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).