

HireRight's I-9 and E-Verify Solution

Quick Reference Guide

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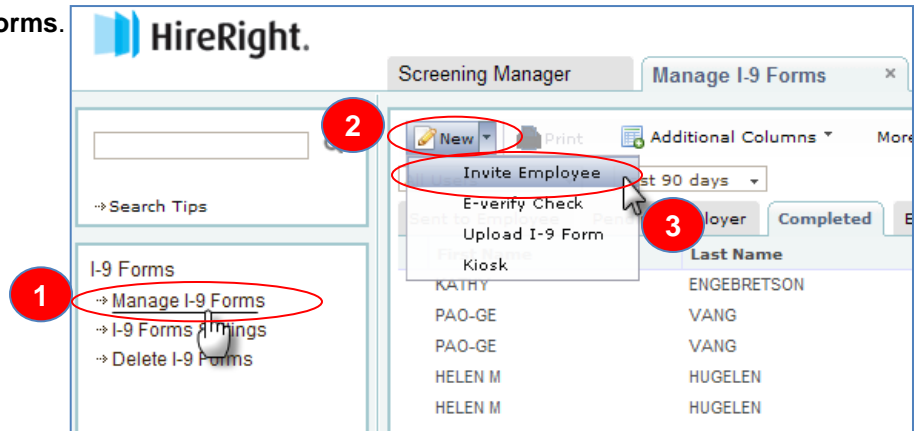
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INVITING THE EMPLOYEE TO COMPLETE SECTION 1 OF THE I-9 FORM

Following are instructions for using the “Invite Employee” option to send the employee an e-mail invitation to fill out the electronic I-9 form.

1. Login to your account and click **Manage I-9 Forms**.
2. Click the **New** pull-down menu.
3. Select the **Invite Employee** button.



The I-9 Employment Eligibility Form displays.

4. Enter the employee's name and email address.

NOTE: While it is not required, it is a recommended best practice to insert the *Employee Start Date* at this time. This will initiate reminder emails to the employee of deadlines and requirements.

5. Some accounts include the “Hiring Manager” feature. This allows you to designate a non-HireRight system user temporary access to complete Section 2 of this specific I-9 form. If you or another system user will be completing Section 2, leave these fields blank.

Notification Options: If you would like to add someone to the list of users who will receive a copy of the notification letters, you may click the [Add User](#) link and make a selection from the list of users in your HireRight account.

6. Click **Submit**.

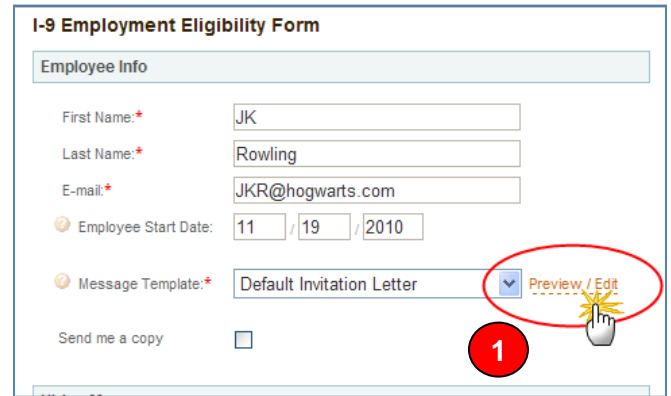
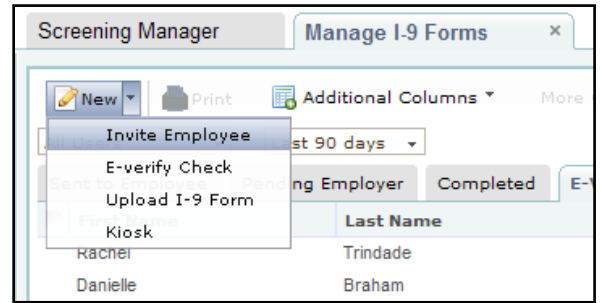
EDITING AND SAVING THE EMPLOYEE E-MAIL INVITATION

During the I-9 Form submission process, users are given the option to send an invitation to applicants to complete Section 1 of the I-9 Form. A default invitation email is included with your I-9 Solution. If users have appropriate permissions, they can view, edit, preview, set a new template as the default Employee Invitation e-mail, as well as delete old templates.

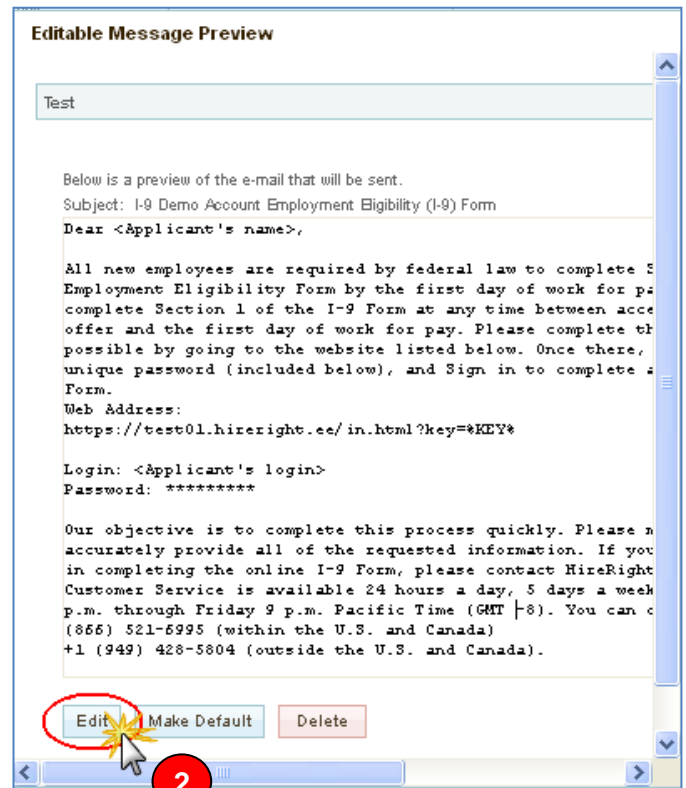
After selecting **Invite Employee** from the **New** pull-down menu, users are asked to fill in Employee Information and send an invitation to the applicant.

To Preview/Edit the Default Invitation Letter:

1. From the I-9 Employment Eligibility Form, click the **Preview/Edit** link.



2. Click the **Edit** button at the bottom of the preview window.



3. Edit the default invitation letter to meet your company's custom needs.

4. Select the *Save as a new template* option and name your new email invitation template.

- To apply your changes to a new "Default Invitation Letter" select the *Save* radio button.

Or

- To apply your edits to this one letter only, select the *Apply changes to this request only* radio button.

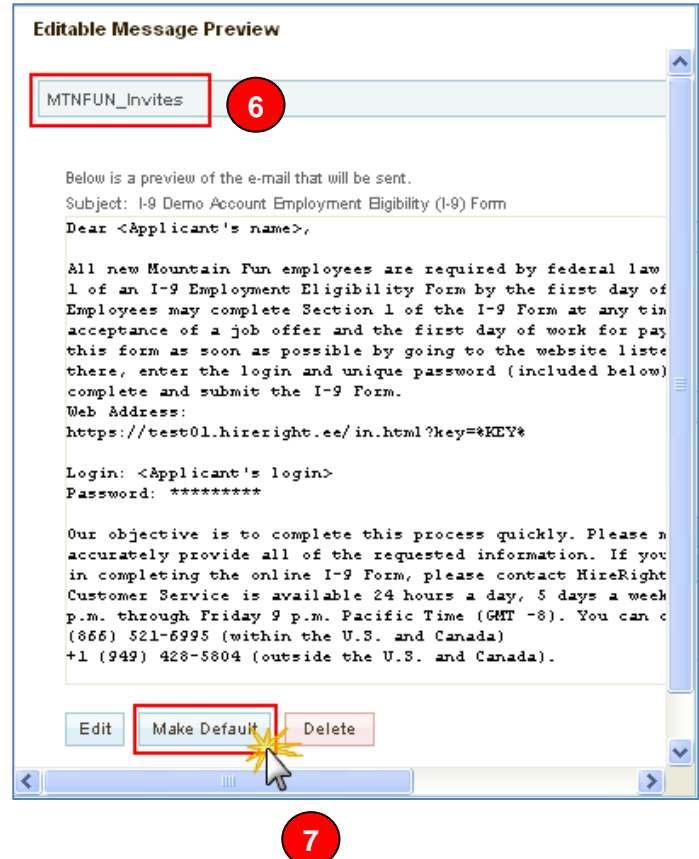
5. Click the **Save** button to save your new invitation letter.



To Save Your New Invitation as the Default

6. Check the filename.

7. Click the **Make Default** button.
At this point you could also delete your new file, or make further edits, if necessary.



