



*Capturing, verifying, and
managing I-9 information
electronically*

Legal Notice

HireRight prepared these materials for informational purposes only. These materials are not intended to be comprehensive, and are not a substitute for, and should not be construed as, legal advice. HireRight does not warrant any statements in these materials. Employers should direct to their own experienced legal counsel questions involving their organization's compliance with or interpretation or application of laws or regulations and any additional legal requirements that may apply.

During this Session

- **Submit questions through chat**
- **We will address general questions**
- **Campus Specific questions may be directed to:**
 - » CU Denver|CU Anschutz email address for follow-up questions is: HR.I-9@ucdenver.edu
 - » Boulder email address for follow-up the questions is: I-9forms@colorado.edu

Agenda

- **Overview of the solution benefits**
- **Electronic I-9 Form completion**
 - » Section 1
 - » Section 2
 - » Section 3
- **E-verify check process and results**
- **Resources to help complete tasks**



Benefits of HireRight's I-9 Solution

- *Simplifies I-9 Form Completion*
- *Secure Storage*
- *Program Management Tools*
- *Direct connectivity to E-verify*



Form I-9 and E-Verify Workflow

■ Three Steps to Getting the Form Completed:

1. The **Employee** completes Section 1 using the onboarding tasks assigned via email from Taleo.
2. The **Employer** completes Section 2 by accessing the I-9 via email notification when the employee starts.
 - a) Be sure to scan and save documents as a PDF for upload after
3. Completion of Section 2 automatically submits the information through E-verify and a result is returned.

■ **98% are returned “Authorized to Work”**

■ **2% require additional steps**



Overview of E-Verify Process

■ How Does E-Verify Work?

1. Form I-9 information is sent to through the E-verify check system
2. Results are returned – (98% come back “Employment Authorized”)
3. Customer must take action on Tentative Non-Confirmations

Employment Eligibility Verification – Employee I-9 Information

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last Moore	First Julie	Middle Initial	Maiden Name
Address (Street Name and Number) 123 Beach Road		Apt. #	Date of Birth (month/day/year) **/**/****
City San Clemente	State California	Zip Code 92672	Social Security # ***-**-1111

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 attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A non-citizen national of the United States (see instructions)

A lawful permanent resident (Alien #)

An alien authorized to work (Alien # or Admission #)

until (expiration date, if applicable - month/day/year)

Employee's Signature
Julie Moore

Date (month/day/year)
02/22/2012

Preparer or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee. I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.)

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

← BACK NEXT →



Homeland Security



Social Security



U.S. Citizenship and Immigration Services

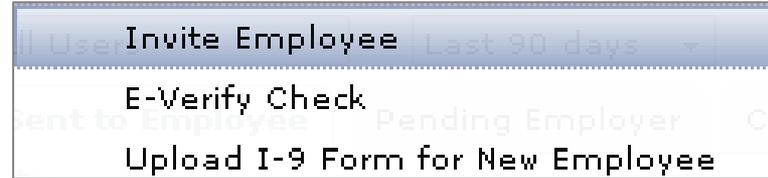
Initiating the I-9 Form Process

There are two potential workflows that may be used to support the I-9 form completion by the Employee

Initiate the I-9 Process

HireRight Supports:

1. Invite Employee
2. Upload Paper



Access I-9 and E-verify Tools

- Select **I-9 Forms**.
- Click **Manage I-9 Forms** to access dashboard.



Screening Manager

Background & Drug Requests Refresh

Print Download Note More Options

Current User Last 7 days Last Update: 11/9/10 11:10 AM

Not Submitted In Progress Completed Cancelled

First Name	Last Name	SSN/Nationality	Request #	Status	Date
------------	-----------	-----------------	-----------	--------	------

Initiate I-9 / E-verify

- Simple menu to initiate I-9 & E-verify tasks.

The screenshot shows the HireRight interface for managing I-9 forms. On the left is a navigation menu with categories like 'I-9 Forms', 'Employment Screening', and 'Account Setup'. The main area is titled 'Manage I-9 Forms' and contains a search bar, a 'New' button, and a table of forms. A dropdown menu is open from the 'New' button, listing five options: 'Invite Employee', 'E-Verify Check', 'Upload I-9 Form for New Employee', 'Upload I-9 Form for Existing Employee', and 'Kiosk'. A blue arrow points to the 'New' button, and a red box highlights the dropdown menu.

Email Invite to Employee

1. I-9 Forms for options.
2. Manage I-9 Forms to access menu.
3. Invite Employee for email prompt.

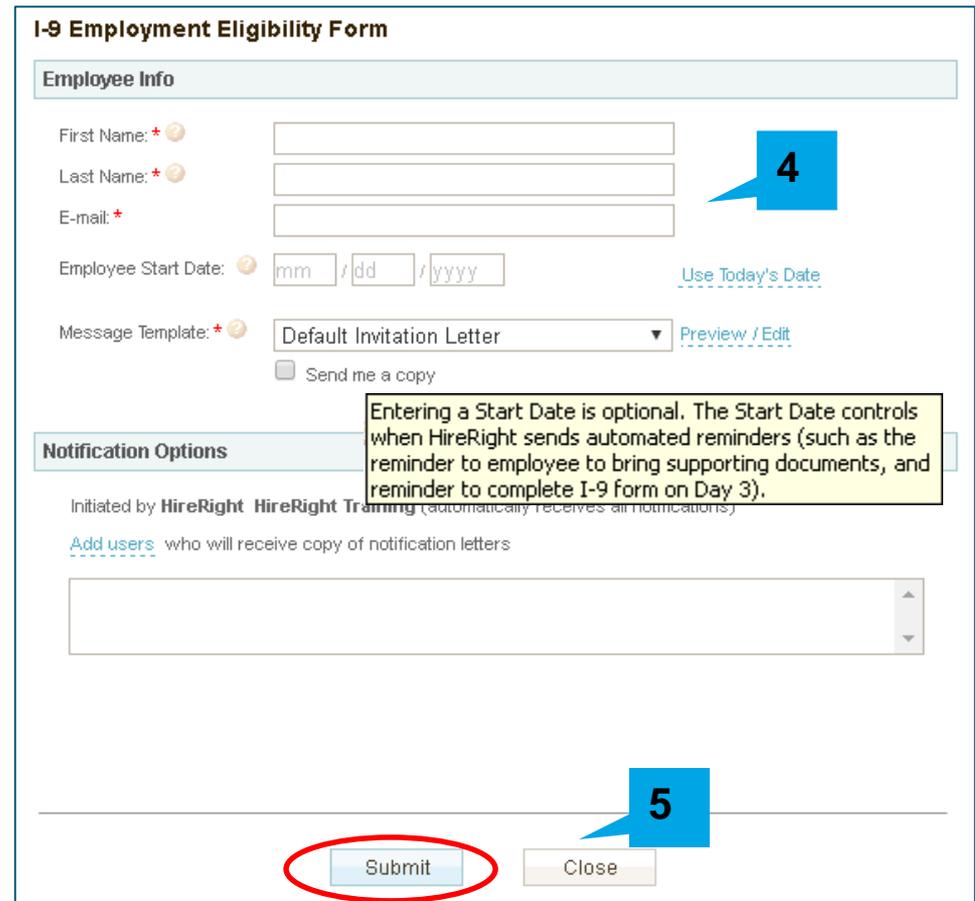
The screenshot displays the HireRight web application interface. In the top right corner, it says "HireRight Training, | [Sign Out](#)". On the left side, there is a navigation menu with the following items: "I-9 Forms" (expanded), "Employment Screening", "Management Reports", "Account Setup", "Forms & Documents", and "Help & Training". Under "I-9 Forms", the sub-items are "Manage I-9 Forms", "I-9 Forms Settings", and "Delete I-9 Forms". A search bar at the top left contains the text "E.g, Joe, Jc" and "4567d". A red box highlights the "Manage I-9 Forms" sub-menu, which is open, showing the following options: "New", "Print", "Additional Columns", "Options", "Invite Employee", "E-Verify Check", "Upload I-9 Form for New Employee", "Upload I-9 Form for Existing Employee", and "Kiosk". A blue callout box with the number "3" points to the "Invite Employee" option. Another blue callout box with the number "2" points to the "Manage I-9 Forms" sub-menu, and a third blue callout box with the number "1" points to the search bar.

