



# DRURY<sup>TM</sup>

## UNIVERSITY

### **Form I-9 & Compliance Online Training**

Human Resources  
Rev. March 2022

# Content



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# Objectives

Upon completion of this training, the participant will:

- Be able to complete, update, and verify information on a Form I-9
- Be able to locate the new Form I-9
- Be aware of penalties associated with non-compliance
- Understand Drury's policy regarding the completion of the Form I-9 and the use of E-VERIFY
- Be certified as an official university representative and authorized to complete Sections 2 and 3 on behalf of Drury University once the Participant Acknowledgement form is received by the Human Resources Department.

**Please note that completion of this training in no way substitutes a thorough review of Form I-9 instructions and the Handbook For Employers (M-274) provided by the Department of Homeland Security at :**

**<http://www.uscis.gov/sites/default/files/files/form/m-274.pdf>**

# The Immigration Reform and Control Act of 1986 (IRCA)

- The Immigration Reform and Control Act of 1986 became law on November 6, 1986.
- To comply with the law, employers must verify the identity and employment authorization of each person they hire, complete and retain a [Form I-9, Employment Eligibility Verification \(PDF\)](#), for each employee, and refrain from discriminating against individuals on the basis of national origin or citizenship. At the same time that it created employer sanctions, Congress also prohibited employment discrimination based on citizenship, immigration status, and national origin. This part of the law is referred to as the anti-discrimination provisions. See [Section 11.0 Unlawful Discrimination and Penalties for Prohibited Practices](#) for more information on unlawful discrimination.

*(Source US DHS, USCIS: <https://www.uscis.gov/i-9-central/10-why-employers-must-verify-employment-authorization-and-identity-new-employees> accessed 11-1-18)*

# The Immigration Reform and Control Act of 1986 (IRCA)

The law requires Drury as an employer to:

1. Ensure that employees fill out Section 1 of the Form I-9 when they start to work;
2. Review document(s) establishing each employee's identity and eligibility to work;
3. Properly complete Section 2 of the Form I-9;
4. Retain the Form I-9 for 3 years after the date the person begins work or 1 year after the person's employment is terminated, whichever is later; and
5. Upon request, provide Forms I-9 to authorized officers of the Department of Homeland Security (DHS), or the Office of Special Counsel for Immigration Related Unfair Employment Practices (OSC) for inspection.

# Who must complete a Form I-9?

ALL employees must complete Section 2 Form I-9 **within 3 days** of beginning work. This includes:

- Regular staff employees
- Regular faculty members
- Adjunct faculty members
- Temporary staff employees
- Student employees
- Graduate Assistants

# Who Should Complete the Form I-9?

Only designated university representatives should complete Section 2 on behalf of Drury University. To become a designated university representative, a Drury employee must complete this on-line training and submit the Participation Acknowledgement form to the Human Resources department.

*A special exception is made for remote adjunct faculty: Section 2 of the Form I-9 may be completed by a Notary Public and submitted by mail from the adjunct faculty member. However, the notary **MUST** sign and complete Section 2 on the Form I-9 and view the original documents just any other university representative. **Remote Hires are addressed later in this presentation.***

## When a Form I-9 Must Be Completed- Timing is Everything!

- Section 1 of the Form I-9 must be completed at the time of hire-when the employee begins working. Section 2 must be fully completed **within 3 business days of the hire.**
- The employee must present an **ORIGINAL** and unexpired document to establish both his/her identity and employment eligibility. Some documents establish both identity **and** employment eligibility. These are found in List A on the back of the Form I-9. Other documents establish only an employee's identity (List B) and others only an employee's employment eligibility (List C). Any **ONE** document from List A will satisfy both requirements. However, if the employee does not produce one of the documents from List A, he or she must produce two documents: one from List B **and** one from List C.



# Requesting Documentation for Form I-9

- Please note that we may not specify which documents an employee must produce. It is important that employees are referred to the Form I-9 list of acceptable documents.
- We may not accept additional documentation. (For example, if an employee presents a social security card and a U.S. passport- we will review **only** the U.S. passport because this meets the requirement.) Collecting additional documentation from some employees and not others could be viewed as a discriminatory practice and should be avoided.

# New Form I-9 (Rev. 7/17/17)

The Form I-9 was updated in July, 2017

**All documents must be ORIGINAL and UNEXPIRED.**


This includes U.S. Passports and List B documents with an expiration date. The new form is available at:

[Form I-9 Rev 10/21/2019](#)

# Form I-9 Section 1

## Notes

- Section 1 must be completed and signed and dated by the employee. The university representative must review this Section to ensure that the employee has completed each field correctly and completely.

