

# I-9's, E-Verify, what's it all about??

U.S. employers are required by law to verify work authorization of all workers they hire on or after November 6, 1986, for employment in the United States, regardless of the workers' immigration status.

Indiana State University has always required that each new employee (an employee who has accepted the position) should complete Section 1 of the I-9 no later than the first day of employment, regardless of his or her immigration status.

Employers who hire or continue to employ individuals knowing that they are not authorized to be employed in the United States, or who fail to comply with employment authorization verification requirements, may face civil and, in some cases, criminal penalties.

# What exactly is E-Verify?

As a result of the Indiana Immigration Bill signed into law by Governor Daniels on May 10, 2011, ISU is required to become an E-Verify employer effective July 1, 2011.

E-Verify is an Internet-based system operated by U.S. Citizenship and Immigration Services (USCIS) in partnership with the Social Security Administration (SSA). E-Verify provides an automated link to federal databases to help employers determine employment eligibility of new hires and the validity of their Social Security numbers.

If the new employee is a student worker, deliver the completed I-9 to the Career Center staff and they will enter the information from the I-9 into the E-Verify system.

# Who needs to fill out an I-9 form?

An Employment Eligibility Verification Form (I-9) must be completed by all new employees including anyone who has had a break in service with no expectation to return to work at Indiana State University (this includes one-time-only pays, retirees, and students.) If the employee is unable to visit Human Resources to complete the I-9, the employee's supervisor or hiring department is responsible for ensuring the completion of the I-9.

The form can be found on <http://www.indstate.edu/humres/docs/I-9FormExpire08-31-2012-ISU.pdf> or the [U.S. Citizenship and Immigration Services Web site](#).

An unexpired blank Form I-9 may be reproduced, provided both sides are copies. The instructions must also be available to all employees completing the I-9.

# When does the I-9 need to be completed?

The I-9 can be completed anytime after the job has been offered and accepted but no later than three business days after the new employee's actual start date. NOTE: The I-9 must be completed no later than the first day of work for one-time-only employees.

**Section 1** of the I-9 is completed and signed by the employee. The employee must attest that he or she is a U.S. citizen or national, a lawful permanent resident, or is otherwise authorized to work for the employer in the United States. The employee must present documentation to the employer establishing identity and employment authorization based on the most current Lists of Acceptable Documents on the I-9 form.

# The employee completes and signs Section 1

OMB No. 1615-0047; Expires 08/31/12

**Form I-9, Employment Eligibility Verification**

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

**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	First	Middle Initial	Maiden Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
<input type="text"/>		<input type="text"/>	<input type="text"/>
City	State	Zip Code	Social Security #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**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 noncitizen 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  Date (month/day/year)

- E-Verify requires a social security number. Make sure the employee completes this box.

Do not complete section 1 for employees.

Employee must sign and date Section 1.

Do not ask for any documentation for Section 1.

Make sure all information is complete.

Corrections to Section 1 can only be made by the employee, initialed and dated, do not use white-out.

The I-9 can be completed once the job offer is made by the employer and accepted by the employee, but no later than 3 business days after the first day of employment.

**Section 2** of the I-9 must be completed and signed by an ISU representative, using the documentation that the employee has provided within 3 business days of the employee's first day of employment. NOTE: If the employment relationship will last less than 3 days, then ISU must verify work authorization and complete Section 2 no later than the first day of employment. The employee may provide the documents they choose from those listed on the most recent Lists of Acceptable Documents, which can be found on the I-9 form. The employee must present one document from List A, or two documents—one from List B and one from List C:

- List A (documentation establishing both identity and authorization to work);
- List B (documentation establishing only identity);
- List C (documentation establishing only authorization to work).

# What type of documentation is needed for the I-9?

Employees must present original documents. The only exception is that a newly hired employee may present a certified copy of a birth certificate.

All documents must be unexpired.

The list of acceptable documents is located at [http://www.indstate.edu/humres/docs/I9\\_Docs.pdf](http://www.indstate.edu/humres/docs/I9_Docs.pdf) or the [U.S. Citizenship and Immigration Services Web site](#).

The employer must physically examine the documentation establishing identity and employment authorization. The ISU representative will record the document title, document number and expiration date (if any) in section 2 on the I-9. Please photocopy the documents presented and attach to the form I-9.

**Employer must not require specific documentation to be used for this section**

## An ISU Representative completes and signs Section 2

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

This section needs to be completed by ISU representative

- Provide employee with the list of acceptable documents.
- Original documents must be provided, except for certified copies of birth certificates.
- Make sure document title, issuing authority and document number and dates are recorded on correct lines.
- Only unexpired documents may be accepted.

Employer must not require specific documentation to be used for this section

## An ISU Representative completes and signs Section 2

**CERTIFICATION:** 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 named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)
Indiana State University 210 N 7th St Terre Haute IN 47807		

Employer completes Section 2

This section needs to be completed by ISU representative

- ISU representative signs and prints name, job title and date.
- **The date the employee begins working must be entered here.**

Employer must not require specific documentation to be used for this section

Deliver the completed I-9 and documentation to Human Resources no later than the next business day as the E-Verify query must be initiated no later than the end of three business days after the new employee's actual start date.

If you have any questions, please contact Human Resources. You can reach us at (812) 237-4114 or you may e-mail us at [humanresources@indstate.edu](mailto:humanresources@indstate.edu)