

Tips for I-9 Completion
July 2012

- **The correct version of the I-9 form has a revision date of 8/7/09** in lower right hand corner. **Old versions of the I-9 cannot be accepted.** Human Resources will communicate any future updates to the form. The current version of the I-9 can always be found on the HR forms page at <http://www.uscis.gov/files/form/i-9.pdf>.
- All information must be completed in blue or black ink. **No pencil or colored pen** allowed.
- **No white out** may be used on an I-9. If a mistake is made draw a line through the error (do not scribble it out), write in the correct information and write your initials near the change to identify who made the correction.
- **Section 1 of the I-9 form is to be completed no later than the first day of work. If the employee forgets their documents, Section 2 may be completed within the following 2 days but must be completed within 3 days of the start date. The I-9 may be completed before the first day of work, but cannot be completed until a formal offer of employment has been made.** At DMACC, a formal offer of employment may not be made until the background check has been completed and the department has received approval to hire.
- **The employee must sign and date the form after they complete the top section (Section 1).** We have had to return several I-9's where the employee did not write a date after their signature.
- **Employees who change their name need to complete a new I-9 using documents with their new name.**
- **The employee must complete Section 1 in the presence of the DMACC representative who will be completing Section 2** so that the DMACC employee knows for sure who signed Section 1 of the form. If the employee fills out their information in advance they should re-sign and redate this section in front of the DMACC representative OR complete a new form.
- One of the boxes indicating **citizen, noncitizen, permanent resident or alien authorized to work must be checked by the new employee.** If there is additional information required for the selection made (e.g., Alien #, Admission #) this information must also be filled in by the new employee. Section 1 must be totally completed by the employee.
- **Identification/Work Authorization Documents**
 - **Original identification/work authorization documents** must be shown to the DMACC representative. Copied, faxed or scanned documents cannot be accepted.
 - **Identity and Employment authorization documents** that are acceptable are listed on the List of Acceptable Documents that goes with the I-9 form. No other documents can be accepted.
 - **Expired documents** cannot be accepted.

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- The **employee's name on the I-9** must match the name on their employment authorization documents.
 - When a **Social Security card** is provided as an employment authorization document, the issuing authority information must be checked carefully. There is more than one issuing authority for social security cards. The round seal printed on the card behind the person's name contains the name of the issuing authority.
- **Identification/Work Authorization Documents (continued from page 1)**
 - **Social Security cards** with the notation of "Valid for work only with DHS authorization" cannot be accepted as List C documents. Payroll does like to have a copy of the SS card for each employee if possible, so a copy of the card is appreciated, but cannot be required.
 - **First day of employment** in the Section 2 Certification area must be filled in.
 - The **Business or Organization Name and Address** must be completed in Section 2.
 - All incorrect or incomplete I-9 forms will be returned to departments for correction.

Questions/Answers

Can the I-9, W-2 and Direct Deposit forms be completed before the background check has been run?

No. **The I-9, W-2 and Direct Deposit forms cannot be completed until a formal offer of employment has been made. A formal offer of employment cannot be made until after the background check has been run and all forms have been signed. The preferred time to complete the I-9, W-2 and Direct Deposit forms is on the first day of employment** Section 1 of the I-9 must be completed on or before the first day of employment. Section 2 of the form must be completed within the first three days of employment. If it is more convenient to complete the forms before the first day of employment, they can be completed any time after the background check is completed, the employee is approved for hire and a formal offer of employment has been made.

Can the timekeeper have the applicant complete the I-9, W-2 and Direct Deposit forms and hold them until the hire is approved?

No. By law, the **I-9 form cannot be completed until a hire has been approved and the applicant has been formally offered employment.** The W-2 forms and Direct Deposit forms contain information that should only be gathered for an employee, therefore it is also not acceptable to gather this information before the hire is approved.

Does this mean someone will need to meet with a new employee more than once to fill out paperwork?

Yes. There are forms that must be completed when a department requests to hire a person (P61A, Data Record, etc.) and forms that must wait to be completed on the first day of work or at least until after the person is approved for hire (I-9, W-4's, etc.).

What do I do if the new employee is not able to be here physically to complete the I-9?

It is best if someone at DMACC completes the I-9. If there is an unusual situation where the employee teaches only on-line, lives far away and will never physically be in the area, please contact HR to talk about options for completing the I-9.

If the employee works remotely and will not be physically at or near a DMACC location, you can arrange for someone outside DMACC to complete the form for you as your designee. Please keep in mind you will still be responsible for making sure the I-9 was completed correctly, so please choose the designee carefully. Options might be an HR representative at another educational institution, a notary at a bank, an HR representative at a city office. Please note that if someone else fills out Form I-9 on your behalf, they must carry out full Form I-9 responsibilities. For example, it is not acceptable for a notary public to view employment authorization and identity documents, but leave Section 2 for you to complete. The person who views an employee's employment authorization documents will also complete and sign Section 2 on your behalf. Please remember if someone completes the form on our behalf, you are still responsible for making sure it is done correctly. In the event someone outside of DMACC must complete the form, please write a short memo and attach it to the form explaining who completed the form and why. This memo will be included in the I-9 file for the employee.

Please call HR if you have questions or need further assistance.

Additional information is available on-line at the U.S. Citizenship and Immigration Services (USCIS) website at www.uscis.gov.

Detailed information regarding the hiring process for regular positions is available online in the following locations:

- Hiring Checklist: <http://my.dmac.edu/departments/HR/Hiring/hiringchecklist.pdf>
- Hiring Handbook: <http://my.dmac.edu/departments/HR/Hiring/hiringhandbook.pdf>