



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 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 first, middle initial and last name 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 first name and middle initial must be entered as provided in Section 1.

Employee must present **original and unexpired** documents from either List A **or** List B **and** List C.

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.

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 \(Employment Eligibility Verification Form\).](#)