

UWF Office of Human Resources
Tips on Form I-9 Completion

General

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

Section 1: Employee Information and Verification

- Must be completed on or before hire date (make sure the employee signs and dates the form). Departments should not allow an employee to work until this form has been completed.
- Employee should use his/her legal name (as on Social Security card). Females must complete the maiden name section whether they have been married before or not. "N/A" is not acceptable.
- All employees must complete Social Security # as UWF is an E-Verify employer.
- Employee decides which documents are presented from List A, B and C. Department must never request specific documents that must be used by an employee.
- Employee must check one of the blocks under citizenship attestation.
 - A Lawful Permanent Resident must provide an 8- or 9-digit Alien Number.
 - An Alien Authorized to Work must provide the date work authorization expires and an Alien number or an 11-digit Admission number from the Form I-94.

Preparer and/or Translator Certification:

- Completed when someone other than the employee fills out Section 1 (only if the employee is unable to complete the form on his/her own or requires a translator).

Section 2: Employer Review and Verification

- Must be completed and signed no later than three (3) business days of the hire date.
- Certifier to verify and copy original documents. Valid documentation is one of the following: one document from List A **or** one from List B and one from List C. Do not fill out all three sections.
- Receipts for Social Security card applications are acceptable for temporary work authorization; however, the employee must bring the new signed Social Security card to the Office of Human Resources as soon as it is received for verification and I-9 update.
- 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.
- Students with F-1 or J-1 Visas should be sent to the International Programs office in Building 71 along with a "Letter of Intent to Hire" and appropriate original, unexpired documents (i.e. passport, visa, Social Security card, I-94, EAD, DS-2019, etc.) International Programs will complete the I-9, verify their documents and issue appropriate documents (i.e., I-20) as required for the student to work on campus. Students should not begin work until International Programs has given their authorization.
- Employees with H-1B Visa should be sent to Human Resources (Christine Dillard) with their original documents (Passport, I-94, I-797, etc.) for completion of their I-9. They should not be allowed to start work until the I-9 is completed.
- The information on the accepted documents must not conflict with the information given in Section 1.
- Record each document title, issuing authority, document number, and expiration date (if applicable). Use the correct lines according to the key at the far left of the page. Be sure to use the correct column for List A, B, or C.
- Enter the employment begin date (month/day/year). This date should match the new hire Action Sheet start date.