Email Invite to Employee – cont'd.

4. Enter Employee's First and Last Name, email address.

**start date is not required but recommended*

5. Click **SUBMIT** to send email.



I-9 Employment Eligibility Form

Employee Info

First Name: * ⓘ

Last Name: * ⓘ

E-mail: *

Employee Start Date: ⓘ mm / dd / yyyy [Use Today's Date](#)

Message Template: * ⓘ Default Invitation Letter [Preview / Edit](#)

Send me a copy

Notification Options

Initiated by **HireRight HireRight Training** (automatically receives all notifications)

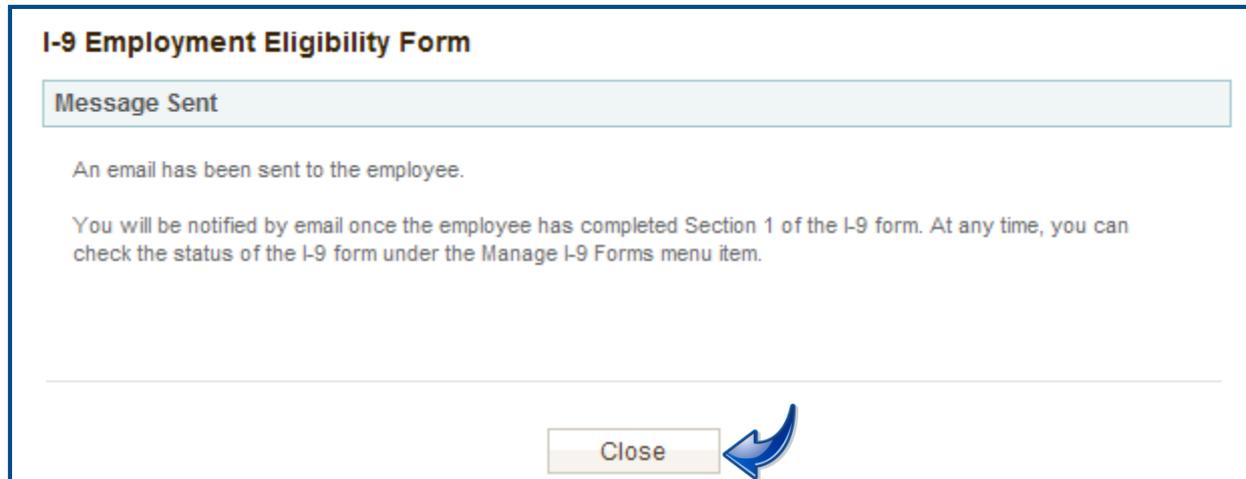
[Add users](#) who will receive a copy of notification letters

Submit **Close**

Entering a Start Date is optional. The Start Date controls when HireRight sends automated reminders (such as the reminder to employee to bring supporting documents, and reminder to complete I-9 form on Day 3).

Email Invite to Employee – cont'd.

- Here's the confirmation message.
- Click **Close** to return to the Manage I-9 Forms dashboard.



Section 1: Employee

**Employee or Preparer/Translator completes Section 1.
Must be completed no later than the third day of employment.**

Directions

1 EMPLOYMENT ELIGIBILITY VERIFICATION

- [Directions](#)

[Employee Information and Attestation Worksheet](#)

Section 1 Review and E-Sign
by Preparer and/or Translator
4

Section 1 Review and E-Sign
by Employee

-  [Form I-9 Instructions](#) 
-  [List of Acceptable Documents](#) 
-  [Who is Issued This Document?](#) 
-  [Sample Document Images](#) 
-  [Information on Receipts](#) 

Employment Eligibility Verification – Directions

All new employees are required by federal law to complete Section 1 of an I-9 Employment Eligibility Form by the first day of work for pay.

Please complete this form as soon as possible. Enter all information on the form. The official Form I-9, Employment Eligibility Verification Instructions are located on the left or by clicking [here](#). The List of Acceptable Documents is also located on the left or by clicking [here](#).

Save Form and Exit

As you are completing the I-9 employment eligibility form, you will have the option of saving your work and exiting at any time by clicking the "Save Form & Exit" link located at the top of every page. You will be able to return to the I-9 employment eligibility verification form later to complete and submit the form.

Signing the I-9 Employment Eligibility Form

When you are finished completing the form, please click the "Electronically Sign" button on the form.

Help

If you have questions about completing the I-9 employment eligibility form, please contact support at customerservice@hireright.com. If you have questions about the content of the I-9 employment eligibility form, please call 1-866-521-6995. Customer Support hours are: Sundays 5:00 PM - Fridays 9:00 PM (Pacific Time).

[Proceed with I-9 Employment Eligibility Form](#)



Preparer/Translator Assistance



Save Form | Print | Clear Form | Help | Live Chat | Change Password | Cancel & Discard | kari.talmadge@hireright.com

1 EMPLOYMENT ELIGIBILITY VERIFICATION

✓ [Directions](#)

• [Employee Information and Attestation Worksheet](#)

Section 1 Review and E-Sign by Preparer and/or Translator 4

Section 1 Review and E-Sign by Employee

Section 1 - Employee Information and Attestation Worksheet

Fields marked with an * are required

Preparer and/or Translator Assisted Completion

If you are the employee and you did not use a preparer or translator, you must select this option:

I did not use a Preparer or Translator *

If one or more preparers or translators assist the employee in completing Section 1, the preparer or translator must select this option. Also, for Parents or legal guardians attesting to the identity of minors (individuals under 18) and individuals attesting to the identity of certain employees with disabilities must select this option):

A preparer(s) and/or translator(s) assisted the employee in completing Section 1 *

Employee Information

Employee Information

Your Last Name: * ?