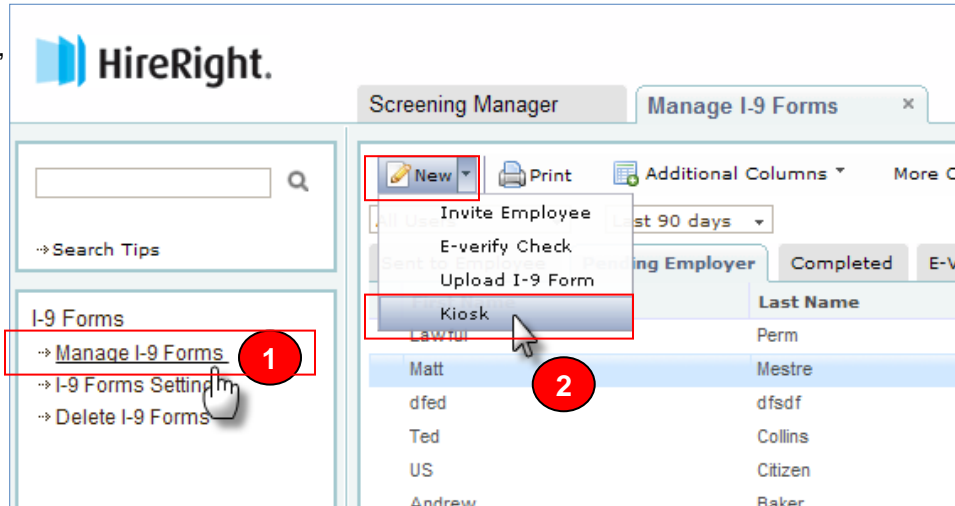
SETTING UP AN I-9 KIOSK LINK

In cases where an employee has limited access to the Internet, you can provide a desktop link at an alternate computer for your employee to be able to access and fill out the forms. In these cases you will need to copy and paste the link to a desktop.

To get the link to an alternate computer, you can email a URL link to an I-9 login page using Kiosk Mode.

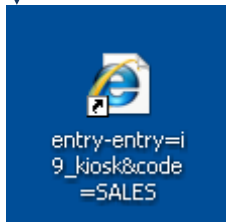
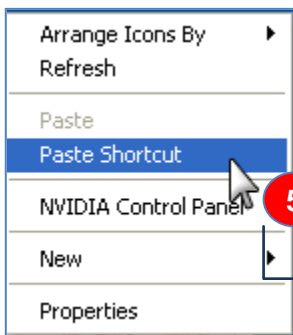
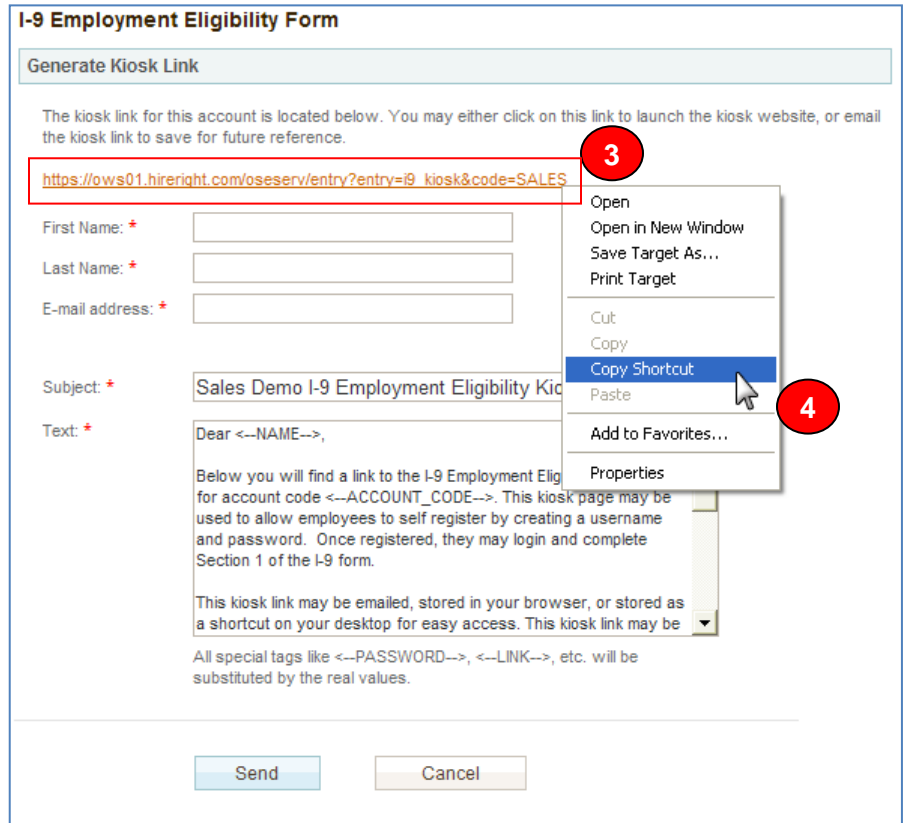
To Setup a Kiosk Link

1. Log in to your account and click **I-9 Forms**, then **Manage I-9 Forms** from the left-side navigation menu.
2. Select **Kiosk** from the **New** pull-down menu.

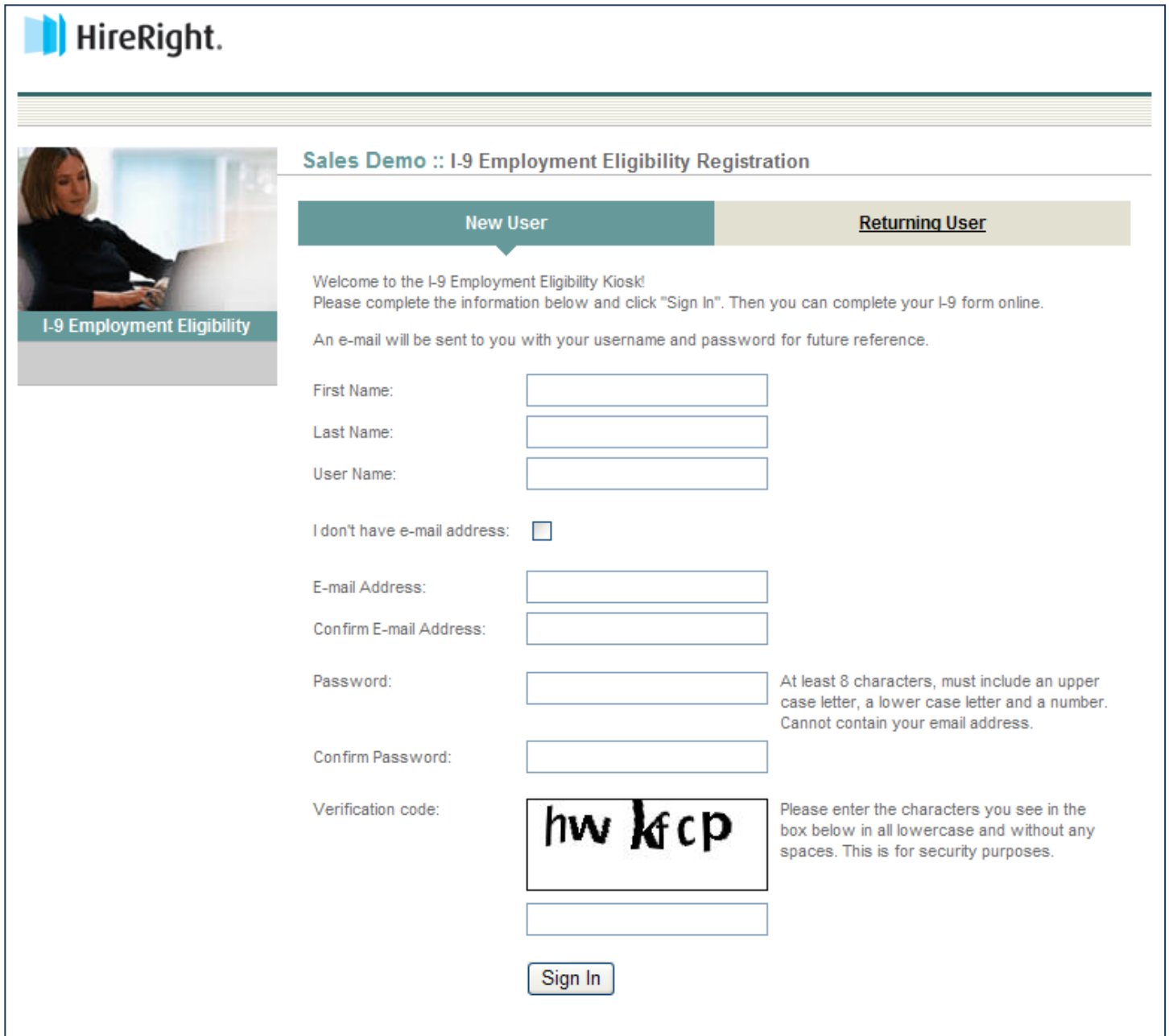


The **Generate Kiosk Link** screen is displayed.

3. Right-click on the web address (URL).
4. Select **Copy Shortcut**.
5. Go to your desktop paste the shortcut for future applicant's use.
OR
Other options are to email the link to yourself, the employee, or to any person that can provide online access.



6. The link takes the employee to a registration page like the one shown below.



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Sales Demo :: I-9 Employment Eligibility Registration

New User **Returning User**

Welcome to the I-9 Employment Eligibility Kiosk!
Please complete the information below and click "Sign In". Then you can complete your I-9 form online.
An e-mail will be sent to you with your username and password for future reference.

