

## Checklist for Completing the Form I-9

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 a paper Form I-9. **Note:** Paper Form I-9s are only permitted if the employee works at a remote location and cannot bring supporting documents to VCU for review.

### **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 (Required)

#### **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 business days of the employee's start date)

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).
- Attach copy of U.S. Passport or Passport Card, Permanent Resident Card, or Employment Authorization Card, if provided by the employee.

**List B**

- \_\_\_\_\_ Appropriate document received bearing a photograph.
- \_\_\_\_\_ 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 business days of the first day of employment.**

**Section 3.** Updating and Reverifications must be done electronically in the HireRight, Inc. database (*Reverifications must be completed on or before expiration date of current work authorization documents*)

**See also [Handbook for Employers – Instructions for Completing the Form I-9 \(Employment Eligibility Verification Form\)](#).**