Federal Form I-9
Guide to Completion

Human Resources

02/18/2022
New Hire - Section 1

- Send link and reference documents to new hire
  - “Completing Your Electronic I-9”
  - “Acceptable Documents for Form I-9”.
- Do not specify which documents they should bring.
- www.newi9.com
- Employer Code: 15249
- International New Hires should be directed to HR.
New Hire Section 1

• Select department in location menu.
• From the menu, choose “personal information”

• Complete all required fields.
• Initial the form and click continue.
New Hire Section 1

- Indicate citizenship status
- Indicate if a preparer or translator was used.
- Click Continue
New Hire Section 1

- Ensure information is Correct.
- Check the box to Serve as a signature.
- Click continue
Employer - Section 2

- www.i9express.com
- Sign in
  - Employer code 15249
- Find the employee on the list
Employer Section 2

• Enter the employee’s start date.
• Use the drop downs to indicate the type of identity and authorization documents provided.
• Click continue.
Employer Section 2

• Examine Documents
• Enter Document information
• If a LIST A document is presented, scan it.
Employer Section 2

- Review and attest.
E-Verify

- Real-time verification
- Automatic part of process
- Photo matching for List A documents. (attach document here)
- Case should be “Closed”.

If this says anything other than “Employment Authorized, Case Close”, call HR.
Examining Documents

• According to the USCIS I-9 handbook for Employers, identity and work authorization must be verified through the examination and documentation of acceptable documents.

• The employee may choose which acceptable documents to provide. The Employer must physically examine each document. Documents cannot be presented electronically or via video chat. Copies cannot be accepted. All documents must be unexpired. So long as the documents are on the list of Acceptable Documents, appear genuine and appear to “reasonably relate” to the employee in question, they must be accepted. If the documents do not appear genuine or to relate to the employee, they cannot be accepted. If documents cannot be accepted, the employee must be provided an opportunity to present other documentation.

• If the employee presents a document with a spelling error or with a different name after a name change, these can be accepted, so long as they appear to reasonably relate to the employee.

• Employees must present a list A document or a combination of a List B and List C Document.

Acceptable Documents – List A

• Establish Identity and Employment Authorization.

• US Passport or US Passport Card.
Acceptable Documents – List B

- Establish Identity
- Have a photograph
- Driver’s License or ID card issued by state
- ID Card issued by federal, state or local government
- School ID Card
- Voter Registration Card
- US Military card or Draft Record
- Military Dependent’s ID Card
- US Coast Guard Merchant Mariner Card
- Native American Tribal Document
Acceptable Documents – List C

- Establishes Work Authorization

Examples of “List C” Documents Verifying Authorization to Work

Social Security Cards
- Providing it does not bear the following restrictions:
  - NOT VALID FOR EMPLOYMENT
  - VALID FOR WORK ONLY WITH INS AUTHORIZATION
  - VALID FOR WORK ONLY WITH DHS AUTHORIZATION

- Consular Report of Birth Abroad (Form FS-240)
- Certification of Birth Issued by the US Dept. of State (DS-1350)
- Certification of Birth Abroad Issued by the US Dept. of State (FS-545)
- US Citizen ID Card (Form I-197)
- ID Card for use of Resident Citizen in the US (Form I-179)
- Original or Certified Copy of a state, county or municipal authority, or outlying territory issued birth certificate bearing an official seal.

Human Resources
I-9 Anywhere

• In situations where a new hire will work remotely 100% of the time and live out of state, I-9 Anywhere can be utilized to fulfill the Form I-9 obligations. Do not send the new employee the normal newI9.com link. Send the new employee the I-9 anywhere form found on the HR website. Instruct them to return the form to unorecords@unomaha.edu. Human Resources will reach out to them with further information.

• This process cannot be used for international hires.
Questions

• Please contact Human Resources with any questions or if a case closes with anything other than “authorized to work” such as a tentative non-confirmation.

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