I-9 Employment Eligibility

First Name:

Last Name:

User Name:

I don't have e-mail address:

E-mail Address:

Confirm E-mail Address:

Password: At least 8 characters, must include an upper case letter, a lower case letter and a number. Cannot contain your email address.

Confirm Password:

Verification code: Please enter the characters you see in the box below in all lowercase and without any spaces. This is for security purposes.

hw kfc p

Sign In

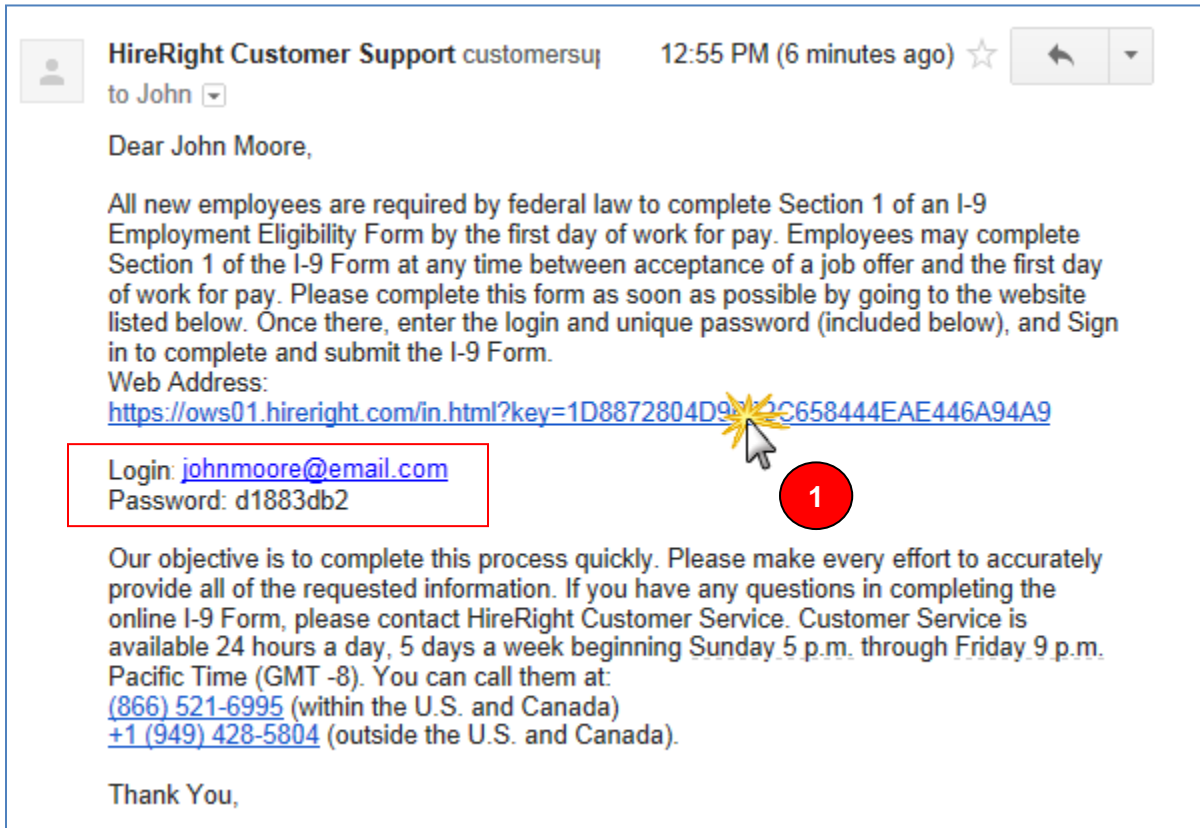
After completing registration, the employee is directed to the I-9 form to complete Section 1.

THE EMPLOYEE EXPERIENCE – COMPLETING SECTION 1

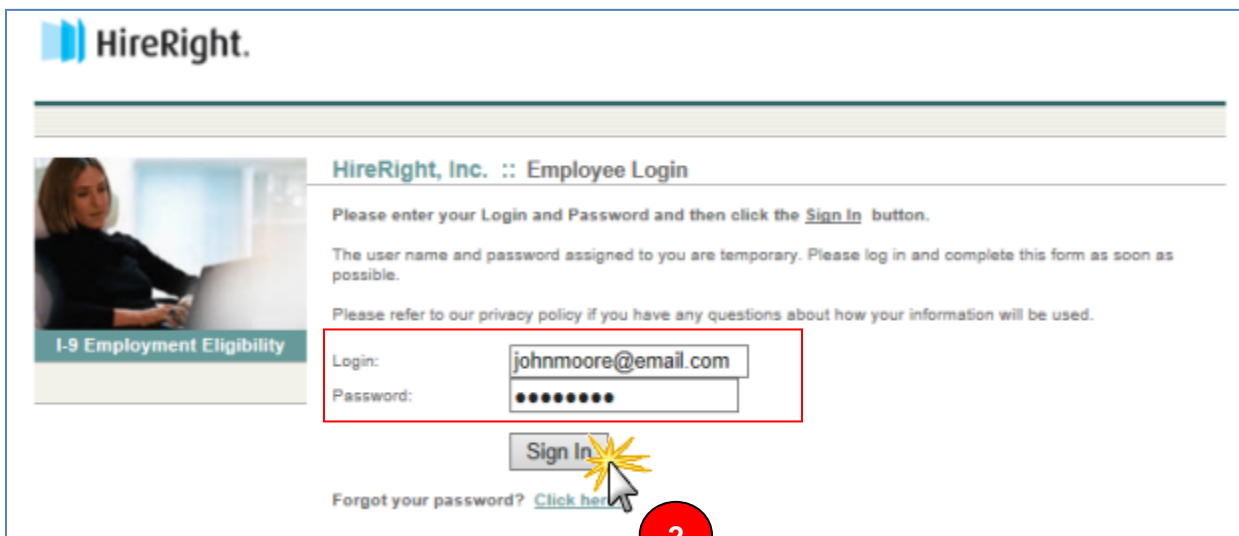
Once an employer has finished the “Invite Employee” process, an email is sent to the employee with a login and password to access Section 1 of the I-9 form. The employee fills in the required information, checks the required authorization checkboxes, provides an electronic signature, and submits it to the HireRight system.

Following is an example of what that process looks like.

1. Employee receives e-mail with link and login information from HireRight:



2. Employee clicks link and logs in:



3. Employee will be prompted to create a unique password for security and privacy purposes.

Change Password

Please change your password to prevent your login credentials from being compromised.

Registered user: [johnmoore@email.com](#)

New Password: At least 8 characters, must include an upper case letter, a lower case letter and a number. Cannot contain your email address.

Retype Password:

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[Privacy/Security](#)

4. Employee is then presented with directions. Once the employee has read the directions they continue by clicking the “Proceed with I-9 Employment Eligibility Form” button.

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Save Form | Print | Clear Form | Help | Live Chat | Change Password | Cancel & Discard | julielambda@cox.net

1 EMPLOYMENT ELIGIBILITY VERIFICATION

- [Directions](#)
- [Employee Information and Attestation Worksheet](#)

Section 1 Review and E-Sign

Employment Eligibility Verification – Directions

All new employees are required by federal law to complete Section 1 of an I-9 Employment Eligibility Form by the first day of work for pay.

Please complete this form as soon as possible. Enter all information on the form. The official Form I-9, Employment Eligibility Verification Instructions are located on the left or by clicking [here](#). The List of Acceptable Documents is also located on the left or by clicking [here](#).

Save Form and Exit

As you are completing the I-9 employment eligibility form, you will have the option of saving your work and exiting at any time by clicking the "Save Form & Exit" link located at the top of every page. You will be able to return to the I-9 employment eligibility verification form later to complete and submit the form.

Signing the I-9 Employment Eligibility Form

When you are finished completing the form, please click the "Electronically Sign" button on the form.

Help

If you have questions about completing the I-9 employment eligibility form, please contact support at customerservice@hireright.com. If you have questions about the content of the I-9 employment eligibility form, please call 1-866-521-6995. Customer Support hours are: Sundays 5:00 PM - Fridays 9:00 PM (Pacific Time).

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5. The employee completes Section 1 by entering his Employee Information and Citizenship or Immigration Status information, and then clicks proceed. All fields indicated with an asterisk are required fields and will throw an error if not completed. Optional fields are not validated.

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Save Form | Print | Clear Form | Help | Live Chat | Change Password | Cancel & Discard | julielambda@cox.net

1 EMPLOYMENT ELIGIBILITY VERIFICATION

✓ [Directions](#)

[Employee Information and Attestation Worksheet](#)

Section 1 Review and E-Sign

[Form I-9 Instructions](#)

[List of Acceptable Documents](#)

[Who is Issued This Document?](#)

[Sample Document Images](#)

[Information on Receipts](#)

Employment Eligibility Verification – Employee Information and Attestation Worksheet

Fields marked with an * are required

This form is being prepared by an individual other than the employee.
(To be completed if section 1 is prepared by a person other than the employee. Please use this option for "Minors" and "Special Placement" situations as well)

Employee Information

Your Last Name: *

Your First Name: *

Your Middle Initial:

Your Other Names Used (if any): 5

Your E-mail Address:

Your Telephone Number: + 1 ext.

