, I-797, etc.) to the meeting. These employees also should not be allowed to start work until the I-9 is completed.
- The information on the verified documents must not conflict with the information given in Section 1. For example, an employee may not check that they are a US Citizen and then provide a Permanent Resident Card for their List A document.
- The employer should enter the employment begin date (month/day/year). This date should match the new hire Personnel Action Form start date.

Employees and/or hiring departments with questions, should call Human Resources at 850-474-2694 for assistance.