Cobb

Your First Name: * ?

James

Your Middle Initial: * ?

S

I certify that I do not have any middle initial (if checked "N/A" will be displayed in the Middle Initial field of Section 1)

I certify that I have not used any other last names (if checked "N/A" will be displayed in the Other Last Names Used field of Section 1)

Your E-mail Address:

Your Telephone Number:

+ 1 ext.

Your Country: *

USA

Your Address: * ?

123 South Street

I certify that I do not have any apartment number (if checked "N/A" will be displayed in the Apt. Number field of Section 1)

Your City: *

Long Beach

Your State: *

California

Your Zip/Postal Code: *

90807

Your Date of Birth: *

12 / 19 / 1970

Citizenship or Immigration Status

- **SSN is required for E-verify**

Citizenship or Immigration Status

What is your citizenship or immigration status? *

Your Social Security Number: *

Re-enter Social Security Number: *

I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9. *

– Select From List –
Citizen of the United States
Noncitizen national of the United States
Lawful Permanent Resident
Alien Authorized to Work

Proceed to Form I-9 Completion



Citizenship or Immigration Status

■ Option to indicate no SSN has yet been issued

Citizenship or Immigration Status

What is your citizenship or immigration status? *

Provide your Alien Registration#/USCIS#: *

The Social Security Administration has not yet issued me a Social Security Number.

A social security number is required on this form and you must provide your number if you have one. If you do not yet have an SSN issued, you will be asked to provide one once it is issued.

I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9. *

[Proceed to Form I-9 Completion](#) 

Citizenship or Immigration Status

■ Improved prompts and link to get I-94 number

Citizenship or Immigration Status

What is your citizenship or immigration status? *

When are you authorized to work until? * / /

I certify I am an Alien whose authorization does not expire

Provide your Alien or Admission or Foreign Passport number: * ?
 Alien Registration#/USCIS# ?
 Form I-94 Admission# ?
 Foreign Passport# ? [Get I-94 Number Now](#)

The Social Security Administration has not yet issued me a Social Security Number.
A social security number is required on this form and you must provide your number if you have one. If you do not yet have an SSN issued, you will be asked to provide one once it is issued.

I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9. *

Proceed to Form I-9 Completion

Employee Review and Signature/Submission

1 EMPLOYMENT ELIGIBILITY VERIFICATION

- ✓ [Directions](#)
- ✓ [Employee Information and Attestation Worksheet](#)
- [Section 1 Review and E-Sign by Employee](#)

Section 1 Review & E-Sign by Employee

Fields marked with an * are required

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>					
Last Name <i>(Family Name)</i> Cobb	First Name <i>(Given Name)</i> James	Middle Initial S	Other Last Names Used <i>(if any)</i> N/A		
Address <i>(Street Number and Name)</i> 123 South Street		Apt. Number N/A	City or Town Long Beach	State CA	ZIP Code 90807
Date of Birth <i>(mm/dd/yyyy)</i> **/**/****	U.S. Social Security Number ***-**-1111	Employee's E-mail Address N/A		Employee's Telephone Number N/A	

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 attest, under penalty of perjury, that I am (check one of the following boxes):

<input checked="" type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number) <u>N/A</u>
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) <u>N/A</u> Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i> <i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i> 1. Alien Registration Number/USCIS Number: <u>N/A</u> OR 2. Form I-94 Admission Number: <u>N/A</u> OR 3. Foreign Passport Number: <u>N/A</u> Country of Issuance: <u>N/A</u>

QR Code - Section 1
Do Not Write in This Space

Employee Review and Signature/Submission

Electronic Signature of Employee

First Name: *

Last Name: *

E-mail Address:

Month & Day of Birth: *

Hold down left mouse button and draw your signature below



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 I am using electronic means to sign this document, and I consent to signing this document electronically. *

I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employee Information and attestation Worksheet. *

I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *

Employee Confirmation of Success!



Help | Live Chat  Print

Employment Eligibility Verification

Thank You

Thank you for completing your federal I-9 Employment Eligibility Form for I9DNEW.

You will need to present your original work authorization documents to your employer. For a list of the documents that are acceptable to present, please click on the [List of Acceptable Documents](#) link below.

 The List of Acceptable Documents may be found [here](#).



To print the completed form, please [click here](#).

Close

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[Privacy/Security](#)

Section 2: Employer

Access I-9 and E-verify Tools

- Select **I-9 Forms**.
- Click **Manage I-9 Forms** to access dashboard.



Screening Manager

Background & Drug Requests Refresh

Print Download Note More Options

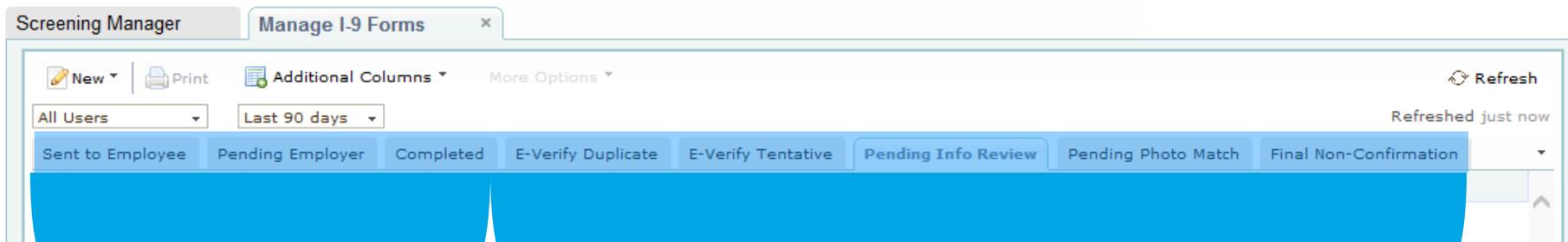
Current User Last 7 days Last Update: 11/9/10 11:10 AM

Not Submitted In Progress Completed Cancelled

First Name	Last Name	SSN/National	Request #	Status	Date
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I-9 Forms Dashboard

- Tabs to support process and separate statuses.



I-9 specific status tabs

E-verify status tabs

I-9 Forms Dashboard – cont'd.