Your Country: *

Your Address: *

Your Apt. Number:

Your City: *

Your State: *

Your Zip/Postal Code: *

Your Date of Birth: * / /

Citizenship or Immigration Status

What is your citizenship or immigration status? *

Your Social Security Number: *

I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9. *

[Proceed to Form I-9 Completion](#)

6. Employee then reviews the information entered into the I-9 form.

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Save Form | Print | Clear Form | Help | Live Chat | Change Password | Cancel & Discard

1 EMPLOYMENT ELIGIBILITY VERIFICATION

- ✓ Directions
- ✓ Employee Information and Attestation Worksheet
- **Section 1 Review and E-Sign**

Employment Eligibility Verification – Section 1 Review & E-Sign

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>					
Last Name <i>(Family Name)</i>		First Name <i>(Given Name)</i>		Middle Initial	Other Names Used <i>(if any)</i>
Moore		John			
Address <i>(Street Number and Name)</i>			Apt. Number	City or Town	State Zip Code
123 Maple Street				Albany	OR 97321
Date of Birth <i>(mm/dd/yyyy)</i>	U.S. Social Security Number	E-mail Address		Telephone Number	
//****	111-11-1111				

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States *(See instructions)*
- A lawful permanent resident (Alien Registration Number/USCIS Number) _____
- An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. *(See instructions)*

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____
OR
2. Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. *(See instructions)*

Signature of Employee:	Date <i>(mm/dd/yyyy)</i> :
------------------------	----------------------------

3-D Barcode
Do Not Write in This Space

6

7. Employee must give electronic consent by first entering their full name and date of birth. Depending on your account configuration, the employee may or may not have mouse signature ability. However, all employees must click the attestation statements and click the Electronically Sign button to finish.

Signature of Employee:		Date (mm/dd/yyyy):	
Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)			
I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.			
Signature of Preparer or Translator:		Date (mm/dd/yyyy):	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)	City or Town	State	Zip Code

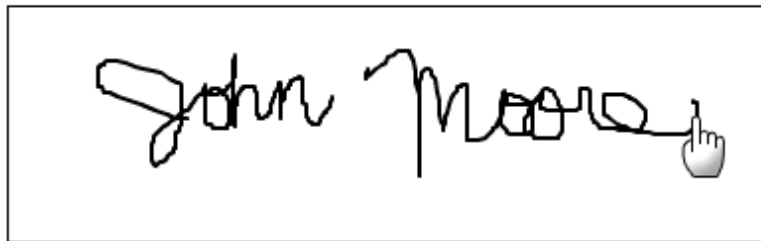
Electronic Signature of Employee

→ Full Name(First & Last): *

E-mail address:

→ Month & date of birth (MMDD): *

Hold down left mouse button and draw your signature below



Not all accounts have "mouse signature" functionality enabled. The employee can still give electronic consent by using the "Electronically Sign" button below.

Clear

- I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form. *
- I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *
- I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employee Information and attestation Worksheet. *
- I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *

All four attestation statement MUST be reviewed and checked off for an electronic signature to be valid.


Back


Electronically Sign

Decline



8. A confirmation message appears. The employee's task is complete. The employer may now find this employee's completed Section 1 under the Pending Employer tab under Manage I-9 Forms of your HireRight account.




Help | Live Chat  Print

Employment Eligibility Verification

Thank You

Thank you for completing your federal I-9 Employment Eligibility Form for I-9 Demonstration Account.

You will need to present your original work authorization documents to your employer. For a list of the documents that are acceptable to present, please click on the List of Acceptable Documents link below.

 The List of Acceptable Documents may be found [here](#).

To print the completed form, please [click here](#).

8

Close

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EMPLOYER REVIEW AND VERIFICATION - COMPLETING SECTION 2

Before completing Section 2, the Employee **MUST** have already completed and signed Section 1.

Employees must present unexpired original documentation that shows their identity and employment authorization. Ensure that any document the employee presents is on the *List of Acceptable Documents* or is an acceptable receipt.

Physically examine each document to determine if it reasonably appears to be genuine and to relate to the employee presenting it. If the employer rejects a document, he or she should allow the employee to present other documentation from the *List of Acceptable Documents*.

To Verify I-9 Docs

1. Login to your account and click **Manage I-9 Forms**.
2. Click on the **Pending Employer** tab.
3. Select the employee record.
4. Right click on the employee record and select **Verify I-9 Docs** from the menu **or** Click on the employee record and select **Verify I-9 Docs** from the **More Options** menu on the toolbar above.

The screenshot shows the 'Screening Manager' interface with the 'Manage I-9 Forms' tab active. The left sidebar has 'I-9 Forms' expanded, with 'Manage I-9 Forms' highlighted (1). The main area shows a table of users with tabs for 'Sent to Employee', 'Pending Employer' (2), 'Completed', 'E-Verify Tentative', 'Pending Info Review', 'Pending Photo Match', and 'Final Non-'. The table has columns for 'First Name', 'Last Name', 'SSN', 'Status', 'Date', and 'Next Action'. A right-click (3) is performed on the 'Barack Obama' record, opening a context menu. The 'Verify I-9 Docs' option (4) is highlighted in the menu. Other options include 'View/Print', 'Send Form', 'Start/Termination Dates', 'Edit Flex Fields', 'Reassign', 'Correct I-9 Form', 'View Audit Trail', 'Resend', 'Set Hiring Manager', 'Delete I-9 form', and 'Flag'.

First Name	Last Name	SSN	Status	Date	Next Action
Barack	Obama	***-**-1111	Pending Employer	10/15/2012	Complete Section 2
George	Jetson		Employer	10/12/2012	Complete Section 2
perm	res		Employer	09/05/2012	Complete Section 2

The Employer Review & Verification Worksheet Opens

The Employer Review & Verification Worksheet Opens

Ensure that any document the employee presents is on the Lists of Acceptable Documents or is an acceptable receipt. Physically examine each document to determine if it reasonably appears to be genuine and to relate to the employee presenting it. Additional guides, including the official I-9 Instructions and the List of Acceptable Documents are available on the left-hand side for your convenience

5. Select the List A or the List B&C tab depending on the document(s) the employee provided. **Employee is required to provide information for either; one document under the tab List A, or a document for each of List B and C.**
6. Select the Document Type(s) that most accurately represents the document(s) the employee provided.

1 EMPLOYMENT ELIGIBILITY VERIFICATION

- ✓ Directions
- ✓ Employee I-9 Information
- **Employer Review and Verification Worksheet**

Section 2 Review and E-Sign

- Form I-9 Instructions
- List of Acceptable Documents
- Who is Issued This Document?
- Sample Document Images
- Information on Receipts

Employment Eligibility Verification – Employer Review & Verification Worksheet

Fields marked with an * are required

Employee Name: John Moore
Citizenship Status: Citizen of the United States

Information Required for I-9 Demonstration Account

Form I-9 - Employment Eligibility Verification - Section 2 - Employer or Authorized Representative Review and Verification

The employee must present original documents, with the exception that the employee may present a certified copy of a birth certificate. The employer must physically examine the actual document or documents presented by the employee and determine if they reasonably appear on their face to be genuine and to relate to the employee presenting them. If the document(s) do not reasonably appear on their face to be genuine or to relate to the person presenting them, the employer must not accept them. In such circumstances, the employer should allow the employee to choose any other document(s) the employee wants to present from the "Lists of Acceptable Documents" for review and, if appropriate, acceptance, by the employer.

This employer participates in the federal employment eligibility program called E-Verify. The E-Verify program requires that you may only accept List B documents that have a photograph. Please ensure that the new hire shows you a document with a photograph and select below which document they showed to you. Please note that all documents presented by the new hire must be unexpired.

List A | **List B & C**

Document B

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

Note: This employer participates in E-Verify. Any List B document presented to an employer participating in E-Verify MUST contain a photo.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Type: Driver's license

State: * Oregon

Document Title * Oregon Drivers License

Issuing Authority: * Oregon Department of Motor Vehicles

I have reviewed the document presented by the employee and confirm that the Issuing Authority as reflected on the employee's document matches exactly the Issuing Authority presented above. *

I have reviewed the document presented by the employee and the Issuing Authority as reflected on the employee's document does not match exactly the Issuing Authority presented above. I will type the Issuing Authority as reflected on the employee's document in the space above. *

Document #: * A1234567 [Format help](#)


Expiration Date (if any): 12 / 30 / 2018 I certify the document the employee presented does not have an expiration date

7. Enter the required information indicated by the red asterisk (*): State, Document Title, Issuing Authority, Document Number(s) and Expiration Date (if any) from the original document(s) the employee presented. Document Title and Issuing Authority must be typed exactly as it appears on the face of the document.

Repeat steps 6 and 7 for Document C if you chose List B&C in Step 5 above.

