Welcome to DU!

I-9 Verification Process Breakdown

Outline

What is an I-9 Verification?

What is needed from you?
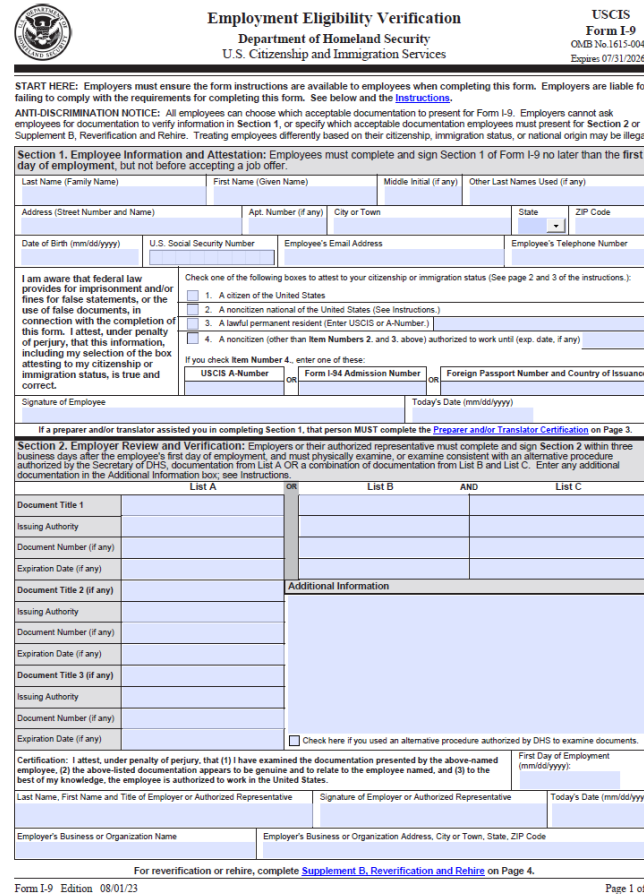
What does the process look like?

Returning Employees:

If your employe is a returning employee and have completed an I-9 Verification with DU before, please reach out to our Employment Services Team or have the employee reach out, to verify the status of your current I-9. They can be reached at employmentservices@du.edu

What is an I-9 Verification?

- An I-9 Verification is a U.S. Citizenship and Immigration Form that verifies the identity and employment authorization of individuals hired for employment in the U.S.
- This is a federal requirement and must be completed by every employee.
- The verification is a two-part process consisting of Section 1 (**completing the form online through HireRight**) and Section 2 (**verifying your identity and document validity in-person**.)

I-9 Verification Defined

Section 1 Instructions

Email from HireRight

Upon the passing of their background check, the employee will receive an I-9 Verification Request email from HireRight.

This email will include instructions on how to complete each step of their I-9 Verification and a link that will take them directly to their form.

I-9 Form – Section 1

The employee can complete this section on their own. You will assist with the completion of Section 2 in the two-part verification process.

Section 2 Document Verification Instructions

In-Person Verification

On an employee's first day, they will bring their identification documents and you will look over their documents for:

1. If the document is in its original form

2. The expiration of the document

3. Validity of the document

4. Identity verification

Completing Document Verification Remotely

Remote Process

For remote employees, you can complete this process over a video Zoom or Teams meeting by the employee's first day.

1. Schedule a quick video meeting with your employee.

2. During the meeting, have the employee hold their document(s) to the camera and verify their documents to determine whether they reasonably appear to be genuine and relate to the employee.

3. Provide the employee with the *Employee Information and Action Items.* This list includes next steps to be completed by the employee on their My DU account.

Acceptable Documents for I-9 Use

U.S. Citizens

The acceptable documents for a U.S. citizen are:

1. A U.S. Passport **OR**

2. A U.S. Passport Card **OR**

3. A form of identification like a Driver's License, State ID Card, School ID Card, Military Card, or Native Tribal Document combined with a Social Security Card or U.S. Birth Certificate.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.
* Documents extended by the issuing authority are considered unexpired.
Employees may present one selection from List A or a
combination of one selection from List B and one selection from List C.
Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa				2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		4. Voter's registration card		4. Native American tribal document
		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.
		9. Driver's license issued by a Canadian government authority		The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		**For persons under age 18 who are unable to present a document listed above:** 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record		

Acceptable Receipts

May be presented in lieu of a document listed above for a temporary period.
For receipt validity dates, see the M-274.

	OR			
• Receipt for a replacement of a lost, stolen, or damaged List A document. • Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. • Form I-94 with "RE" notation or refugee stamp issued to a refugee.		Receipt for a replacement of a lost, stolen, or damaged List B document.		Receipt for a replacement of a lost, stolen, or damaged List C document.

Document Verification

U.S. Passport

When verifying an employee's U.S. Passport Card, please look for:

1. Document validity

2. Identity verification (match the photo to the person)

A proper scan has clear text and graphics; an improper scan is blurry and difficult to read. The example below has appropriate clarity and quality. Please make sure to sign the signature line of the upper half of the page!