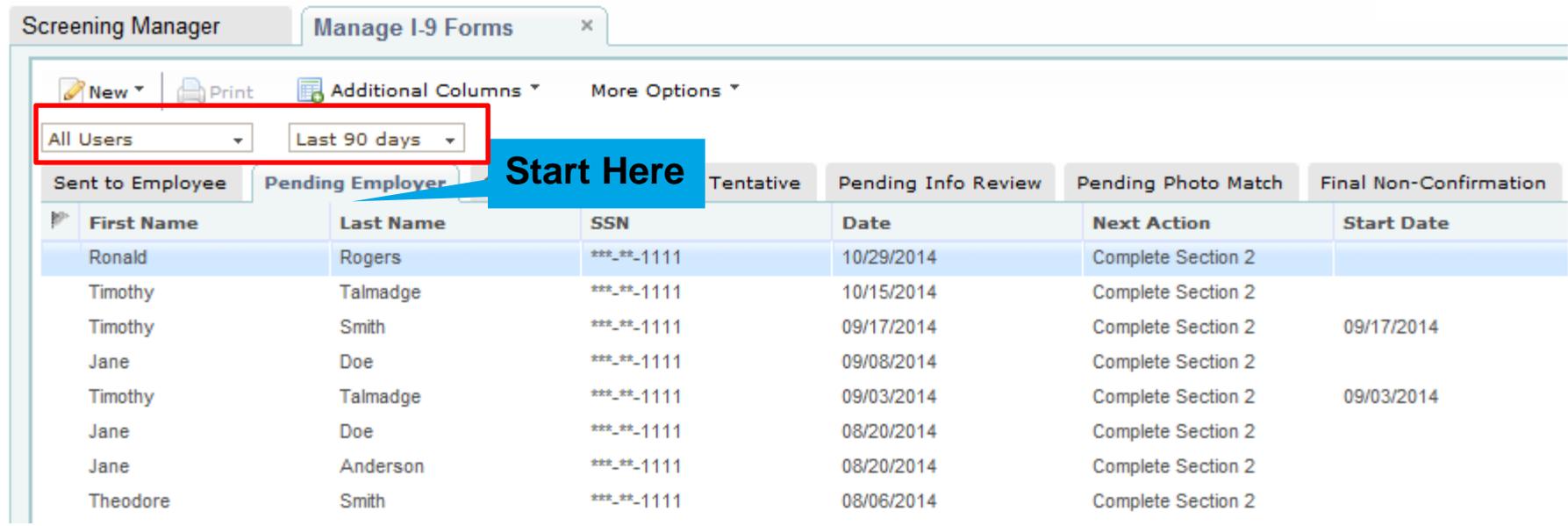
- Change your view using **Additional Columns**.
 - *Ex. Start Date, Next Action, Hiring Manager, etc.*
- Use **More Options** menu to access actions.

The screenshot displays the 'Manage I-9 Forms' interface. On the left, there are navigation options like 'New' and 'Print', and a dropdown for 'All Users'. Below that, there are buttons for 'Sent to Employee' and 'Per'. The main area shows a table with columns for 'First Name', 'Hiring Manager', and 'Start Date'. The 'Hiring Manager' and 'Start Date' columns are highlighted with a red box. Two dropdown menus are open: 'Additional Columns' and 'More Options'. The 'Additional Columns' menu is highlighted with a red box and contains options like 'Cost Center', 'Employee Status', 'Hiring Manager', 'Hiring Manager', 'Referral Date', 'Requestor', 'Start Date', 'Type', and 'eTNC Status'. The 'More Options' menu is also highlighted with a red box and contains options like 'View/Print', 'Resend', 'Set Hiring Manager', 'Edit Flex Fields', 'Reassign', 'Delete I-9 form', and 'Flag'. A mouse cursor is pointing at the 'Resend' option. In the top right corner, there is a 'Refresh' button and the text 'Refreshed just now'.

Section 2: Employer Completion

- Select **Pending Employer** tab.

*If you do not see the employee's name in the **Pending Employer** tab, check pull down filters and **Sent To Employee** tab.*



The screenshot shows the 'Screening Manager' interface with the 'Manage I-9 Forms' tab active. The 'Pending Employer' tab is selected, and a blue callout box with the text 'Start Here' points to it. A red box highlights the filter dropdowns, which are set to 'All Users' and 'Last 90 days'. The table below shows a list of employees with their details and next actions.

First Name	Last Name	SSN	Date	Next Action	Start Date
Ronald	Rogers	***-**-1111	10/29/2014	Complete Section 2	
Timothy	Talmadge	***-**-1111	10/15/2014	Complete Section 2	
Timothy	Smith	***-**-1111	09/17/2014	Complete Section 2	09/17/2014
Jane	Doe	***-**-1111	09/08/2014	Complete Section 2	
Timothy	Talmadge	***-**-1111	09/03/2014	Complete Section 2	09/03/2014
Jane	Doe	***-**-1111	08/20/2014	Complete Section 2	
Jane	Anderson	***-**-1111	08/20/2014	Complete Section 2	
Theodore	Smith	***-**-1111	08/06/2014	Complete Section 2	

Section 2: Employer Completion

- Click **Name** of the Employee to select.
- Use **More Options** or **Right-click** to **Verify I-9 Docs**.

The screenshot displays the 'Manage I-9 Forms' interface. At the top, there are tabs for 'Screening Manager' and 'Manage I-9 Forms'. Below the tabs, there are navigation options: 'New', 'Print', and 'Additional Columns'. A filter dropdown is set to 'All Users' and a date range is set to 'Last 90 days'. The main table has columns for 'First Name', 'Last Name', and 'Next Action'. The first row is highlighted, and a 'More Options' dropdown menu is open over it, showing 'Verify I-9 Docs' as the selected option. A blue callout box points to the 'Verify I-9 Docs' option with the text 'Verify I-9 docs'. Another blue callout box points to the first row of the table with the text 'Click on Employee'.

First Name	Last Name	Next Action	Start Date
Ronald	Rogers	Complete Section 2	
Timothy	Talmadge	Complete Section 2	
Timothy	Smith	Complete Section 2	09/17/2014
Jane	Doe	Complete Section 2	
Timothy	Talmadge	Complete Section 2	09/03/2014
Jane	Doe	Complete Section 2	
Jane	Anderson	Complete Section 2	
Theodore	Smith	Complete Section 2	

Section 2 Completion

Section 1 Review

- The Section 2 completer is responsible for ensuring **Section 1 is reviewed for accuracy** before completing Section 2.
 - » If correct, click **NEXT** to complete Section 2.
 - » If not, close the I-9 and initiate correction process.

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No. 1615-0047
Expires 08/31/2019

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) Cobb	First Name (Given Name) James	Middle Initial S	Other Last Name N/A	
Address (Street Number and Name) 123 Main Street		Apt. Number N/A	City or Town Irvine	State CA
Date of Birth (mm/dd/yyyy) **/**/****	U.S. Social Security Number ***-**-1111	Employee's E-mail Address -		Country of Birth N/A

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 attest, under penalty of perjury, that I am (check one of the following boxes):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number) N/A

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) N/A
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: N/A
OR
2. Form I-94 Admission Number: N/A
OR
3. Foreign Passport Number: N/A
Country of Issuance: N/A

Signature of Employee _____ Today's Date (mm/dd/yyyy) _____

QR Code - Section 1
Do Not Write in This Space

Name accurate?

← BACK

NEXT →

Corrections

1. Use Correct I-9 Form to send the I-9 back to the New Hire.
 - » Section 1 corrections are ONLY to be made by the New Hire.