Document C

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Type: Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States  **6**

Document Title:

Issuing Authority:

I have reviewed the document presented by the employee and confirm that the Issuing Authority as reflected on the employee's document matches exactly the Issuing Authority presented above. *

I have reviewed the document presented by the employee and the Issuing Authority as reflected on the employee's document does not match exactly the Issuing Authority presented above. I will type the Issuing Authority as reflected on the employee's document in the space above. *

Document #:

Expiration Date (if any): / / I certify the document the employee presented does not have an expiration date

Employment Information

I attest under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee and that the information entered above reflects the information that appears on the original document(s) presented by the employee. I certify that the information entered above can be used to complete Section 2 of the I-9 form. * **8**

Employee Start Date: / /

Business Name:

Your First Name:

Your Last Name:

Title:

Email Address:


Business Address *

Address:

City:

State:

Zip/Postal Code:

 **10**

- 8.** Click the “I attest under penalty of perjury, that I have examined the documents presented by the above-named employee.....” Box.
- 9.** Enter or confirm “Employment” information not already pre-populated in the **Employment Information** area.
- 10.** Click “Proceed to Form I-9 Completion”.

11. Review Section 2 Information

Save Form | Print | Clear Form | Help | Live Chat | Cancel & Discard

1 EMPLOYMENT ELIGIBILITY VERIFICATION

- ✓ [Directions](#)
- ✓ [Employee I-9 Information](#)
- ✓ [Employer Review and Verification Worksheet](#)
- [Section 2 Review and E-Sign](#)

Employment Eligibility Verification – Section 2 Review & E-Sign

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: **Moore John**

List A Identity and Employment Authorization	OR List B Identity	AND List C Employment Authorization
Document Title: Issuing Authority: Document Number: Expiration Date (if any) (mm/dd/yyyy):	Document Title: Oregon Driver's License Issuing Authority: Oregon Department of Motor Vehicles Document Number: A1234567 Expiration Date (if any) (mm/dd/yyyy):	Document Title: Social Security Card Issuing Authority: Social Security Administration Document Number: Expiration Date (if any) (mm/dd/yyyy):
Document Title: Issuing Authority: Document Number: Expiration Date (if any) (mm/dd/yyyy):	<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>3-D Barcode Do Not Write in This Space</p> </div>	
Document Title: Issuing Authority: Document Number: Expiration Date (if any) (mm/dd/yyyy):		

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 12/21/2013 (See instructions for exemptions.)

Signature of Employer or Authorized Representative		Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Lee			Recruiter	
Last Name (Family Name)		First Name (Given Name)		Employer's Business or Organization Name
Lee		Annabelle		I-9 Demonstration Account
Employer's Business or Organization Address (Street Number and Name)			City or Town	State
2100 Main Street, Suite 400			Irvine	CA
				Zip Code
				92614

12. Enter your Full Name – the email address will be pre-populated and validated upon submission.

13. Read and check the four attestation statement checkboxes.

Electronic Signature of Employer

Full Name(First & Last): * 12

E-mail address:

Hold down left mouse button and draw your signature below

Clear

CERTIFICATION - I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed documents(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. *

I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employee Information and Attestation Worksheet. *

I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *

I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *

14

14. Click the **Electronically Sign** button to finish. The I-9 form is electronically stored in your account.

A confirmation message appears. →

NOTE FOR E-VERIFY CUSTOMERS:

If E-Verify is part of your I-9 solution, the following will also occur:

- Employee data is automatically sent to the Department of Homeland Security (DHS) for verification.
- The DHS will respond with a case number.
- Report will display a unique DHS Case Number and status.
- The DHS will typically provide a response within 5 minutes, with one of two types of results:
 - i. **Tentative Non-Confirmation** – requires additional steps for verifying employee’s authorization to work
 - ii. **Authorized**

Help | Live Chat | Print

I-9 Employment Eligibility Form

Thank You

Thank you for your submission for John Moore.

Order Details	
Electronic I-9 Form	Submitted
E-Verify Case Status	Submitted

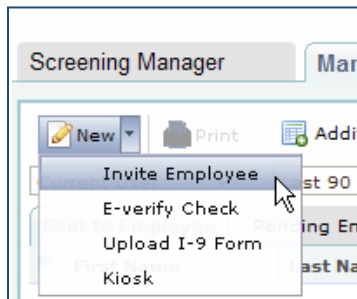
DESIGNATING A HIRING MANAGER TO COMPLETE SECTION 2

Federal law requires that the employee completes Section 1 of the I-9 Form by his or her first day of work for pay. Employees may complete Section 1 at any time between acceptance of a job offer and their first day of work for pay.

The job of the “Hiring Manager” is to ensure that the employee completes Section 1 of the I-9 Form in time, and that you review the employee’s document and complete Section 2 of the I-9 Form within three (3) business days of the first day of work for pay.

EXAMPLE: If the employee begins work on Monday, you **MUST** complete Section 2 by Thursday.

The term Hiring Manager is used as a generic term for the person who will be validating the employee’s I-9 Section 2 documentation (from Lists A or B and C). When a user invites an employee to complete Section 1, the Hiring Manager option will display if the permission is enabled for the account.

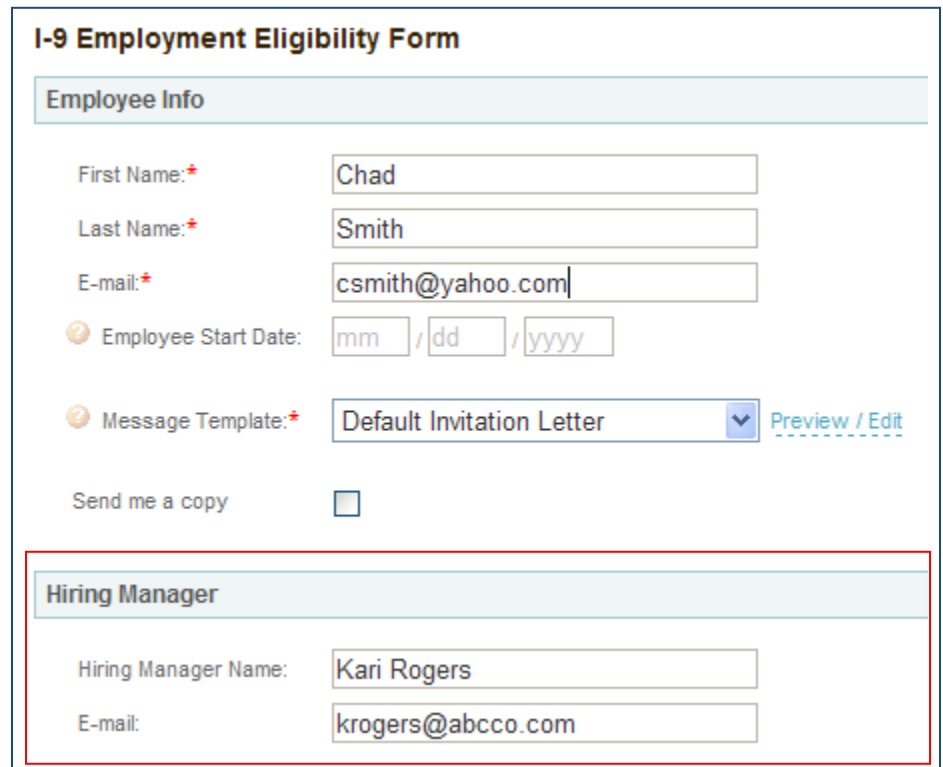


The Hiring Manager field allows you to grant a **non-HireRight user or an existing HireRight user** temporary access to complete Section 2 for this specific I-9 form.

If you enter a name and email address in the Hiring Manager fields, that person will be sent a notification once the employee has completed Section 1 of the electronic I-9 form. The Hiring Manager will then use the information provided in the email to access and complete Section 2 of the electronic I-9.

The request will go to the Pending Employer tab once Section 1 is completed. The I-9 Form Initiator, and any other user with applicable permissions, will be able to view the status of the I-9 Form.

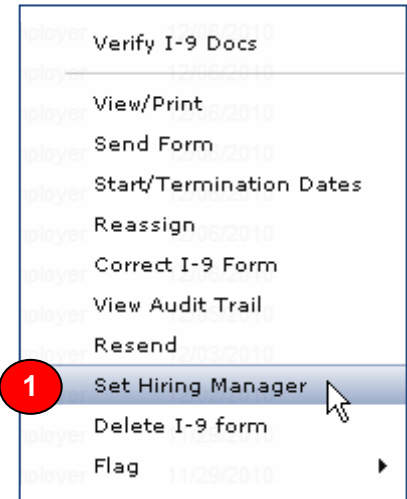
(See the Job Aid entitled “Hiring Manager Access and I-9 Form Completion” for more information on what the process will be for the Hiring Manager upon receipt of the email notification.)

A screenshot of the "I-9 Employment Eligibility Form". The form is divided into two main sections: "Employee Info" and "Hiring Manager". The "Employee Info" section includes fields for First Name (Chad), Last Name (Smith), E-mail (csmith@yahoo.com), Employee Start Date (mm/dd/yyyy), and Message Template (Default Invitation Letter). There is also a checkbox for "Send me a copy" and a "Preview / Edit" link. The "Hiring Manager" section, which is highlighted with a red border, includes fields for Hiring Manager Name (Kari Rogers) and E-mail (krogers@abcco.com).