 **Department of Homeland Security**  
U.S. Citizenship and Immigration Services

**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) ?	First Name (Given Name) ?	Middle Initial ?	Other Last Names Used (if any) ?
Address (Street Number and Name) ?		Apt. Number ?	City or Town ?
		State ?	ZIP Code ?
Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?	Employee's E-mail Address ?	Employee's Telephone Number ?

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 type="checkbox"/> 1. A citizen of the United States ?
<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions) ?
<input type="checkbox"/> 3. A lawful permanent resident ? (Alien Registration Number/USCIS Number): _____
<input type="checkbox"/> 4. An alien authorized to work ? until (expiration date, if applicable, mm/dd/yyyy): _____ 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: ? _____ OR
2. Form I-94 Admission Number: ? _____ OR
3. Foreign Passport Number: ? _____ Country of Issuance: ? _____

**QR Code - Section 1**  
Do Not Write in This Space

Signature of Employee ?	Today's Date (mm/dd/yyyy) ?
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**Preparer and/or Translator Certification (check one): ?**

<input type="checkbox"/> I did not use a preparer or translator.	<input type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
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(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

# Form I-9 Section 2

 **Department of Homeland Security**  
U.S. Citizenship and Immigration Services

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

**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 (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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OR

List A Identity and Employment Authorization	List B Identity	List C Employment Authorization
Document Title	Document Title	Document Title
Issuing Authority	Issuing Authority	Issuing Authority
Document Number	Document Number	Document Number
Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)

Additional Information

QR Code - Sections 2 & 3  
Do Not Write In This Space

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): \_\_\_\_\_ (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name)	City or Town	State ZIP Code

Click to Finish

Refer to the List of Acceptable Documents when completing Section 2. Record the title of the document, the issuing authority, document number and expiration date (if any) of the document.

Be sure to indicate the citizen immigration status the employee checked in Section I here.

**The date that the employee started work should also be completed on every form.** This section should be signed and dated by a representative of the University that has completed this online training.

# Form I-9 Section 2

When you sign Section 2 you are certifying **UNDER PENALTY OF PURJURY** that you have viewed the **ORINGIAL** documents, that the document(s) appear to be genuine, relate to the employee named on the Form I-9 and that, to the best of your knowledge, the named employee is eligible to work in the United States. No field in Section 2 should be left blank. You should include your title, the date and Drury University's name and Springfield address (900 N. Benton).

\_\_\_\_\_

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): \_\_\_\_\_ (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name)	City or Town	State ZIP Code

# List of Acceptable Documents for Section 2

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

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		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		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
4. Employment Authorization Document that contains a photograph (Form I-788)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: 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 alien's nonimmigrant status 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.		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		
		9. Driver's license issued by a Canadian government authority		
		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			
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				

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Note that documents from List A satisfy both identity and employment eligibility requirements.

However, if an employee does not present a document from List A, one document from EACH List B **and** List C must be presented.

**NOTE: All documents must be unexpired.**

Drury's policy is to photocopy the front and back of the documents presented and attach them to the Form I-9. All Form I-9s are retained at the Springfield campus in the Human Resources Department.

The DHS has examples of all documents on this list. They can be viewed at:

[I-9 Acceptable Document Examples](#)










# Form I-9 Section 3: Updating and Existing Form I-9 and Re-verification

## Updating an Existing Form I-9

This section may be used when a former employee is rehired, provided that the original Form I-9 was completed less than 3 years prior to the re-hire date AND is the employee is still eligible to be employed on the same basis as previously indicated. The re-hire date should be indicated and the university representative will sign and date this section. The employee will need to complete field A if his or her name has changed. The employee is responsible for contacting Human Resources to determine whether the original Form I-9 may be used.

## Re-verification of Form I-9

If an employees work authorization is nearing expiration while he or she is an employee, he or she must re-verify employment eligibility by producing an original document that indicates that the employee is eligible to work in the United States. This will be a document from EITHER List A OR List C. That document number and expiration date (if any) must be recorded. Identity does not need to be re-established. The university representative will sign and date the form.