The screenshot displays the 'Manage I-9 Forms' interface within the 'Screening Manager'. A table lists employee records, with the first row highlighted: Timothy Taylor, SSN ***-**-1111. A context menu is open over this row, with 'Correct I-9 Form' selected and highlighted. A blue callout box with the number '1' points to this menu item. To the right, the 'I-9 Employment Eligibility Form' is shown, with the 'Form I-9 Corrections Options' section expanded. Under 'What would you like to do with this form?', the radio button for 'Send Section 1 to Employee' is selected. The form fields show the applicant's name as Timothy Taylor and email as krogers@hireright.com. The 'Correction Reason' field contains the text: 'EXAMPLE: Please provide a physical address in Section 1 of the Form I-9.'. A red circle highlights the 'Submit' button at the bottom of the form.

First Name	Last Name	SSN
Timothy	Taylor	***-**-1111

I-9 Employment Eligibility Form

Form I-9 Corrections Options

What would you like to do with this form?

Send Section 1 to Employee

Applicant Name: * Timothy Taylor

E-mail: * krogers@hireright.com

Correction Reason: EXAMPLE: Please provide a physical address in Section 1 of the Form I-9.

Submit

Section 2 Worksheet

Review Instructions

The employee must present original documents, with the exception that the employee may present a certified copy of a birth certificate. The employer must physically examine the actual document or documents presented by the employee and determine if they reasonably appear on their face to be genuine and to relate to the employee presenting them. If the document(s) do not reasonably appear on their face to be genuine or to relate to the person presenting them, the employer must not accept them. In such circumstances, the employer should allow the employee to choose any other document(s) the employee wants to present from the "[Lists of Acceptable Documents](#)" for review and, if appropriate, acceptance, by the employer.

This employer participates in the federal employment eligibility verification process and E-Verify. The E-Verify program requires that you may accept List B documents, only if they include a photograph and select below which document they should be used. Please note that all documents presented by the new hire must be verified through E-Verify. The E-Verify program requires that you ensure that the new hire shows you a document with a photograph and select below which document they should be used.

Select Tab

List A	List B & C
--------	------------

Document A

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "[Lists of Acceptable Documents](#)" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document. ?

Document Title: * ?

Issuing Authority: * ?

I certify that the issuing authority entered matches exactly to that of the document presented. *

Document #: * ?

Expiration Date (if any): * ? / /

Complete Required Fields

Section 2 Worksheet

Save Form | Print | Clear Form | Help | Live Chat | Cancel & Discard

EMPLOYMENT ELIGIBILITY VERIFICATION

- Directions
- Employee I-9 Information
- Employer Review and Verification Worksheet
- Section 2 Review and E-Sign
- Form I-9 Instructions
- List of Acceptable Documents
- Who is Issued This Document?
- Sample Document Images
- Information on Receipts

Section 2 - Employer or Authorized Representative Review and Verification Worksheet

Fields marked with an * are required

Employee Name: James Cobb
Citizenship Status: Citizen of the United States

The employee must present original documents, with the exception that the employee may present a certified copy of a birth certificate. The employer must physically examine the actual document or documents presented by the employee and determine if they reasonably appear on their face to be genuine and to relate to the employee presenting them. If the document(s) do not reasonably appear on their face to be genuine or to relate to the person presenting them, the employer must not accept them. In such circumstances, the employer should allow the employee to choose any other document(s) the employee wants to present from the "Lists of Acceptable Documents" for review and, if appropriate, acceptance, by the employer.

This employer participates in the federal employment eligibility program called E-Verify. The E-Verify program requires that you may accept List B documents, only if they include a photograph. Please ensure that the new hire shows you a document with a photograph and select below which document they showed to you.
Please note that all documents presented by the new hire must be unexpired.

List A List B & C

Document A

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a continuation of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Title:

Issuing Authority:

I certify that the issuing authority entered matches exactly to that of the document presented.

Document #:

Expiration Date (if any): / /

This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document.

Employment Information

I attest under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee and that the information entered above reflects the information that appears on the original document(s) presented by the employee. I certify that the information entered above can be used to complete Section 2 of the I-9 form.

Employee Start Date: / /

Business Name:

Your First Name:

Your Last Name:

Title:

Email Address:

Business Address

Address:

City:

State:

Zip/Postal Code:

Complete Section 2 Worksheet

- » Pull-down menu displays documents acceptable based on Citizenship/Immigration status indicated in Section 1

Section 2 Review & E-signature

Save Form Print Clear Form Help Live Chat Cancel & Discard

1 EMPLOYMENT ELIGIBILITY VERIFICATION

Section 2 Review & E-Sign

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1: Last Name (Given Name) First Name (Given Name) M/I Citizenship/Immigration Status

List A Identity and Employment Authorization	OR List B Identity	AND	List C Employment Authorization
Document Title U.S. Passport	Document Title N/A	Document Title N/A	Document Title N/A
Issuing Authority U.S. Department of State	Issuing Authority N/A	Issuing Authority N/A	Issuing Authority N/A
Document Number B123456	Document Number N/A	Document Number N/A	Document Number N/A
Expiration Date (If any) (mm/dd/yyyy) 01/01/2027	Expiration Date (If any) (mm/dd/yyyy) N/A	Expiration Date (If any) (mm/dd/yyyy) N/A	Expiration Date (If any) (mm/dd/yyyy) N/A
Document Title N/A	Additional Information OR Code - Sections 2 & 3 Do Not Write in This Space		
Issuing Authority N/A			
Document Number N/A			
Expiration Date (If any) (mm/dd/yyyy) N/A			
Document Title N/A			
Issuing Authority N/A			
Document Number N/A			
Expiration Date (If any) (mm/dd/yyyy) N/A			

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.
The employee's first day of employment (mm/dd/yyyy): 01/04/2017 (See instructions for abbreviations)

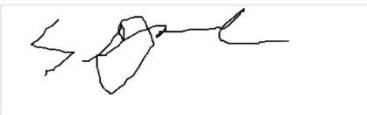
Signature of Employer or Authorized Representative	First Name of Employer or Authorized Representative Samantha	Title of Employer or Authorized Representative Manager
--	---	---

Last Name of Employer or Authorized Representative: Johnson
Employer's Business or Organization Name: PPDNEW
Employer's Business or Organization Address (Street Number and Name): 1234 Main Street
City or Town: Orange
State: CA
ZIP Code: 12345

Electronic Signature of Employer

First Name: * Samantha
Last Name: * Johnson
E-mail Address: sjohnson@abccompany.com

Hold down left mouse button and draw your signature below



Clear

CERTIFICATION: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employer Review and Verification Worksheet.

I understand that I am using electronic means to sign this document, and I consent to signing this document electronically.

I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature.

