



USCIS I-9 Form Processing Guidelines

An original completed Immigration and Naturalization Service (INS) I-9 form must be completed for all employees hired after November 6, 1986. The federal Immigration Reform and Control Act of 1986 requires employers to verify **ALL** new employees' identity and eligibility to work. This is completed by processing an I-9 form. The form can be downloaded from the Human Resources web page at <http://hr.unlv.edu/forms/>.

There are three sections on the I-9 form:

Section 1 - Completed by the **employee** on or before the first day of employment

Section 2 - Completed by **UNLV representative**. This section must be completed within three working days of the employee's first day of employment unless the appointment is three days in length or less. If the appointment is three days in length or less then this section must be completed on or before the employee's first day of employment.

Section 3 - Completed by UNLV representative whenever documents provided as proof of eligibility to work in the U.S. and at UNLV have an expiration date and new documents are required to establish current eligibility. This section is also completed when an employee changes their name. (Contact Human Resources for assistance)

➤ **Section 1**

The employee must:

- ✓ Fill in **all** personal information
- ✓ Check a box for work eligibility
- ✓ Read, sign, and date the form

Note: If you assisted the employee with Section 1 (i.e. typed the name, address, etc.), you must read, fill in information, print name, organization and address, and sign and date in the Preparer/Translator Certification section.

➤ **Section 2**

Employers (UNLV representative) must record:

- ✓ **Complete** document title
- ✓ **Full name** of issuing authority
- ✓ **Complete** document number
- ✓ Expiration date, if any
- ✓ Second document number if applicable
- ✓ Expiration date for second document if applicable
- ✓ Date employment begins (Certification section with spaces for date)

Note: Do not abbreviate document titles, names of issuing authorities, or document numbers. The **full** title, name, and document number, if applicable, must be

included on the form. For example, if a social security card is presented, the information should be listed as Document title: "Social Security Card", Issuing authority depending on when it was issued, could be: "Social Security Administration, Department of Health & Human Services, Department of Homeland Security" etc., Document #: ("complete number"). If a Nevada drivers license is presented it should be listed as Document title: "Drivers license", Issuing authority: "Nevada Department of Motor Vehicles", Document #: ("complete number"), Expiration date: ("full date").

- Departments with remote hires may designate agents such as public notaries to exercise the Section 2 review of documents on their behalf.
- Remember neither the law nor Homeland Security expects or encourages employers to become document experts. The standard for review of documents in the I-9 process is that a given document reasonably appears on its face (1) to be genuine and (2) to relate to the individual who presents it.
- Remember, you cannot ask for specific documents when completing section 2. The best way to approach your employee is to show them the back of the I-9 form that lists the acceptable documents and have them select the documents they want to present for verification purposes.
- Employees must present original documents to UNLV representative. Photocopies are not acceptable. Faxes or copies of documents are not acceptable (Exception: certified copy of birth certificate is acceptable). Laminated copies of original social security cards cannot be used as a valid document to establish employment eligibility.
- Remember to only accept one document from List A **OR** one document each from List B and C. Accepting or requiring more documents than necessary is a violation.
- UNLV representative must sign and date the certification section of the form and provide their complete name, job title and work address. Please be sure to fill in the start date of the employee.
- When submitting an I-9 form to Human Resources, **DO NOT** attach photocopies of document(s) that were viewed to verify work eligibility and identification for Section 2. We do not keep photocopies of these documents, nor should you.

The Immigration Reform and Control Act of 1986 prohibits the University from continuing to employ an individual who has not provided the required documents within three days of the first day of employment or who is not authorized to work. If either scenario proves to be the case and the employee has performed work for the University, the employee must be dismissed from employment immediately and paid for the hours of work performed. Contact Human Resources for assistance with this issue.

If you have any questions on how to complete the I-9 form, please do not hesitate to call Human Resources at 895-3504 for assistance. The Salary Administration staff can assist you.