		<b>Employment Eligibility Verification</b>		<b>USCIS</b>	
		Department of Homeland Security		<b>Form I-9</b>	
		U.S. Citizenship and Immigration Services		OMB No. 1615-0047 Expires 08/31/2019	
<b>Employee Name from Section 1:</b>			Last Name (Family Name) 	First Name (Given Name) 	Middle Initial 
<b>Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)</b>					
<b>A. New Name (if applicable) </b>			<b>B. Date of Rehire (if applicable)</b>		
Last Name (Family Name) 	First Name (Given Name) 	Middle Initial 	Date (mm/dd/yyyy) 		
<b>C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.</b>					
Document Title 		Document Number 		Expiration Date (if any) (mm/dd/yyyy) 	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.					
Signature of Employer or Authorized Representative 		Today's Date (mm/dd/yyyy) 		Name of Employer or Authorized Representative 	

# E-VERIFY

- Effective January 1<sup>st</sup>, 2009 Drury is mandated by state law to use the federal work authorization program called E-verify in addition to completion of the Form I-9.
- Like the form I-9, the E-verify process **must** be completed within three days of hire.
- Because of this requirement, all satellite campuses and remote hires will be required to fax a copy of the Form I-9 to the Human Resources department at 417-873-6987 so that E-verify can be processed immediately.

**NOTE: This does not replace the need for the original form and copies of documents to be mailed to HR for our records.**



# Penalties for Non-compliance: A Balancing Act

Ensuring the identity and eligibility of employees to work must be balanced with concern for equity and uniform practices.

It is unlawful to treat individuals differently by requiring additional or specific documents on the basis of national origin or citizenship status.



# Penalties for Non-compliance: Unlawful Employment and Unlawful Discrimination

**Federal Penalties** for hiring or continuing to employ unauthorized aliens:

- Monetary penalties for knowingly hire and continuing to employ violations range from \$375 to \$16,000 **per violation**, with repeat offenders receiving penalties, at the higher end.
- Violations can include technical errors subjected to potential fines when completing the Form I-9. Please be sure to you have completed Section 2 correctly and that the employee has completed all fields in Section 1 (particularly the citizenship status).
- A full list of potential fines for violations can be found below:  
<https://www.ice.gov/factsheets/i9-inspection>

# Penalties for Non-compliance: Failing to Comply with Form I-9 Requirements

The most common errors on the Form I-9 include:

- Form was completed after the third day of employment
- No employment date indicated
- No signature from a university representative in Section 2
- Citizenship status not checked by employee in Section 1
- Employee writing in his or her date of birth in the signature date line rather than the date he or she signed the form
- Preparer and/or Translator Certification box not checked by employee in Section 1.

**\*\*All Forms I-9 will be reviewed in Human Resources. Incomplete or incorrect forms will be returned to the university representative to complete or correct. Please review Section 1 to ensure it has been fully and correctly completed by the employee. Make sure that you have completed all required information on Section 2- including the start date.**

# Remote Hires

When an employee is teaching an online course, does not live in the area, and is unable to bring in original documentation in for a certified university official to view, he or she may bring the Form I-9 to a Notary Public for completion. The notary then becomes the acting university official, acting on behalf of Drury University to certify that the documentation appears to be legitimate. The form should be faxed to the HR office at 417-873-6987 and the original should be mailed.

# Remote Hire

- THE NOTARY WILL NEED TO COMPLETE SECTION II OF THE FORM I-9.
- A DRURY UNIVERSITY EMPLOYEE WILL NEED TO COMPLETE THE REMOTE HIRE NOTARY INSTRUCTION FORM (BELOW) AND PROVIDE THE REMOTE HIRE NOTARY FORM INSTRUCTION SHEET TO THE EMPLOYEE.

[Remote Hire Notary Form Instruction Sheet](#)

# Remote Hire Form Content: To be presented to Notary Public Page 1

## • REMOTE HIRE NOTARY NOTICE FORM INSTRUCTION SHEET

### • Instructions for the Form I-9

- We are asking you to act as our representative to examine the identification papers for a new Drury University employee. Because the U. S. Citizenship and Immigration Services (USCIS) requires us to verify the right of our employees to work in the United States, we are asking you to serve as our representative in this matter by examining the individual's paperwork for us and completing certain sections of the attached USCIS Form I-9.
- Please find the attached Form I-9, the Remote Hire Notary Notice Form. Verify that the employee has completed Section 1 of the Form I-9 prior to completing Section 2. The employee must present appropriate documentation of their identity and eligibility to work in the U.S. as given on the "List of Acceptable Documents" on the second page of the Form I-9.
- The employee may present either,
- Any **one** document from List A **or**
- **Two** documents, one from List B (identity) **and** one from List C (eligibility).
- The section that we need you as our representative to complete is "**Section 2. Employer Review Verification.**" There are spaces indicating which document, or documents were presented to you and their associated information. This includes, the document title, issuing authority, document number and expiration date (if any). ***Please note: view only original documents; faxes, photocopies, and laminated Social Security cards are unacceptable documents.***
- We also need you to complete the **Certification** section of the Form I-9. The employment start date has been provided to you on the Remote Hire Notary Notice Form. Please complete the Certification section as follows:
- Enter the employee's date of hire (see Remote Hire Notary Notice Form).
- Sign, print your name and date in the designated fields.
- If a notary, place the notary seal on the Remote Hire Notary Notice Form or attach a Notary Certificate to the documents.
- Attach a photocopy of the front and back of the documents the employee has presented to you.
- If you have questions or concerns regarding the completion of the attached documents, please contact the Drury University representative listed on the Remote Hire Notary Notice Form.