In certain circumstances, a user may wish to designate a Hiring Manager to an I-9 form later after the I-9 Form process has been initiated.

To Set a Hiring Manager:

1. Right click on the desired record and select "Set Hiring Manager."



2. Enter a Hiring Manager name and E-Mail address.

I-9 Employment Eligibility Form

Set Hiring Manager

Employee: Jane Smith
Initiating Requestor: Dan Doss
Created: 12/06/2010

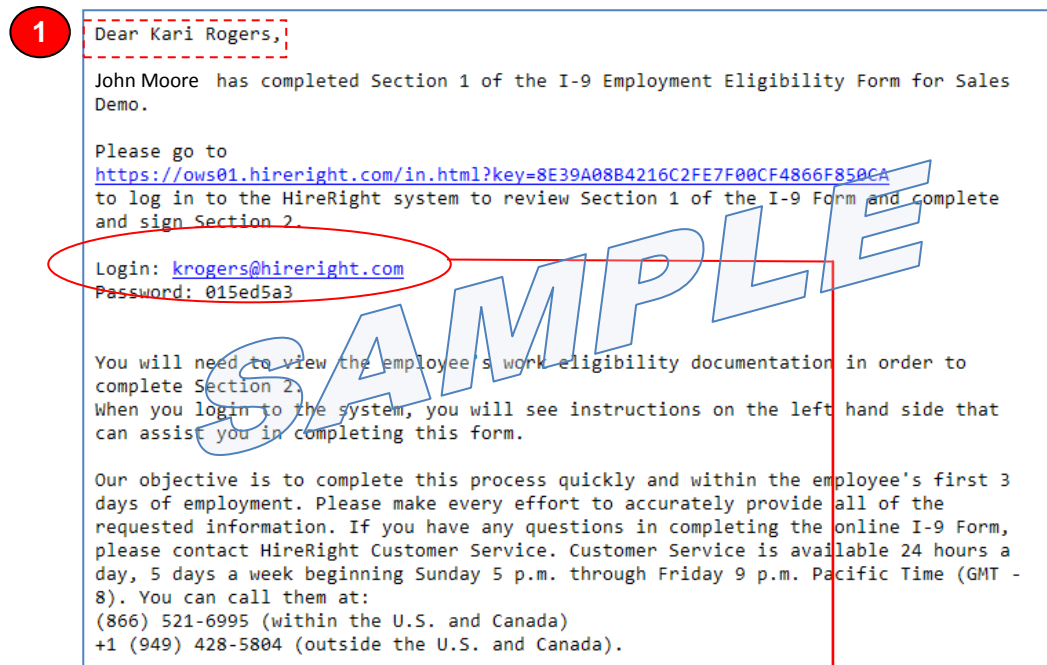
Name:

E-mail:

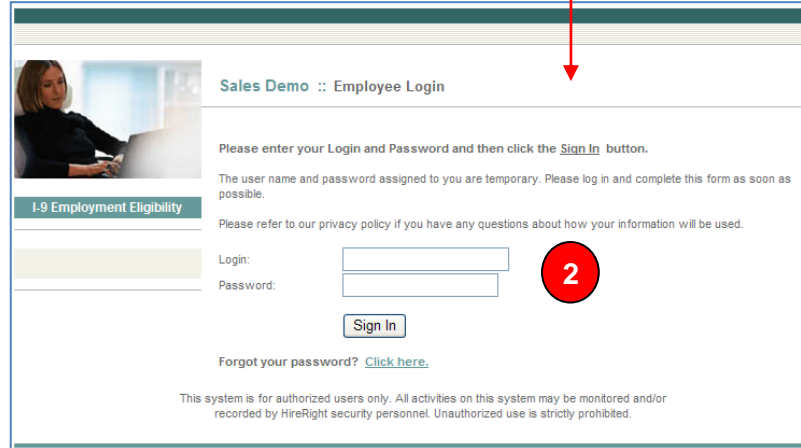
3. Click Submit.

HIRING MANAGER ACCESS AND COMPLETION OF SECTION 2

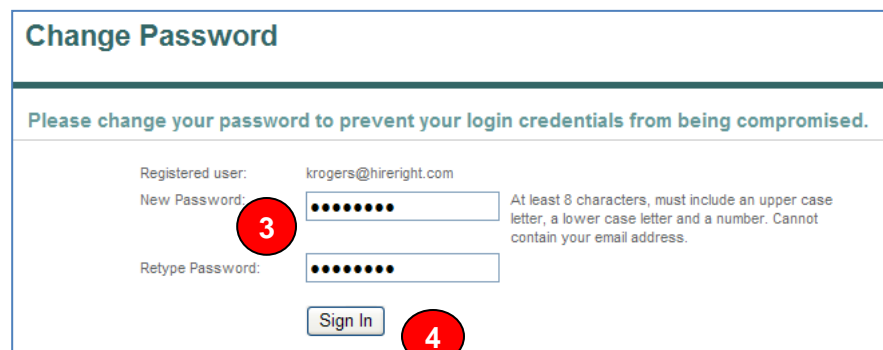
1. The Hiring Manager (Kari Rogers in the sample below) is advised via email that the employee has completed Section 1 of the electronic I-9 form. The Hiring Manager uses the information provided to access and complete Section 2 of the electronic I-9.



2. The Hiring Manager accesses the form using the Employee information contained in the email:



3. The Hiring Manager resets the password to securely access and complete the Employer section of the online form.
4. Click **Sign In** to complete Section 2.



The Employer Review & Verification Worksheet Opens

Ensure that any document the employee presents is on the Lists of Acceptable Documents or is an acceptable receipt. Physically examine each document to determine if it reasonably appears to be genuine and to relate to the employee presenting it. Additional guides, including the official I-9 Instructions and the List of Acceptable Documents are available on the left-hand side for your convenience

5. Select the List A or the List B&C tab depending on the document(s) the employee provided. **Applicant is required to provide information for either; one document under the tab List A, or a document for each of List B and C.**
6. Select the Document Type(s) that most accurately represents the document(s) the employee provided.

1 EMPLOYMENT ELIGIBILITY VERIFICATION

- ✓ Directions
- ✓ Employee I-9 Information
- **Employer Review and Verification Worksheet**

Section 2 Review and E-Sign

[Form I-9 Instructions](#)

[List of Acceptable Documents](#)

[Who is Issued This Document?](#)

[Sample Document Images](#)

[Information on Receipts](#)

Employment Eligibility Verification – Employer Review & Verification Worksheet

Fields marked with an * are required

Employee Name: John Moore
Citizenship Status: Citizen of the United States

Information Required for I-9 Demonstration Account

Form I-9 - Employment Eligibility Verification - Section 2 - Employer or Authorized Representative Review and Verification

The employee must present original documents, with the exception that the employee may present a certified copy of a birth certificate. The employer must physically examine the actual document or documents presented by the employee and determine if they reasonably appear on their face to be genuine and to relate to the employee presenting them. If the document(s) do not reasonably appear on their face to be genuine or to relate to the person presenting them, the employer must not accept them. In such circumstances, the employer should allow the employee to choose any other document(s) the employee wants to present from the "Lists of Acceptable Documents" for review and, if appropriate, acceptance, by the employer.

This employer participates in the federal employment eligibility program called E-Verify. The E-Verify program requires that you may only accept List B documents that have a photograph. Please ensure that the new hire shows you a document with a photograph and select below which document they showed to you. Please note that all documents presented by the new hire must be unexpired.

List A **List B & C**

Document B

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

Note: This employer participates in E-Verify. Any List B document presented to an employer participating in E-Verify MUST contain a photo.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Type:

State: *

Document Title *

Issuing Authority: *

I have reviewed the document presented by the employee and confirm that the Issuing Authority as reflected on the employee's document matches exactly the Issuing Authority presented above. *

I have reviewed the document presented by the employee and the Issuing Authority as reflected on the employee's document does not match exactly the Issuing Authority presented above. I will type the Issuing Authority as reflected on the employee's document in the space above. *

Document #: * [Format help](#)

Expiration Date (if any): / / I certify the document the employee presented does not have an expiration date

7. Enter the required information indicated by the red asterisk (*): State, Document Title, Issuing Authority, Document Number(s) and Expiration Date (if any) from the original document(s) the employee presented. Document Title and Issuing Authority must be typed exactly as it appears on the face of the document.

Repeat steps 6 and 7 for Document C if you chose List B&C in Step 5 above.

Document C

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Type:

Document Title:

Issuing Authority:

I have reviewed the document presented by the employee and confirm that the Issuing Authority as reflected on the employee's document matches exactly the Issuing Authority presented above. *

I have reviewed the document presented by the employee and the Issuing Authority as reflected on the employee's document does not match exactly the Issuing Authority presented above. I will type the Issuing Authority as reflected on the employee's document in the space above. *

Document #:

Expiration Date (if any): / / I certify the document the employee presented does not have an expiration date

Employment Information

I attest under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee and that the information entered above reflects the information that appears on the original document(s) presented by the employee. I certify that the information entered above can be used to complete Section 2 of the I-9 form. *

Employee Start Date: / /

Business Name:

Your First Name:

Your Last Name:

Title:

Email Address:

Business Address *

Address:

City:

State:

Zip/Postal Code:

8. Click the "I attest under penalty of perjury, that I have examined the documents presented by the above-named employee....." Box.
9. Fill in all any missing "Employment" information not already pre-populated in the **Employment Information** area.
10. Click "**Proceed to Form I-9 Completion**".

