

Instructions for Completing I-9 Employment Eligibility Verification

I-9 Form Processing Requirements:

In accordance with Department of Homeland Security regulations and in order for all new employees to work in the United States, employers must examine evidence of identity and employment eligibility within **three (3) business days** of the date employment begins. The I-9 form may be processed prior to employee start date.

If employees are authorized to work but are unable to present the required document(s) within three business days, they must present a receipt for the application of the document(s) within three business days and the actual document(s) within ninety (90) days. Contact Human Resources regarding this situation for further instructions.

Non Citizens:

Employees who are not U.S. citizens or permanent residents of the U.S. (and therefore considered an alien) should be referred to Human Resources for an appointment to complete their I-9 as soon as possible. Our office is trained to determine if the employee is authorized to work in the U.S.

Access the Employment Eligibility Verification I-9 Form:

The Employment Eligibility I-9 form may be found on the Campus “H” drive at the following location: *H:\Human Resources\Employment Forms\I-9.pdf*

Please be sure to print pages 1 and 2 of the form and make copies back to back. Page 3, List of Acceptable Documents, must be made available to the employee.

Completing the Employment Eligibility I-9 Form with the employee:

Section 1. Employee Information and Verification.

To be completed and signed by employee at the time employment begins. The department representative cannot complete section 1. for the employee.

- Name (Last, First, MI)
- Maiden Name
- Address (Street Name and Number), Apt., City, State, and Zip Code
- Date of Birth
- Social Security Number (Required for employment)
- Attestation (If “An alien authorized to work...” is checked, employee needs to contact HR to make an appointment to complete I-9.)
- Employee’s Signature
- Date – Must be within 3 business days of date employment begins

Section 2. Employer Review and Verification.

To be completed and signed by employer. Examine one (original) document from List A **OR** examine one (original) document from List B and one (original) document from List C, as listed on the reverse of the form, and record the title, number, and expiration date, if any, of the document(s). The documents produced must match the employee’s name as indicated they indicated in Section 1. Copies of documents do not need to be copied or attached.

- The employer must complete this section after verifying ORIGINAL documents provided by the employee
- The employer cannot specify which documents the employee is to produce. The list of acceptable documents on the back of the form is to be used by the employee as a guide.
- The employer must record in the appropriate list column the title, number, and expiration date, if any, of the document(s)

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Section 2, Continued: Certification Section Completed by Employer:

- Employer prints the employee's start date in the certification statement (optional, can be left blank for State employees)
- Employer signs as Signature of Employer or Authorized Representative
- Employer prints name and enters their title in the appropriate fields
- Employers ensures that the Business or Organization Name and Address is complete as the following: SUNY New Paltz , 1 Hawk Drive, New Paltz, NY 12561
- Employer enters date of employer's signature

Section 3. Updating and Reverification. (HR will complete as appropriate)

Routing of Employment Verification Form I-9:

Completed original I-9 form should be forwarded confidentially to HR in HAB 203.

Questions Regarding Completion of the Document:

Questions regarding the I-9 process should be directed to HR at extension 3170.

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

Form I-9, Employment Eligibility Verification

Please 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 eligible 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
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

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 or national of the United States
- A lawful permanent resident (Alien #) A _____
- An alien authorized to work until _____
(Alien # or Admission #) _____

Employee's Signature	Date (month/day/year)
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Preparer and/or Translator Certification. (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

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: _____	OR	_____	AND	_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____	_____	_____	_____	_____

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 eligible 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)

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)	
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.		
Document Title: _____	Document #: _____	Expiration Date (if any): _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible 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	Date (month/day/year)
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LISTS OF ACCEPTABLE DOCUMENTS

LIST A Documents that Establish Both Identity and Employment Eligibility	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Eligibility
OR		AND
1. U.S. Passport (unexpired or expired)	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. U.S. Social Security card issued by the Social Security Administration <i>(other than a card stating it is not valid for employment)</i>
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 Birth Abroad issued by the Department of State <i>(Form FS-545 or Form DS-1350)</i>
3. An unexpired foreign passport with a temporary I-551 stamp	3. School ID card with a photograph	3. Original or certified copy of a birth certificate issued by a state, county, municipal authority or outlying possession of the United States bearing an official seal
4. An unexpired Employment Authorization Document that contains a photograph <i>(Form I-766, I-688, I-688A, I-688B)</i>	4. Voter's registration card	4. Native American tribal document
5. An unexpired foreign passport with an unexpired Arrival-Departure Record, Form I-94, bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, if that status authorizes the alien to work for the employer	5. U.S. Military card or draft record	5. U.S. Citizen ID Card <i>(Form I-197)</i>
	6. Military dependent's ID card	6. ID Card for use of Resident Citizen in the United States <i>(Form I-179)</i>
	7. U.S. Coast Guard Merchant Mariner Card	7. Unexpired employment authorization document issued by DHS <i>(other than those listed under List A)</i>
	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	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)