Checklist for Completing Form I-9s

The federal government requires employers to ensure that all new employees are legally entitled to work in the United States. To avoid costly penalties, VCU must have a process in place to ensure departments are adhering to federal requirements.

All new and rehired VCU employees must complete Section 1 of the Form I-9, Employment Eligibility Verification, on or before the first day of employment. They must also provide proof of identity and employment eligibility within three business days from the first date of employment. To help ensure compliance, the following checklist has been designed as a guide to be used by departments for the proper completion of a paper Form I-9. Note: A paper Form I-9 is only permitted if the employee works at a remote location and cannot bring supporting documents to VCU for review. Employees not physically working in the United States are not required to complete the Form I-9.

Section 1. Employee Information and Verification
(Must be completed by employee, after the job offer, on or before the first day of employment)

Employee Information
- Employee’s last name, first, and middle initial correctly stated; and other name used (if any)
- Full address, including city, state and zip code, correctly stated.
- Month, day, and year of birth correctly stated.
- Social Security Number correctly stated (Required), or the employee indicated he has not yet received a Social Security Number from the Social Security Administration.
- Email address and telephone number are optional.

Citizenship/Immigration Status
- Status is indicated and correctly stated.
- If employee is a permanent resident, the alien registration number, or UCIS #, is correctly stated.
- If employee is an alien authorized to work in the U.S, an Alien registration #/USCIS # or the I-94 admission number is correctly stated.*
- The expiration date of employment authorization, alien, or admission number is correctly stated.

Employee’s Signature
- Employee’s signature is correct.
- Month, date and year of employee’s completion of Section 1 is correctly stated.
- Signed on or before the first day of employment.

Preparer/Translator Certification
(To be completed only if Section 1 is prepared by a person other than the employee)
- Signature of preparer/translator.
- Name of preparer/translator printed correctly.
- Full address, including city, state and zip code, of preparer/translator correctly stated.
- If Spanish version of Form I-9, English version was completed and submitted with Form I-9.

Section 2. Employer Review, Verification and Certification
(Must be completed within three business days of employee’s start date)

Note: The employee’s last name, first name and middle initial must be entered as provided in section one.

Employee must present original and unexpired documents from either List A or List B and List C. You must examine these documents.
List A
- Appropriate document received.
- Document Title correctly stated.
- Document Issuing Authority correctly stated.
- Document Number and expiration date correctly stated.
- Receipt showing application for document received (if applicable).
- If provided by employee, scan/upload a copy of documents, which require photo matching; U.S. Passport or Passport Card; Permanent Resident Card; or Employment Authorization Card.

List B
- Appropriate document received, which must bear a photograph.
- Document Title correctly stated.
- Document Issuing Authority correctly stated.
- Document Number and expiration date correctly stated.
- Receipt showing application for document received (if applicable).

List C
- Appropriate document received.
- Document Title correctly stated.
- Document Issuing Authority correctly stated.
- Document Number and expiration date correctly stated. If none, write N/A.
- Receipt showing application for document received (if applicable).

Employer’s Certification
- Month, day and year of hire correctly stated.
- Signature of employer, or authorized representative, correctly stated.
- Name of authorized representative correctly stated.
- Title of authorized representative correctly stated.
- Name of Business or Organization (Virginia Commonwealth University) correctly stated.
- Full address, including city, state and zip code (Department Location), correctly stated.
- Month, day and year of authorized representative’s certification correctly stated.
- Attest, sign physically/electronically, within three business days of first day of employment.

Section 3. Reverifications
Updates and Reverifications must be completed electronically in the HireRight, Inc. database.
(Must be completed on or before expiration date when updating or reverifying work authorizations, or when employee has a legal name change)

Part A - Name Change
- Review employee’s updated Social Security card and a valid picture ID.
- Enter employee’s new name as indicated on Social Security card.
- Electronically sign after verifying the information is correct.

Part B - Rehire
- Must be completed on new Form I-9 in HireRight.

* Form I-94 Changes - In the past United States Customs and Border Protection (CBP) would attach the I-94 card to an individual’s foreign passport when they entered the country. However, the CBP agency recently announced a change that automates their I-94 process, CPB officers will no longer provide a card/paper Form I-94 to travelers. If potential or current employees need a paper copy of their I-94; the employee can print out a paper copy of their Form I-94 from the U.S. Customs and Border Protection website at [www.cbp.gov/I94](http://www.cbp.gov/I94), and they can used it for Section 2 of the Form I-9, if employees wish to present it for this purpose. FAQs can also be found on the same website location in the “I-94 FAQ” tab.
Part C - Reverifying Work Authorizations

___ Review updated work authorizations.
___ Select correct Document Title (many work authorizations fall under the category - “Employment Authorization document issued by the Department of Homeland Security”).
___ Enter document number (sometimes recognized as SEVIS # or Receipt Number, depending on document).
___ Enter updated expiration date, if any.
___ Attest and electronically sign.
___ Print name.

See also Handbook for Employers – Instructions for Completing the Form I-9 (Employment Eligibility Verification Form).