



## Form I-9 Authorized Representative and E-Verify General User Tip Sheet

### Responsibilities

- Register with USCIS to gain access to the E-Verify system by contacting the Program Administrator (PA). The PA will initiate your online registration and provide you a user name and password.
- Log into your E-Verify account and begin the online tutorial.
- NOTE: Read the [E-Verify User Manual \(August 2016\)](#) and carefully review the following information:
  - Chapter 1 — Introduction
  - Chapter 2 — Initial Verification
  - Chapter 3 — Interim Case Results
  - Chapter 6 — Account Administration
    - Section 6.2 – Change Your Password
- Pass the test for E-Verify certification. Provide a copy of the certification to the PA.
- Complete the Form I-9 Authorized Representative Agreement and E-Verify General User Agreement and submit the agreements to the Division of Human Resources, Salary Administration.
- Ensure the timely completion of all I-9 forms once an offer of employment is accepted. (See procedures below.)
- Perform queries in the E-Verify system upon completion of I-9 forms. Go to the [USCIS web site](#) for further explanation.
- Submit the original, completed I-9 forms, the E-Verify confirmations with the hiring documents to the Division of Human Resources, Salary Administration.

### I-9 and E-Verify Procedures

- Once a job offer is accepted, the hiring unit's authorized representative meets with the new employee to complete the Form I-9 **no later than his/her first day of employment.**
- To establish his/her identity and employment authorization, the new employee must provide **original** documents that are acceptable to the U.S. government for completion of the Form I-9.
- The hiring unit's authorized representative will:
  - ✓ **Review** original documents presented by the employee for validity and authenticity.
  - ✓ **Verify** the consistency/completeness of information entered by the employee in Section 1 of the Form I-9.
  - ✓ **Complete** Section 2 of the Form I-9 and provide copies of any List A documents.
  - ✓ **Enter** the information from the Form I-9 into the E-Verify system, print the E-Verify Confirmation Notice and attach it to the completed Form I-9. The authorized representative must complete the Form I-9 and E-Verify **within three (3) business days of the employee's first day of employment.**
  - ✓ **Provide** the original, completed Form I-9, a copy of the E-Verify Confirmation, and a copy of List A documents when used for verification to the Division of Human Resources.

### Important Information to Remember

- **I-9 Process:** The employee portion of the Form I-9 may be completed as early as the date an offer of employment is accepted, but **must be completed no later than his or her first day of employment. The employer has within three (3) business days of the employee's first day of employment to complete Section II/III. Best practice is to complete the Form I-9 no later than the first day of employment.**
- **E-Verify Process:** Requirements to initiate the E-Verify process include:
  - An offer of employment is accepted.
  - The I-9 Form is completed.
  - The E-Verify process may be completed as early as the date an offer of employment is accepted, but **must be completed no later than the third business day after the employee starts work for pay.**