

# Tips for Completing the I-9 Form

Revised 8 February 2012

## 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.
- The Social Security block is optional and may be left blank by the employee.
- 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.
- Verify that 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.

## 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](mailto:HR.I-9@ucdenver.edu) ).
- The List of Acceptable documents 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. 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 this section.
- 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, Issuing Authority, Document number and Expiration Date are all documented on the correct lines
  - 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 # in Section 2 under List A is used only for additional information relating to international employees
    - 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).
- If an international employee presents a passport and I-94 as list A documents 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:
  - F Visa - I-20 form
  - J Visa - DS-2019 form
  - H-1B- I-94 and I - 797

### **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 with a scanned copy of the documents with confirmation that you have examined the original documents.

### **State of Colorado Affirmation of Legal Work Status Form**

- The affirmation form must be completed and submitted to HR along with the complete Form I-9 and supporting documents by day three of the employee's hire date.
- A Social Security card is no longer the only document used to verify the affirmation-you may accept any document(s) presented by the employee for the I-9 purposes.

### **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 documents the employee presented for verification
- The Affirmation of Legal Work Status form
- A copy of "The List of Acceptable Documents"

### **Locations for I-9 Completion**

- Human Resources Downtown Denver Campus- 10<sup>th</sup> floor Lawrence Street Center
  - M-F from 8am to 5pm
- New Employee Orientation, Anschutz Medical Campus, 3<sup>rd</sup> floor Education 2 building
  - Wednesdays only from 8am to 3pm
- The Electronic Security Badge Office, Anschutz Medical Campus Building 500, Room N1207
  - M-F from 8am to 5pm
- Employing department HR contact on the first day of employment, I-9 packet to reach HR no later than third day of employment

### **Submission Methods:**

- Send I-9 packets via email to [HR.I-9@ucdenver.edu](mailto:HR.I-9@ucdenver.edu)
- Send I-9 packet via campus mail
- Hand deliver I-9 packets to the HR Drop Box located to the left of the elevators on the 10<sup>th</sup> floor of LSC

### **Contact Information**

- Email: [HR.I-9@ucdenver.edu](mailto:HR.I-9@ucdenver.edu)
- Intercampus mail: Campus Box UCD **A005/130**
- Mailing address: P.O. Box 173364 Denver, CO 80217-3364