Employment Eligibility Verification (Form I-9)

Instructions for Employees

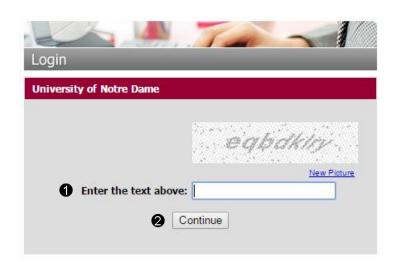


Step 1: Login

To complete Section One of Form I-9, please visit

https://secure.i9.talx.com/preauthenticated/ LoginCAPTCHA.ascx?Employer=14219

- In the Enter the text above field, enter the characters displayed in the picture above the field. If you are unable to read the letters, select New Picture
- 2 Click Continue



Step 2: Complete Required I-9 Information

Complete the highlighted fields, including: name, address, date of birth, and social security number.

Note: The name printed on the social security card must match what is entered in the last name (family name), first name (given name), and middle initial fields.

- Select the appropriate citizenship status. If required, enter your Alien number, I-94 number, and/or the last day you are eligible to work in the United States.
- Olick Continue.

Note: A message will display with applicable fields highlighted if required fields are not completed or there are mistakes. You must complete/correct the highlighted fields to proceed.

Last Name (Fan	nily Name)	First Nar	me (Given Name)	Middle Ini	tial	Other Names Used	(if
Address (Street	Number and Nam	ne) A	pt. Number	Cit	or Town	State Zi	ip C
						▼	
Date of Birth	U.S. Social Secu	rity Number	E-mail Address		Teleph	one Number	
(mm/dd/yyyy)	SSN Appl	ied For	(optional)		(option	ral)	
	1						
l attest, unde	penalty of per	jury, that I an	n (check one of	the followi	ng):		
A citizen of	the United Stat	tes					
A noncitize	n national of th	e United Stat	es (see instructio	ns)			
A lawful pe	ermanent reside	ent (Alien R	egistration Numb	er/USCIS	Number):	
An alien a	uthorized to wor	rk until (expi	iration date,if app	licable,mn	n/dd/yy):		
			authorization doe: (see instructions)		or has	no specific expira	tio
For aliens auth Admission Nu		provide your	Alien Registratio	n Number	/USCIS	Number OR Forn	1 l-
1. Alien Regist	ration Number/	USCIS Numb	oer:				
	OR						
2. Form I-94 A	imission:						
If you obtai	ned your admis		r (Form I-94) from d States, include			nd Border Protecti	on
Foreign Pa	assport Numbe	r.					
Country of	Issuance:					▼	
						the U.S. without a	

Employment Eligibility Verification (Form I-9)

Instructions for Employees



Step 3: Review and Electronic Signature

- Carefully review your information. If any information is incorrect, click the Change Information link.
- Sign your I-9 electronically by selecting the check box.

Note: To view the information in English or Espanol, click the appropriate link.

Click Continue.



This information should be reviewed and completed by the employee who prepared the I-9

After verifying that the information is correct, complete the signature block at the bottom of the page. You can make changes to the information by clicking on the link below the information.

Please note that you may be required to present an acceptable List A or List B document containing a photo for your employer to complete Section 2 of your Form I-9. After completing Section 2 your employer may be required to electronically verify your work authorization with the United States government.

Name: Test Specimen

Other Names Used:

U.S. Social Security Number: 123-45-6789 Date of Birth: 01/01/2001

> Address: 200 Grace Hall Notre Dame, IN 46556

E-mail Address: test@nd.edu Telephone Number: 574-631-5900

Employment Date:

Work Status: A Citizen of the United States

Alien Registration Number/USCIS Number:

Alien Work Until Date: Foreign Passport Number: Country of Issuance: Obtained I-94 from USCIS:

N Change Information



Employee Electronic Signature

(English | Español) By checking this checkbox I attest to the following:

- . I am aware that federal law provides for imprisonment and/or fines for false statements or use of
- false documents in connection with the completion of this form.

