Tips for Completing the I-9 Form

Section 1 - Employee Information & Verification:

- Form I-9 must be completed by employee on **first** day of employment.

- Authorized personnel reviews and ensures Section 1 is completed fully and accurately by the employee.

- **PLEASE NOTE:** CU Denver/CU Anschutz is an E-verify employer and therefore the Social Security Number is required.

- Do not complete Section 1 for the employee. If assistance is needed, then you must complete the Preparer Translation Certification of Section 1. The employee must still sign and date the form.

- Underneath the signature line there are two boxes that state whether or not a preparer or translator was used. One of these boxes needs to be checked.

- Verify that the employee has checked the appropriate box in the attestation section pertaining to their status. If box 3 or 4 is checked, please have the employee fill out additional information requested.

- For any area the new hire leaves blank on the top of the form, they must write in “N/A.”

- If the employee chooses box 4 they will need to put “N/A” in the fields they would have left blank. For example, if they entered the I-94 number they would need to place “N/A” in the alien/USCIS number field and the passport information fields.

Section 2 - Employer Review and Verification:

- Authorized personnel must complete and submit Form I-9 to HR within three days of the employee’s start date. (For I-9 training contact HR.I-9@ucdenver.edu).

- The List of Acceptable Documents on the last page of the I-9 should be used as a guide for completing the I-9. Employees may choose one item from List A or one item from both List B and C. Employer may not specify which documents employee uses for I-9 verification.

- The employee must present the original document(s) for verification. (No copies.)

- You must accept any document(s) presented by the individual which appear, on its face value, to be genuine and related to the person presenting the documents. Documents must be unexpired and have signatures as required.

- **Certification Section:**
  This section has to be fully completed. Make sure to sign the I-9 form, add date on which the I-9 was completed, include your address and legibly print your name. Please do not use nicknames, or your first name only, rather, **print your name as it appears in HRMS.** Do not forget to put the employee’s first date of employment in the Certification section.
• If the employee presents a Social Security card which states “Valid for Work Only with DHS Authorization” additional documents will be required.

• Employer is required to complete Section 2 and personally make copies of employee’s supporting documents. The employee should not fill out any of Section 2.
• Do not use whiteout. If a mistake occurs during the completion of the I-9 Form simply cross out the error, initial and date it, and insert the correct information.

• Make sure the document name, issuing authority, document number and expiration date are all documented on the correct lines
  
  o **List A**: The issuing authority for a passport can vary, and the passport is usually not issued by the USA. Examples included: Seattle Passport Agency, United States Department of State, National Passport Center, etc. The second document number in Section 2 under List A is used only for additional information relating to international employees
  
  o **List B & C**: For a driver’s license, the issuing authority is the state where the driver’s license was issued. The issuing authority for Social Security Cards is the Social Security Administration (SSA), Department of Health and Human Services (DHHS), or Department of Health, Education and Welfare (DHEW).

• If an international employee presents a passport and I-94 as a list A document then please make a copy of employee’s unexpired passport with unexpired Arrival-Departure Record; I-94 and corresponding documents with employee’s visa type. For Instance:
  
  o F Visa - I-20 form
  o J Visa - DS-2019 form
  o H-1B - I-94 and I – 797

• If the international employee has an Employment Authorization Card the other documents are not required.

**Section 3-Updating and Re-verification**
• This section should be left blank if the employee is a new hire. This section is completed by Human Resources to update name changes or an international employee’s work authorization. Departments should e-mail HR.I-9@ucdenver.edu with a scanned copy of the documents with confirmation that you have examined the original documents.

**I-9 Check List**
Completed I-9 packets include in the following order:
  
  • The I-9, fully completed, dated and signed
  • A photocopy of the original documents the employee presented for verification

**Submission Methods:**
• Send I-9 packets via email to HR.I-9@ucdenver.edu

**Contact Information**
• Email: HR.I-9@ucdenver.edu