11. Review Section 2 Information

Save Form | Print | Clear Form | Help | Live Chat | Cancel & Discard

1 EMPLOYMENT ELIGIBILITY VERIFICATION

- ✓ [Directions](#)
- ✓ [Employee I-9 Information](#)
- ✓ [Employer Review and Verification Worksheet](#)
- [Section 2 Review and E-Sign](#)

Employment Eligibility Verification – Section 2 Review & E-Sign

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: **Moore John**

List A Identity and Employment Authorization	OR	List B Identity	AND List C Employment Authorization
<p>Document Title:</p> <p>Issuing Authority:</p> <p>Document Number:</p> <p>Expiration Date (if any) (mm/dd/yyyy):</p>		<p>Document Title: Oregon Driver's License</p> <p>Issuing Authority: Oregon Department of Motor Vehicles</p> <p>Document Number: A1234567</p> <p>Expiration Date (if any) (mm/dd/yyyy):</p>	<p>Document Title: Social Security Card</p> <p>Issuing Authority: Social Security Administration</p> <p>Document Number:</p> <p>Expiration Date (if any) (mm/dd/yyyy):</p>
<p>Document Title:</p> <p>Issuing Authority:</p> <p>Document Number:</p> <p>Expiration Date (if any) (mm/dd/yyyy):</p>		<div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <p>3-D Barcode Do Not Write in This Space</p> </div>	
<p>Document Title:</p> <p>Issuing Authority:</p> <p>Document Number:</p> <p>Expiration Date (if any) (mm/dd/yyyy):</p>			

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): **12/21/2013** (See instructions for exemptions.)

Signature of Employer or Authorized Representative		Date (mm/dd/yyyy)	Title of Employer or Authorized Representative		
			Recruiter		
Last Name (Family Name)	First Name (Given Name)	Employer's Business or Organization Name			
Lee	Annabelle	I-9 Demonstration Account			
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	Zip Code	
2100 Main Street, Suite 400		Irvine	CA	92614	

12. Enter your Full Name

13. Check the four attestation checkboxes.

Electronic Signature of Employer

Full Name(First & Last): *

E-mail address:

Hold down left mouse button and draw your signature below

NOTE: Some accounts will NOT have the mouse signature functionality enabled, however, by clicking the four attestation buttons and the **Electronically Sign** button below, the document will be considered "SIGNED."

Clear

CERTIFICATION - I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed documents(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. *

I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employee Information and Attestation Worksheet. *

I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *

I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *

14. Click the **Electronically Sign** button to finish. The I-9 form is electronically stored in your account.

NOTE FOR E-VERIFY CUSTOMERS:

If E-Verify is part of your I-9 solution, the following will also occur:

- Employee data is automatically sent to the Department of Homeland Security (DHS) for verification.
- The DHS will respond with a case number.
- Report will display a unique DHS Case Number and status.
- The DHS will typically provide a response within 5 minutes, with one of two types of results:
 - iii. **Tentative Non-Confirmation** – requires additional steps for verifying employee’s authorization to work
 - iv. **Authorized**

RECEIPTS FOR LOST, STOLEN, OR DAMAGED DOCUMENTS

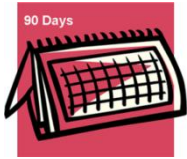
When an employee is unable to present a required document (or documents), the employee can present an acceptable "receipt" in lieu of a document from the Lists of Acceptable Documents.

This functionality only covers a receipt showing that the employee has applied to replace a document that was lost, stolen, or damaged per USCIS guidelines. Please refer to the "Information on Receipts" link on the left hand side of the page in Section 2 or Section 3 for additional guidelines.

Receipts for a replacement of lost, stolen, or damaged documents can be presented by all employees. A receipt fulfills the verification requirements of the document for which the receipt was issued (can be List A, List B, or List C) and is valid 90 days from date of hire or, for reverification, the date employment authorization expires. At the end of the receipt validity period, the employee must present the actual document for which the receipt was issued.

1. If you are presented with a receipt that meets the above requirements, simply check the check box indicating "The employee has presented a Receipt for the replacement of a lost, stolen, or damaged document" for the List A, List B, or List C document that was presented by the employee. Complete the rest of Section 2, electronically sign, and click submit.

List A	List B & C
Document A	
Employers or their authorized representative must complete and sign Section 2 within 3 business days of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the " Lists of Acceptable Documents " on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.	
<input checked="" type="checkbox"/> The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document. The receipt is valid for 90 days from the date of hire	
Document ¹	U.S. Passport or U.S. Passport Card
Document Title *	
Issuing Authority: * ²	
<input checked="" type="radio"/> I have reviewed the document presented by the employee and confirm that the Issuing Authority as reflected on the employee's document matches exactly the Issuing Authority presented above.	
<input type="radio"/> I have reviewed the document presented by the employee and the Issuing Authority as reflected on the employee's document does not match exactly the Issuing Authority presented above. I will type the Issuing Authority as reflected on the employee's document in the space above.	
Document #: * ²	
Expiration Date (if any): *	<input type="text"/> / <input type="text"/> / <input type="text"/> <input type="checkbox"/> The document the employee presented does not have an expiration date



At this time a timer is started. The employee now has 90 days to bring in a hard copy of an original acceptable document.



After 60 days, a reminder email message will be sent to the employer saying that they have 30 days remaining.



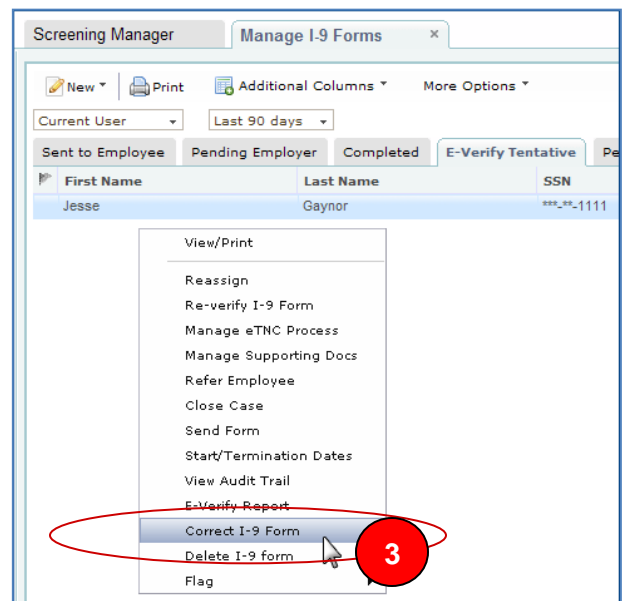
If your company participates in E-Verify, and if the employee presents a receipt showing that he or she applied to replace a document that was lost, stolen or damaged, a case **cannot** be created in E-Verify. You must wait until the employee presents the actual document for which the receipt was presented before you can create a case in E-Verify for the employee.

- Notice that when you view the Electronic I-9 Form (by right-clicking and selecting “View/Print”) you’ll see the word **Receipt** in red, indicating that a receipt was accepted in lieu of an original. The expiration date will display the expiration date of the receipt (90 days after the employee’s start date).

Section 2. Employer or Authorized Representative Review and Verification			
<i>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)</i>			
Employee Last Name, First Name and Middle Initial from Section 1: Lambla Thomas			
List A Identity and Employment Authorization		OR	List B Identity
AND		List C Employment Authorization	
Document Title:	Issuing Authority:	Document Title:	Document Title:
US Govt - Department of State		Issuing Authority:	Issuing Authority:
Document Number: 123456789 RECEIPT		Document Number:	Document Number:
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy):
Document Title:			

- When the employee presents the actual document, use the “**Correct I-9 Form**” command to open the employee’s I-9 Form and correct Section 2.

Note: The “Corrections” User Permission must be enabled



4. Check the box next to “**Actual document presented**”, and enter a new document number and expiration date. Then click “Next.”

List A
List B & C

Document A

Employers or their authorized representative must complete and sign Section 2 within 3 business days of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the “[Lists of Acceptable Documents](#)” on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

**The employee presented a RECEIPT on Section 2.
Please select the checkbox below once the employee presents the actual document.**

Actual document presented

Document #:

Document #:

Issuing Authority: *

I have reviewed the document presented by the employee and confirm that the Issuing Authority as reflected on the employee's document matches exactly the Issuing Authority presented above.

I have reviewed the document presented by the employee and the Issuing Authority as reflected on the employee's document does not match exactly the Issuing Authority presented above. I will type the Issuing Authority as reflected on the employee's document in the space above.

Document #: *

Expiration Date (if any): * The document the employee presented does not have an expiration date

NOTE:
A red message will initially be displayed, indicating that the system is still waiting for an actual document to be presented.