 I understand that the employer may electronically verify my work authorization with the United
- If my work authorization is verified with the United States government, I authorize my Section 1
 electronic signature to be automatically applied to the documents the employer will provide me

should I contest/not contest the verification results.



Employment Eligibility Verification (Form I-9)

Instructions for Employees

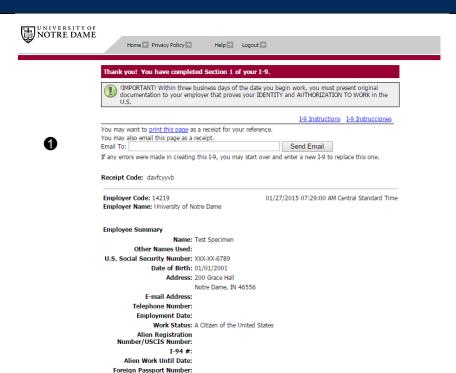


Step 4: Logout

- Email yourself a copy of this receipt. The receipt will contain a list of acceptable documents to complete Section Two of Form I-9.
- 2 Review the list of acceptable employment eligibility documents. You must present original, unexpired documentation to verify your identity and employment authorization to the Office of Human Resources located in 200 Grace Hall. This step must be completed within three business days of your start date of employment.

Note: The list of documents varies based on the citizenship status you entered in Section 1 of Form I-9.

3 Click Logout.





- You must present ORIGINAL documentation to prove your identity and authorization to work in the United States for your employer to complete Section 2 of your Form I-9.
 - o You may present 1 document from List A to prove identity and work authorization

- o You may present 1 document from List B to prove identity AND 1 document from List C to prove work authorization
- All documents must be unexpired.

Obtained I-94 from USCIS:

- · E-Verify requires that your identity document include a photograph for your employer to complete Section
- · After your employer completes Section 2 of your Form I-9, your employer will electronically verify your work authorization with the United States government.
- · You have authorized your Section 1 electronic signature to be automatically applied to the documents the employer will provide to you, should you contest/not contest the verification results.

List A - Identity and work authorization

U.S. Passport or U.S. Passport Card

List B - Identity

Driver's License Issued by State or Possession with

ID Card Issued by State or Possession with Photo

ID Card Issued by Federal, State, Possession or Local

School ID Card with Photo Voter's Registration Card with Photo

Military Dependent's ID Card

U.S. Coast Guard Merchant Mariner Card Native American Tribal Document with Photo

Canadian Driver's license

School Record or Report Card with Photo

Clinic, Doctor or Hospital Record with Photo

Day-care or Nursery School Record with Photo

Special Placement

AND <u>List C - Work authorization</u>

Social Security Account Number Card

Original Birth Certificate or Certified Copy

with Official Seal

Form FS-545 - Certification of Birth Abroad from Dept. of State

Form DS-1350 - Certification of Report of Birth from Dept. of State

Native American Tribal Document

Form I-197 - U.S. Citizen ID Card

Form I-179 - ID Card for Use of Resident Citizen in the U.S.

Employment authorization document issued by DHS



Employment Eligibility Verification (Form I-9) Instructions for Employees



Step 5: Present Original Documents to the Office of Human Resources

ATTENTION REQUIRED!

To verify section 2 of Form I-9, you must present **original, unexpired** documentation to prove your identity and authorization to work in the United States. This documentation must be presented in-person to the Office of Human Resources located in 200 Grace Hall within three business days of the start date of employment (or for Faculty, within three business days of the contract start date).

Carefully review the list of acceptable documents that is displayed following successful online completion of Section 1. You must present either one document from List A to prove identity and work authorization **OR** a combination of one document from List B to prove identity (must contain a photograph) and one document from List C to prove work authorization. Photocopies and/or facsimiles of documents are not acceptable.

If you have any questions about the Form I-9 process, please do not hesitate to contact us. The *ask*HR Customer Service Team is prepared to answer your questions in person, on the phone (574) 631-5900, or via email <u>askhr@nd.edu</u>, Monday through Friday, 8:00 a.m. – 5:00 p.m. EST.