

Checklist for Completing Form I-9s

The federal government requires employers to ensure that all new employees are legally entitled to work in the United States. To avoid costly penalties, VCU must have in place a process to ensure departments are adhering to federal requirements.

All new and rehired VCU employees must complete the Form I-9, Employment Eligibility Verification, ***on or before the first day of employment***. They must also provide proof of identity and employment eligibility ***within three business days from the first date of employment***. To help ensure compliance, the following checklist has been designed as a guide to be used by departments for the proper completion of each Form I-9.

Section 1. Employee Information & Verification

(Must be completed by employee on or before the first day of employment)

Employee Information

- Employee's first, middle initial, and last name correctly stated.
- Full address, including city, state, and zip code correctly stated.
- Month, day, and year of birth correctly stated.
- Social Security number correctly stated.

Citizenship/Immigration Status

- Status is indicated and correctly stated.
- If employee is a permanent resident, the alien registration number is correctly stated.
- If employee is not a permanent resident but has authorization to work in the U.S., the expiration date of employment authorization and alien or admission number is correctly stated.

Employee's Signature

- Employee's signature correctly stated.
- Month, day, and year of employee's execution of form correctly stated.
- Signed on or before the first day of employment.**

Preparer/Translator Certification

- Signature of preparer/translator correctly stated.
- Name of preparer/translator printed correctly.
- Full address, including city, state, and zip code of preparer/translator correctly stated.
- If Spanish Version of Form I-9, English version completed and submitted with Form I-9.

Section 2. Employer Review, Verification, and Certification

(Must be completed within three days of hire)

Employee must present **originals** of List A document **or** List B **and** List C documents.

List A

- Appropriate document received.

- ___ Document Title correctly stated.
- ___ Document Issuing Authority correctly stated.
- ___ Document Number and expiration date correctly stated. If none, write N/A.
- ___ Receipt showing application for document received (if applicable).

List B

- ___ Appropriate document received.
- ___ Document Title correctly stated.
- ___ Document Issuing Authority correctly stated.
- ___ Document Number and expiration date correctly stated. If none, write N/A.
- ___ Receipt showing application for document received (if applicable).

List C

- ___ Appropriate document received.
- ___ Document Title correctly stated.
- ___ Document Issuing Authority correctly stated.
- ___ Document Number and expiration date correctly stated. If none, write N/A.
- ___ Receipt showing application for document received (if applicable).

Employer's Certification

- ___ Month, day, and year of hire correctly stated.
- ___ Signature of employer's authorized representative correctly stated.
- ___ Name of authorized representative printed correctly.
- ___ Title of authorized representative correctly stated.
- ___ Name of Business or Organization correctly stated (Virginia Commonwealth University).
- ___ Full address, including city, state, and zip code correctly stated (Department Location).
- ___ Month, day, and year of authorized representative's certification correctly stated.
- ___ **Certification signed within three days of hire (first day of employment).**

Section 3. Updating and Reverification *(Must be on or before expiration date)*

- ___ If employee listed an expiration date in Section 1, reverify employment eligibility on or before expiration date.
- ___ If employee has a new name, first, middle initial, and last name correctly stated.
- ___ Month, day, and year of rehire, if applicable, correctly stated.
- ___ Appropriate employment eligibility document received.
- ___ Document Title, Number, and expiration date, if applicable, correctly stated.
- ___ Signature of employer's authorized representative correctly stated.
- ___ Month, day, and year of authorized representative certification correctly stated.

Web Links:

- Federal Form I-9 at <http://www.uscis.gov/files/form/I-9.pdf>.
- For additional employer information about the federal Form I-9, click [here](#).
- Or follow the links on the VCU HR "Forms" page at <http://www.hr.vcu.edu/forms/index.htm> see "E" or "I" (Alphabetical Section) or "Employment" (Service Area Section).