Document Verifying

U.S. Passport Card

When verifying an employee's U.S. Passport Card, please look for:

1. Document validity

2. Identity verification (match the photo to the person)

Document Verification

ID + SSC or Birth Certificate

When verifying an employee's ID, the document options include:

1. A Driver's License, State ID card, School ID card, Military ID card, or Native Tribal Document. Look for:
   1. Document Validity
   2. Identity Verification (match the photo to the person)

2. Verify the employee also has their original Social Security Card or Birth Certificate
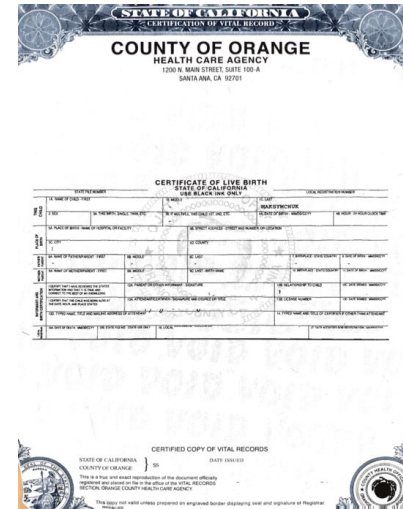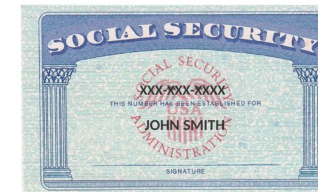
Acceptable Documents for I-9 Use

International Employees

The acceptable documents for an international employee are:

1. A Permanent Resident Card **OR**

2. An Employment Authorization Document **OR**

3. A combination of an international Passport and an I-94 Arrival Departure Record Document
   **If taking classes, the employee will also need to provide their Academic Visa (i.e. I-20 or DS-2019)

Document Verification

Permanent Resident Card

When verifying an employee's Permanent Resident Card, please look for:

1. Document validity

2. Identity verification (match the photo to the person)

Document Verification

Employment Authorization Document

When verifying an employee's Employment Authorization Card, please look for:

1. Document validity

2. Identity verification (match the photo to the person)

Document Verification

International Passport + I-94 + Academic Visa

When verifying an employee's International Passport, please look for:

1. Document validity

2. Identity verification (match the photo to the person)

The I-94 and Academic Visa do not need to be verified

I-9 Verification Expiration

U.S. Citizens

An employee's I-9 Verification will stay valid for three years. After three years, if the employee is re-hired by the university, they will need to re-verify.

International Employees

If an international employee is on an Academic Visa, your I-9 Verification will expire when their program end date ends. This is listed on their I-20 or DS-2019.

If an international employee is not on an Academic Visa, their I-9 Verification will expire after three years.

Employee Information and Action Items

Provide Employee with Employee Information and Action Items – New Employee Checklist

The checklist details next steps for new employees, like setting up their direct deposit, emergency contacts, and tax forms.

The checklist will have all steps a new hire will need to take, including registering for orientation, completing their I-9 verification, etc.

Checklist can be found on HRIC website.

Welcome to the

UNIVERSITY OF DENVER

New Employee Checklist

ACTIONS BEFORE YOUR FIRST DAY

☐ **Complete Section 1** of your online I-9 Employment Eligibility Verification Form. You will receive an email from HireRight with instructions. Please see HRIC website for detailed instructions.

☐ **Gather** I-9 documents that you will need to bring on your first day to complete Section 2 of the **I-9** with your supervisor.

☐ **Work with your supervisor** to confirm your start date, determine a date for New Employee Orientation, and learn where to go, what to bring and what to expect on your first day.

☐ Your supervisor schedules your New Employee Orientation. You will receive an email confirmation from People Development. Email Employeeonboarding@du.edu with questions.

☐ Familiarize yourself with the campus map

☐ Review the parking options

☐ Submit your photo electronically for your DU ID card online. Visit Pioneer ID Card site for instructions.

☐ Review the DU Public Health page for the latest protocols.

☐ Benefited employees - Review your benefits options & the enrollment process

☐ **Activate your DU account**. You will receive an email from DU IT within a week of your start date with your **DU Email address** and steps to create a password and activate your DU account. Please note that DU Email may not be active until right before or on your first day at work. Contact Support@du.edu with any activation issues.

MY.DU.EDU ACTION ITEMS

Log in to My.DU.edu using your DU account login credentials, and complete all steps listed in the "New Employee Action Items" section:
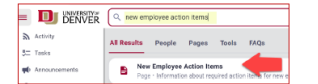
☐ Complete your **Employee Profile**

☐ Sign up for **Paycheck Direct Deposit**

☐ Sign up for **Expense Reimbursement Direct Deposit** (different from Payroll direct deposit).

☐ Complete your **W-4 tax form**

☐ Sign up for **electronic delivery of your W-2**

☐ Register for **critical incident notifications** and provide emergency contact information

☐ Complete any **confidentiality & patent agreements**

YOUR FIRST DAY

☐ Bring your I-9 documents and complete Section 2 with your supervisor. They will look over your documents for identity verification and document validity. Please reach out to employmentservices@du.edu with any questions you have regarding your I-9.

☐ Attend New Employee Orientation or make sure you are scheduled for the next session.

Employment Services Contact

Verification Confirmation

After you have verified your employee's identity and document validity, please reach out to the Employment Services Team at employmentservices@du.edu with the provided email template confirming this process has been complete.

Contact Information

For any other questions regarding your role as the supervisor in the I-9 Verification process, please reach out to our Employment Services Team at employmentservices@du.edu

Location and hours available on the HR website at **du.edu/human-resources**