Back E-Sign, Save & Run E-Verify Decline

- Review
- Enter name
- Use Mouse to E-sign (optional)
- Check off statements
- Click E-sign, Save & Run E-verify

Confirmation

- Completion of Section 2 instantly sends Employee data to E-Verify
- E-Verify will typically respond instantly



Processing Request

Please wait while your request is being processed

Processing Results 



customerservice@hireright.com

Phone: 866-521-6995, 949-428-5804

Fax: 877-797-3442, 949-224-6020

I-9 Form Complete: Confirmation Page

- ✓ Form I-9 completed successfully
- ✓ E-verify Case Status

Help | Live Chat Print

I-9 Employment Eligibility Form

Thank You

Thank you for your submission for Jane Doe.

Order Details

- Electronic I-9 Form
- E-Verify Case Status

Created Successfully
Employment Authorized

[View E-Verify Report](#) [View I-9 Form](#) [Upload Supporting Documents](#) [Close Window](#)

Upload Supporting Documents to electronically store id, etc.

Close Window

Upload Docs that you are required to copy

1. Browse for file of saved doc(s) on your laptop to **Upload** – must be converted to a **PDF** file
2. Indicate document type (ex. Passport, B&C docs)
3. Click **Upload**

I-9 Employment Eligibility Form

Upload Supporting Documents

Please note that only PDF documents are accepted for upload.
The documents you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will appear in the list.

File To Upload:

Document Type:

List of Supporting Documents

The screenshot shows a web form titled "I-9 Employment Eligibility Form" with a section for "Upload Supporting Documents". It includes a text box for "File To Upload" with a "Browse..." button, a dropdown menu for "Document Type" with the text "Please Select Document Type", and an "Upload" button. Below this is a "List of Supporting Documents" section with a "Refresh" button. A "Close" button is at the bottom. Three blue callout boxes with numbers 1, 2, and 3 point to the "Browse..." button, the "Document Type" dropdown, and the "Upload" button respectively. A blue arrow points to the "Refresh" button.

NOTE: Delete source file after upload is complete

I-9 Form Complete: Confirmation Page

- ✓ Form I-9 completed successfully
- ❖ TENTATIVE E-verify Case Status

Help | Live Chat  Print

I-9 Employment Eligibility Form

Thank You

Thank you for your submission for Test Test.

Order Details

Electronic I-9 Form

E-Verify Case Status

Created Successfully

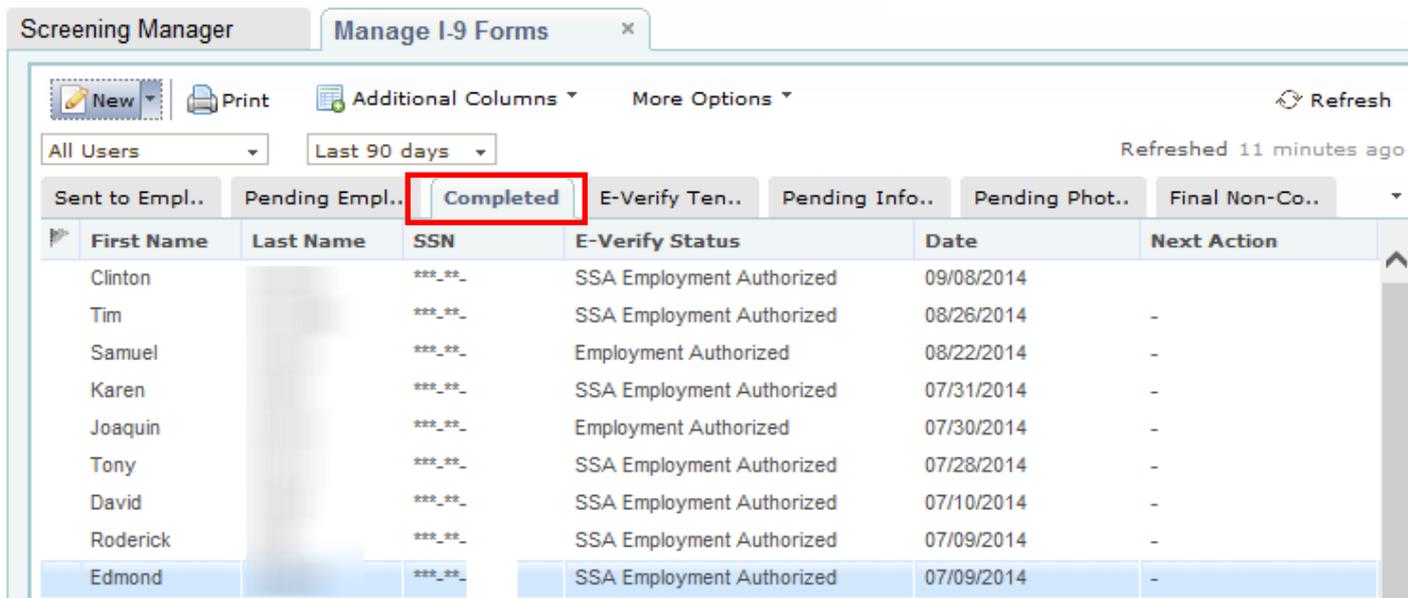
SSA Tentative Non-Confirmation

[View E-Verify Report](#)  [View I-9 Form](#) [Upload Supporting Documents](#) [Close Window](#)

Click **View E-verify Report** to access notification templates

E-verify Status

The **Completed** tab will display all Authorized statuses.



The screenshot shows the 'Screening Manager' interface with the 'Manage I-9 Forms' tab active. The 'Completed' tab is selected and highlighted with a red box. The table below shows the following data:

First Name	Last Name	SSN	E-Verify Status	Date	Next Action
Clinton		***_**	SSA Employment Authorized	09/08/2014	
Tim		***_**	SSA Employment Authorized	08/26/2014	-
Samuel		***_**	Employment Authorized	08/22/2014	-
Karen		***_**	SSA Employment Authorized	07/31/2014	-
Joaquin		***_**	Employment Authorized	07/30/2014	-
Tony		***_**	SSA Employment Authorized	07/28/2014	-
David		***_**	SSA Employment Authorized	07/10/2014	-
Roderick		***_**	SSA Employment Authorized	07/09/2014	-
Edmond		***_**	SSA Employment Authorized	07/09/2014	-

- » 'Authorized' statuses are most common.
- » Other statuses will be visible in the appropriate (E-verify) tab, if applicable.

