

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 and 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).
- Copied and attached document.

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).
- _____ Copied and attached document.

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).
- _____ Copied and attached document.

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, reverified employment eligibility on or before expiration date.
- _____ Employee's first, middle, and last name written in Section 1.
- _____ 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:

Follow the links on the VCU HR Forms page at <http://www.hr.vcu.edu/forms/> – see “E” or “I” (Alphabetical Section) or “Employment” (Service Area Section).