

I9 Form and Information

New employees and those rehired after a more than 12 month break in service must complete the Form I9 to verify their identity and work authorization. The form and full instructions are available online via the United States Citizenship and Immigration Services (USCIS) website: <http://www.uscis.gov/files/form/i-9.pdf>.

Basic Instructions for completion:

1. Download the I9 form from the USCIS website: <http://www.uscis.gov/files/form/i-9.pdf>.
2. Complete only page 7. Leave the signature and date field blank for now. If you require a preparer or translator to complete the form, contact the Office of Human Resources on or before your first day of employment.
3. Print only page 7 and 8 of the form.
4. Sign and date page 7 in the Office of Human Resources on or before your first day of employment.
5. Review the list of acceptable documents on page 9 and bring the appropriate document(s) of your choice to the Office of Human Resources no later than your third day of employment (**for those hired less than three days, bring the document(s) on or by your first day of employment**).

Please review the following compliances:

1. Only original documents are acceptable – no copies.
2. Only unexpired documents are acceptable.
3. Contact the Office of Human Resources if you have any questions regarding the list of acceptable documents.