# Remote Hire Form Content: To be presented to Notary Public Page 2

## REMOTE HIRE NOTARY NOTICE FORM

### EMPLOYEE INFORMATION:

NAME: LAST \_\_\_\_\_ FIRST \_\_\_\_\_ M.I. \_\_\_\_\_

*DRURY UNIVERSITY- THIS SECTION IS TO BE COMPLETED BY THE HIRING DEPARTMENT ONLY*

### DEPARTMENT CONTACT

LAST, FIRST NAME \_\_\_\_\_

TITLE \_\_\_\_\_

PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

**EMPLOYEE'S DATE OF HIRE** \_\_\_\_\_ (THIS DATE MUST BE ENTERED INTO THE CERTIFICATION SECTION OF THE FORM I-9 BY THE AGENT ACTING ON BEHALF OF DRURY UNIVERSITY, SO IT **MUST** BE COMPLETED WHEN THE EMPLOYEE PRESENTS IT TO THE NOTARY).

\_\_\_\_\_  
DEPARTMENT CONTACT SIGNATURE

\_\_\_\_\_  
DATE

**THIS FORM MUST BE COMPLETED AND GIVEN TO THE AUTHORIZED AGENT BEFORE THE FORM I-9 IS COMPLETED. THIS WILL ENSURE THAT THE DATE LISTED HAS BEEN VERIFIED BY THE HIRING DEPARTMENT. DEPARTMENTS PLEASE ATTACH THE COMPLETED FORM WITH ORIGINAL SIGNATURE AND DATE TO THE HUMAN RESOURCES DEPARTMENT.**



# Example: Remote Hire Notice Form



## DRURY UNIVERSITY REMOTE HIRE NOTARY NOTICE FORM

### EMPLOYEE INFORMATION:

NAME: LAST Doe FIRST John M.I. E

**DRURY UNIVERSITY- THIS SECTION IS TO BE COMPLETED BY THE HIRING DEPARTMENT ONLY**

HIRING DEPARTMENT CONTACT (Notary may contact this individual if he/she has any questions)

LAST, FIRST NAME Ponder, Crystal

TITLE Employment Specialist

PHONE ( 417 ) 873-7879

EMPLOYEE'S DATE OF HIRE 10/31/13 (THIS DATE MUST BE ENTERED INTO THE CERTIFICATION SECTION OF THE FORM I-9 BY THE AGENT ACTING ON BEHALF OF DRURY UNIVERSITY).

Crystal Ponder 10/23/13

Drury Department Contact Signature

Date

### THIS SECTION IS TO BE COMPLETED BY NOTARY PUBLIC (OR AGENT)

State of Iowa

County (and/or City) of Des Moines

I, Jane A. Smith (name of notary), a Notary Public in and for said state, do certify that on 10/25/13 (date) I carefully examined and photocopied the attached facsimile of driver license and birth certificate (documents) and the facsimile I now hold in my possession. The document(s) presented by the above named employee appear to be genuine and to relate to the employee named.

Stamp or Seal:

*Notary Seal  
or Stamp*

Jane A. Smith  
Notary Public

# Example Section 1: Common Mistakes



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) Doe		First Name (Given Name) John		Middle Initial E	Other Last Names Used (if any)	
Address (Street Number and Name) 123 main st			Apt. Number	City or Town Springfield	State MO	ZIP Code 65802
Date of Birth (mm/dd/yyyy) 01/07/2000	U.S. Social Security Number 123-45-6789	Employee's E-mail Address (optional)		Employee's Telephone Number 417-555-5555		

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):

check for this!

<input checked="" type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ 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.

- Alien Registration Number/USCIS Number: \_\_\_\_\_
- OR
- Form I-94 Admission Number: \_\_\_\_\_
- OR
- Foreign Passport Number: \_\_\_\_\_

Country of Issuance: \_\_\_\_\_

Old Code - Section 1  
Do Not Write In This Space

check for this!