E-Verify Check: Actionable Statuses

- » **Pending Info (Information) Review**
- » **Photo Match**
- » **Tentative Non-Confirmation - Either SSA or DHS**

Pending Info Review

- The information from the I-9 form differs from what the government has on file with the SSA and/or DHS

Actions:

- ✓ Review the information for data entry errors, transposed numbers, etc.
- ✓ Correct any errors
- ✓ Resubmit to complete E-Verify check

Photo Match

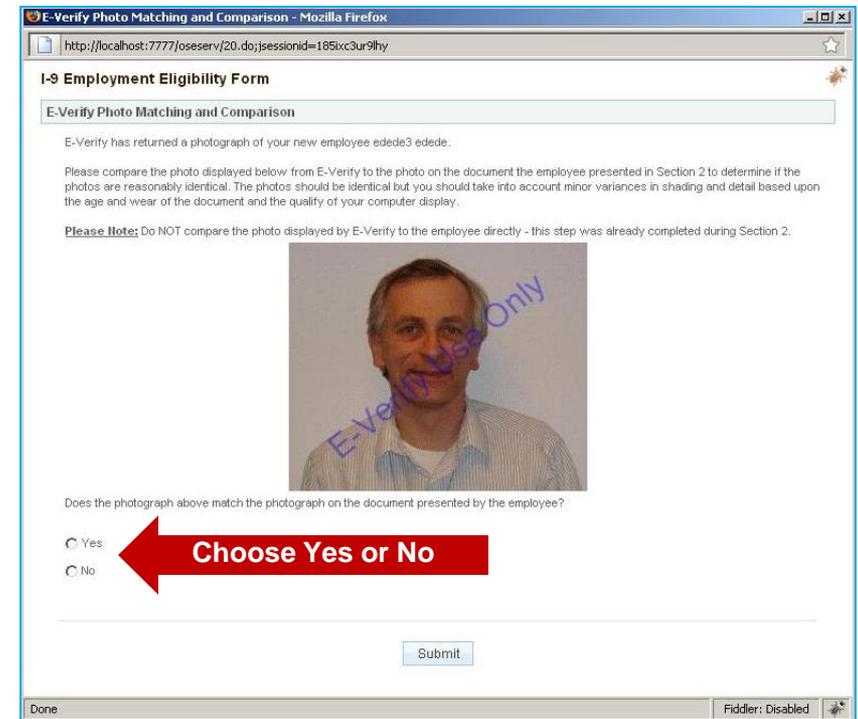
- The employee presented 1 of 3 document types subject to photo matching in accordance with E-verify requirements.
 - » US Passport / Passport Card
 - » Permanent Resident Card
 - » Employment Authorization Card

Actions:

- ✓ Photo on document must be compared to photo presented on screen

Photo Matching

- The photo matching prompt automatically occurs when an employee presents any of the following documents as proof of employment eligibility:
 - » U.S. Passport or Passport card
 - » Permanent Resident Card (Form I-551)
 - » Employment Authorization Document (Form I-766)



The screenshot shows a web browser window titled "E-Verify Photo Matching and Comparison - Mozilla Firefox". The address bar shows "http://localhost:7777/oseserv/20.do;jsessionid=185ccc3ur9lhy". The page content includes the following text:

I-9 Employment Eligibility Form

E-Verify Photo Matching and Comparison

E-Verify has returned a photograph of your new employee edede3 edede.

Please compare the photo displayed below from E-Verify to the photo on the document the employee presented in Section 2 to determine if the photos are reasonably identical. The photos should be identical but you should take into account minor variances in shading and detail based upon the age and wear of the document and the quality of your computer display.

Please Note: Do NOT compare the photo displayed by E-Verify to the employee directly - this step was already completed during Section 2.



Does the photograph above match the photograph on the document presented by the employee?

Yes

No

Choose Yes or No (indicated by a red arrow pointing to the radio buttons)

Done Fiddler: Disabled

If the E-Verify Photo does not Match

I-9 Employment Eligibility Form

Confirm Employee Referral

By selecting Refer below, you are indicating that you have spoken to the employee about this Tentative Non-Confirmation status and the employee has been provided the Referral Letter. If you have not spoken to the employee, click Cancel.

Selecting Refer below will start the 8 federal working days the employee is allowed to make initial contact with the SSA or DHS.

Mail Copy of Employee Documents to E-Verify

Express mail a copy of documents to send to DHS if TNC is due to photo mismatch. Do NOT send original documents to USCIS.

EXPRESS MAIL: Send a copy of the photo document along with a copy of the employee's referral letter to:
U.S. Citizenship and Immigration Service
10 Fountain Plaza, 3rd Floor
Buffalo, NY 14202
Attn: Status Verification Unit - Photo Tool

Inform all hiring sites of the USCIS shipping information. USCIS will not pay for any shipping costs. Participants are free to choose an express shipping carrier at their own expense

Employee has eight federal government workdays to contact DHS via instructions on the Referral Letter
Designated Agent checks E-Verify for case updates and follows steps to close case.

IMPORTANT: The employer may not ask the employee for additional evidence or confirmation that DHS resolved his or her case

I-9 Form Complete: Confirmation Page

- ✓ Form I-9 completed successfully
- ❖ TENTATIVE E-verify Case Status

Help | Live Chat Print

I-9 Employment Eligibility Form

Thank You

Thank you for your submission for Test Test.

Order Details

Electronic I-9 Form

E-Verify Case Status

Created Successfully

SSA Tentative Non-Confirmation

[View E-Verify Report](#)  [View I-9 Form](#) [Upload Supporting Documents](#) [Close Window](#)

Click **View E-verify Report** to access notification templates

Actions for TNC: Central HR

EMPLOYER:

- Must contact the Employee within **3 days** of receipt of the Tentative Non-Confirmation status
 1. Present and Review Notification with the Employee
 2. Keep the signed original
 3. Provide a copy of the Notification and Referral letter to the Employee who contests

EMPLOYEE:

- Provides written confirmation of their choice:
 - » **Contest** or **Not Contest**

To Access the Report and Letters

- Locate Employee and right-click to view **E-verify Report**

The screenshot shows the 'Screening Manager' application with the 'Manage I-9 Forms' tab active. The interface includes a toolbar with 'New', 'Print', 'Additional Columns', and 'More Options' buttons, along with a 'Refresh' button. Below the toolbar, there are filters for 'All Users' and 'Last 90 days'. A status bar indicates 'Refreshed 20 seconds ago'. The main area displays a table with columns: 'First Name', 'Last Name', 'SSN', 'E-Verify Status', 'Date', and 'Next Action'. The first row shows an employee named 'Saturn' with an 'E-Verify Status' of 'SSA Tentative Non-Confirmation - Referred' and a 'Date' of '08/26/2014'. A context menu is open over this row, listing various actions. The 'E-Verify Report' option is highlighted, and a blue arrow points to it.