Signature of Employee: John Doe Today's Date (mm/dd/yyyy): 11/01/2018

**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.  A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
 (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: \_\_\_\_\_ Today's Date (mm/dd/yyyy): \_\_\_\_\_

# Example : Completed I-9 with *List A* Document



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

**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 (Family Name) Doe OR First Name (Given Name) John AND M.I. E. Citizenship/Immigration Status (use number from Sec. 1)

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title <u>Passport</u>		Document Title		Document Title
Issuing Authority <u>USA</u>		Issuing Authority		Issuing Authority
Document Number <u>S123456</u>		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy) <u>04/14/2021</u>		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		Additional Information		OR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Expiration Date (if any) (mm/dd/yyyy)				

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): 11/21/2018 (See instructions for exemptions)

Signature of Employer or Authorized Representative <u>Crystal Ponder</u>	Today's Date (mm/dd/yyyy) <u>11/01/2018</u>	Title of Employer or Authorized Representative <u>Employment Specialist</u>
Last Name of Employer or Authorized Representative <u>Ponder</u>	First Name of Employer or Authorized Representative <u>Crystal</u>	Employer's Business or Organization Name <u>Drury University</u>
Employer's Business or Organization Address (Street Number and Name) <u>900 N Benton Ave</u>	City or Town <u>Springfield</u>	State <u>MO</u>
		ZIP Code <u>65802</u>

# Example : Completed I-9 with *List B & C* Documents



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

## 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 (Family Name) <b>Doe</b>	First Name (Given Name) <b>John</b>	M.I. <b>E</b>	Citizenship/Immigration Status <b>1</b>
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List A Identity and Employment Authorization OR List B Identity AND List C Employment Authorization

Document Title	<b>Driver License</b>	Document Title	<b>Social Security Card</b>
Issuing Authority	<b>Missouri</b>	Issuing Authority	<b>SSA</b>
Document Number	<b>8123456789</b>	Document Number	<b>123-45-6789</b>
Expiration Date (if any)(mm/dd/yyyy)	<b>12/12/2020</b>	Expiration Date (if any)(mm/dd/yyyy)	
Document Title	Additional Information		OR Code - Sections 2 & 3 Do Not Write in This Space
Issuing Authority			
Document Number			
Expiration Date (if any)(mm/dd/yyyy)			
Document Title			
Issuing Authority			
Document Number			
Expiration Date (if any)(mm/dd/yyyy)			

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): **11/21/2018** (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
<b>Crystal Ponder</b>	<b>11/01/2018</b>	<b>Employment Specialist</b>
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
<b>Ponder</b>	<b>Crystal</b>	<b>Drury University</b>
Employer's Business or Organization Address (Street Number and Name)	City or Town	State ZIP Code
<b>900 N. Benton Ave</b>	<b>Springfield</b>	<b>MO 65802</b>

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

# Example: Completed Remote Hire I-9



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

## 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 (Family Name) Doe OR First Name (Given Name) John M.I. E Citizenship/Immigration Status A

Identify and Employment Authorization: List A OR List B AND List C

Document Title	Document Title	Document Title
<u>Passport</u>		
Issuing Authority <u>USA</u>	Issuing Authority	Issuing Authority
Document Number <u>3123456</u>	Document Number	Document Number
Expiration Date (if any)(mm/dd/yyyy) <u>04/14/2021</u>	Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)
Document Title	Additional Information      OR Code - Sections 2 & 3 Do Not Write in This Space	
Issuing Authority		
Document Number		
Expiration Date (if any)(mm/dd/yyyy)		
Document Title		
Issuing Authority		
Document Title		
Issuing Authority		
Document Number		
Expiration Date (if any)(mm/dd/yyyy)		

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): 11/21/2018 (See Instructions for exemptions)

Signature of Employer or Authorized Representative <u>Jane Doe</u>	Today's Date (mm/dd/yyyy) <u>11/01/2018</u>	Title of Employer or Authorized Representative <u>Notary Public</u>
Last Name of Employer or Authorized Representative <u>Doe</u>	First Name of Employer or Authorized Representative <u>Jane</u>	Employer's Business or Organization Name <u>Drury University</u>
Employer's Business or Organization Address (Street Number and Name) <u>900 N Benton Ave</u>		City or Town <u>Springfield</u>
		State <u>MO</u>
		ZIP Code <u>65802</u>

# Contact Information



Please do not hesitate to contact Human Resources at  
417-873-7434 if you have questions.

# Participation Acknowledgement

Please go to the following link to print out a Participation Acknowledgement Form. The form should be completed, signed and returned to the Human Resources Department in Burnham 107.

<http://www.drury.edu/hr/pdf/EmployeeAcknowledgement.pdf>

# Thank you!

Thank you for completing this course and for helping Drury HR to stay in compliance with the USCIS requirements!