First Name	Last Name	SSN	E-Verify Status	Date	Next Action
Saturn		***_**_	SSA Tentative Non-Confirmation - Referred	08/26/2014	Print and Review TNC w

- View/Print
- Reassign
- Re-verify I-9 Form
- Manage Supporting Docs
- Close Case
- Send Form
- E-Verify Report**
- Start/Termination Dates
- View Audit Trail
- Correct I-9 Form
- Delete I-9 form
- Flag

Print/Present TNC Further Action Notice

Access E-verify report to print letter templates

- » Employer to print and discuss referral options with Employee

Report - James T Cobb

- Background Verifications
- View Applicant Letters
 - Pre-adverse Action
 - Report Letter
 - Report for Applicant
 - FCRA & State Disclosure
 - Adverse Action
 - Position not offered
 - FCRA & State Disclosure
- Download PDF
- Employment Eligibility**
 - English E-Verify Notices
 - SSA Tentative Non-Confirm
 - SSA Referral Letter
 - DHS Further Action Notice
 - DHS Referral Date Confirm
 - Spanish E-Verify Notices
 - SSA Tentative Non-Confirm
 - SSA Referral Letter
 - DHS Further Action Notice
 - DHS Referral Date Confirm
- E-mail Applicants
- Miscellaneous
 - Reviewer's Comments
- Applicant Reports
 - HE-011817-WE45T
 - I-9 Employment Eligibility

I-9 Employment Eligibility

Pending

Name: James T Cobb
DOB: ***/**/****
SSN: ***-**-4567
Hire Date: 01/18/2017
Citizenship Status: Citizen of the United States

Document Information

List B Document: Driver's license
List B Document Name: Drivers license issued by state/territory
List B Document #: ***5123
List B Document Expiration Date: 12/19/2020

List C Document: Social Security Account Number card
List C Document Name: Social Security Card (Unrestricted)
List C Document #: ***-**-4567
List C Document Expiration Date:

Case Verification Number Received

The Case Verification Number for this employee's I-9 employment eligibility check is: **TST00246558140X**
Please note that a case verification number alone does not indicate work eligibility.

E-Verify Response from DHS

01/18/17 - 10:19:06 DHS responded with SSA TENTATIVE NONCONFIRMATION. The citizenship status selected for this employee does not match SSA records. First name: James. Last name: Cobb.
02/08/17 - 09:03:58 Employee referred to SSA.
02/08/17 - 09:04:02 Date to resolve discrepancy: 01-01-2099.
02/08/17 - 09:05:03 DHS responded with SSA UPDATE AND RESUBMIT. SSA UPDATE AND RESUBMIT.

Activity Log

Activity	Date/Time	Performed By	Recipient	Result
Report Submitted	Jan 18, 2017 10:19:03 AM	Sales Demo		

E-verify Check Statuses in HireRight

Two Options for TNC:

- **CONTEST:** Refer Employee
- **NO CONTEST:** Close Case for employee(s)

The screenshot displays the HireRight E-Verify interface. At the top, there are navigation options: 'New', 'Print', 'Additional Columns', and 'More Options'. Below this, there are filters for 'All Users' and 'Last 7 days'. The main area shows a table with columns for 'First Name', 'Last Name', 'E-Verify Status', and 'Date'. A row for 'Chad Smith' is visible, with a status of 'SSA Tentative Non-Confirmation' and a date of '06/06/2012'. A 'More Options' dropdown menu is open over the table, listing various actions: 'View/Print', 'Reassign', 'Re-verify I-9 Form', 'Manage Supporting Docs', 'Refer Employee', 'Close Case', 'Send Form', 'Start/Termination Dates', 'View Audit Trail', 'E-Verify Report', and 'Correct I-9 Form'. The 'Refer Employee' and 'Close Case' options are highlighted with a red box.

Actions for TNC

- Process Description for Employee Actions:
 - » Continues to work during contest period
 - » Has 8 government business days to initiate first contact
 - » Follows instructions on Referral letter
 - » Employee communicates with HR throughout and at completion of the contest process

- Two separate processes depending on the TNC:
 - SSA TNC: Requires employee to VISIT SSA local office to resolve
 - DHS TNC: Requires employee to TELEPHONE DHS to resolve

Actions for TNC

■ Process Description

- » When the employee is referred in HireRight, HireRight pings the E-verify check system until the final confirmation is received.
- » It can take up to two weeks for the E-verify check system to return the final confirmation status.
- » An email is returned with the final status and the record is updated.



Section 3: I-9 Form Re-Verifications

Employer uses to update I-9 Form information as applicable.

Section 3 Completion

1. Name Change
2. Rehire
3. Expired Work Authorization
 - » *New documentation has to be provided by the employee for continued employment.*

Use Management Reports to track all employees whose documents require re-verification.



Use Search to find an Employee's I-9 form

- Click result to select
- Be sure it is the **I-9 Form**, not the E-verify or Background Report.
- Right-click for the menu.

The screenshot shows the HireRight interface. On the left is a navigation menu with a search bar containing 'green'. The main area is titled 'Screening Manager' and 'Manage I-9 Forms'. It shows search results for 'green' with a table of results. A context menu is open over the first result, listing various actions. A blue callout box points to the menu with the text 'Right-click to access available actions'.

HireRight Training, | [Sign Out](#)

Screening Manager Manage I-9 Forms Search (green)

Print Download Note Smart Search Search All Accounts Search

Search For: green

No Filter Pending Adjudication

First Name	Last Name	Type		#
Tammy	Green	I-9 Form	06/12/2014	HE-061314-
Tammy	Green	Background Request	06/13/2014	HE-061314-

View/Print
Send Form
Start/Termination Dates
E-Verify Report
Manage Supporting Docs
Reassign
Re-verify I-9 Form
View Audit Trail
Correct I-9 Form
Delete I-9 form
Flag

Right-click to access available actions

Section 3 Completion

- Complete Required Information fields as needed to document the update.
- Click **Proceed to Form I-9 Completion** and employee's applicable I-9 information is updated.

Save Form | Print | Clear Form | Help | Live Chat | Cancel & Discard

1 EMPLOYMENT ELIGIBILITY VERIFICATION

✓ [Directions](#)

• [Updating and Reverification Worksheet](#)

Section 3 Review and E-Sign

[Form I-9 Instructions](#)

[List of Acceptable Documents](#)

[Who is Issued This Document?](#)

[Sample Document Images](#)

[Information on Receipts](#)

Section 3 - Reverification and Rehires Worksheet

Fields marked with an * are required

Employee Name: James Cobb
Citizenship Status: Citizen of the United States

Information Required for I9DNEW

Location *

To be completed and signed by employer or authorized representative

Purpose of Reverification

Employee Name Change

Employee Rehire

Employee Work Authorization renewal

Proceed to Form I-9 Completion

Let's Review

- **Overview of the solution benefits**
- **Electronic I-9 Form completion**
 - » Section 1
 - » Section 2
 - » Section 3
- **E-verify check process and results**
- **Resources to help complete tasks**



Self-Support

- > Employment Screening
 - Custom Applicant Questionnaire
 - Management Reports
 - Price List
 - Billing
 - Managed Accounts
- > Account Setup
 - Compliance Central
- > Forms & Documents
- > Guidelines
- ✓ Help & Training 
 - Email Customer Service
 - Live Help
 - Training & Documentation
 - HireRight University
 - Help Center
 - About

You can access support resources directly from your HireRight account.

Click **Help & Training!**



Self-Support

HireRight University™

- » On-demand modules
 - 24/7 availability
 - E-learning
 - Recorded training
- » Training & Documentation
 - Videos, user guides, job aids
 - Whitepapers, webinars
- » Instructor-led WebEx training sessions
 - System, services, product focus



HireRight Support

**EASY
PROCESS**
START TO
FINISH

**WE ARE
HERE FOR
YOU**

**DONE
RIGHT**



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Email