5. Review the information in the Correction Review page. Notice the old value, and the new value indicating your changes.
 - If an E-Verify case is not needed, then click “**Submit Changes.**”
 - For E-Verify Users: If you need to create an E-Verify case for this employee, click “**Save and Run E-Verify.**”

Employment Eligibility Verification – Correction Review

Correction Review

Please review the changes you have made carefully. Once you are sure you want to accept these changes and update this I-9 form, click Submit Changes. If you do not wish to commit these changes, click Cancel.

If you wish to go back to the previous page and update your corrections, click on menu to the left.

Field	Old Value	New Value
Document A: Receipt Presented	Receipt	Document
Document A: Expiration Date(U.S. Passport or U.S. Passport Card):Document #		08/16/2013

5

Additional Info

The Electronic I-9 Form will also be updated. The red "Receipt" text will be removed and the new expiration date will be included from the Actual Document.

Section 2. Employer or Authorized Representative Review and Verification		
<i>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)</i>		
Employee Last Name, First Name and Middle Initial from Section 1: Lambla Thomas		
List A Identity and Employment Authorization	OR	List B Identity
Document Title:		Document Title:
Issuing Authority: US Govt - Department of State		Issuing Authority:
Document Number: 123456789		Document Number:
Expiration Date (if any)(mm/dd/yyyy): 08/16/2013		Expiration Date (if any)(mm/dd/yyyy):
AND	List C Employment Authorization	
	Document Title:	Document Title:
	Issuing Authority:	Issuing Authority:
	Document Number:	Document Number:
	Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy):

The I-9 Audit Trail will record everything that is required by USCIS to properly document receipts for lost, stolen, or damaged documents.

I-9 Employment Eligibility Form		
Audit Trail		
Below you will find the list of actions and any changes made for this I-9 form.		
Date	Action	Who
04/24/2013	Section 1 Submitted	Thomas Lambla (New Hire)
04/24/2013	Section 2 Submitted	Gary Johnson
04/24/2013	Employee presented a RECEIPT for Document: U.S. Passport or U.S. Passport Card	Gary Johnson
04/24/2013	Employee presented an Actual Document: U.S. Passport or U.S. Passport Card	Gary Johnson
04/24/2013	Form Corrections	Gary Johnson
Field	Old Value	New Value
Document A: Receipt Presented	Receipt	Document
Document A: Expiration Date(U.S. Passport or U.S. Passport Card):Document #		08/16/2013
<input type="button" value="Print"/> <input type="button" value="Close"/>		


INSTRUCTIONS FOR NOTARIES – COMPLETING SECTION 2

An I-9 Form is required to be completed for every new employee by the federal government in order to comply with employment eligibility law. The form must be completed by all employees when starting a new job.

The new employee has already completed Section 1 of the form. Notaries are often asked to complete Section 2 of the form when the employee is not located close to their employer. This document explains how to complete the form.

Completing Section 2 of the Form I-9

- The employee will present you with a paper copy of the Form I-9. Section 1 (Page 1) will already be completed.

	Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services	USCIS Form I-9 OMB No. 1615-0047 Expires 03/31/2016				
<p>>START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.</p>						
<p>Section 1. Employee Information and Verification (Employees must complete and sign Section 1 of form I-9 no later than the first day of employment, but not before accepting a job offer.)</p>						
Last Name (Family Name) Cliff		First Name (Given Name) Andy		Middle Initial B	Other Names Used (if any)	
Address (Street Number and Name) 21 Canyon Dr.			Apt. Number	City or Town Costa Mesa		State CA
Date of Birth (mm/dd/yyyy) **/**/****		U.S. Social Security Number 111-11-1111		E-mail Address andybcliff@gmail.com		Zip Code 92627
						Telephone Number +1 (714) 501 5088
<p>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</p> <p>I attest, under penalty of perjury, that I am (check one of the following):</p> <p><input checked="" type="checkbox"/> A citizen of the United States</p> <p><input type="checkbox"/> A noncitizen national of the United States (See instructions)</p> <p><input type="checkbox"/> A lawful permanent resident (Alien Registration Number/USCIS Number) _____</p> <p><input type="checkbox"/> An alien authorized to work until (expiration date, if applicable - month/day/year) _____. Some aliens may right "N/A" in this field. (See instructions)</p> <p>For Aliens authorized to work, provide you Alien Registration Number/USCIS Number OR Form I-94 Admission Number:</p> <p>1. Alien Registration Number/USCIS Number: _____</p> <p style="text-align: center;">OR</p> <p>2. Form I-94 Admission Number: _____</p> <p>If you obtained you admission number from CBP in connection with your arrival in the United States, include the following:</p> <p>Foreign Passport Number: _____</p> <p>Country of Issuance: _____</p> <p>Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)</p>						
Signature of Employee: Andy Cliff					Date (mm/dd/yyyy): 04/10/2013	
<p>Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)</p> <p>I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.</p>						
Signature of Preparer or Translator:					Date (month/day/year):	
Last Name (Family Name)			First Name (Given Name)			
Address (Street Number and Name)			City or Town		State	Zip Code
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> 3-D Barcode Do Not Write in This Space </div>						
<p style="text-align: center;">Form I-9 03/08/13 N Page 1 of 2</p>						

Completing Section 2 of the Form I-9

- The employee will present you with documents that authorize them to work in the United States. Please complete Section 2 based on the documentation provided by the Employee. Please see the attached **List of Acceptable Documents** to identify which documents are List A, List B and List C.

NOTE: Issuing Authority is the organization that issued the document (for example, the Department of Motor Vehicles for a Driver's License).

- In the **CERTIFICATION** section, enter the **Employee's Start Date** (you may need to ask the employee for this date). Sign and print your name and provide your business information, as you are the person completing the form.

Optionally, you can provide your Notary stamp on the form.

- Give the completed form to the employee.

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of employment. You must physically examine one document from list A OR examine a combination of one document from list B and one document from list C as listed on the "List of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: Cliff Andy B

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: United States Passport		Document Title:		Document Title:
Issuing authority: US Govt - Department of State		Issuing authority:		Issuing authority:
Document Number: C12345654		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy): 12/31/2015		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:		<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>3-D Barcode Do Not Write in This Space</p> </div>		
Issuing authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (month/year): 05/01/2013 (See instructions for exemptions.)

Signature of Employer or Authorized Representative Peter Sizov		Date (mm/dd/yyyy) 04/10/2013	Title of Employer or Authorized Representative HireRight Software Developer	
Last Name (Family Name) Sizov	First Name (Given Name) Peter	Employer's Business or Organization Name I-9 Demo Account		
Employer's Business or Organization Address (Street Number and Name) 5151 California Ave		City or Town Irvine	State CA	Zip Code 92618

Section 3. Updating and Reverification (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial B. Date of rehire (if applicable)(mm/dd/yyyy):

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title:	Document Number:	Expiration Date (if any)(mm/dd/yyyy):
-----------------	------------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative:
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Form I-9 03/08/13 N

Page 2 of 2

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

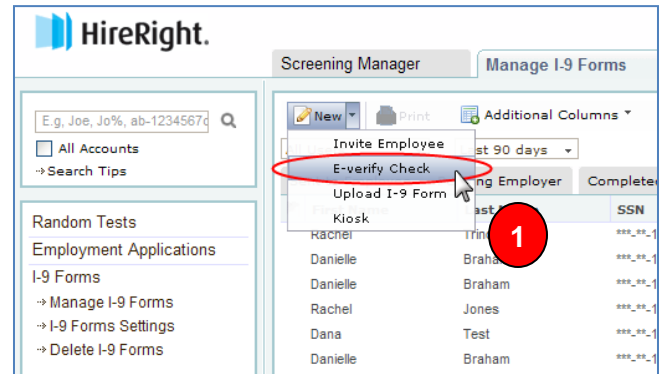
Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

SUBMITTING AN E-VERIFY (ONLY) CHECK

For employers that do not need to initiate an I-9 but do need to run an E-Verify Check.

To Submit an E-Verify Check

1. From the **Manage I-9 Forms** tab, select the **E-Verify Check** menu option from the *New* pull-down menu.



2. Working from the paper I-9 form completed by the Employee, enter the information from the paper form.

The screenshot shows the 'Employment Eligibility Verification - Employee I-9 Information' form. It is divided into several sections:

- Warning:** A yellow box with the text: "Please note that by completing the form below you are performing an E-Verify Check ONLY. Employers must still complete Form I-9 for each newly hired employee."
- Employee Information:** A section with a red border containing fields for: Employee Last Name, Employee First Name, Employee Middle Initial, Employee Other Names Used (if any), Employee E-mail Address, Employee Telephone Number, and Employee Date of Birth. A red circle with the number '2' is placed over the Employee First Name field.
- Citizenship or Immigration Status:** A section with a red border containing a pull-down menu for 'What is the employee's citizenship or immigration status?' (set to 'Citizen of the United States') and a text field for 'Employee's Social Security Number' (set to '111-11-1111'). A red circle with the number '3' is placed over the Social Security Number field.
- Employer Review:** A section with a red border containing two radio buttons: 'List A' and 'List B & C'. The 'List B & C' option is circled in red, and a red circle with the number '4' is placed over it.

3. Enter the employees **Citizen or Immigration Status** by using the pull-down menu.

4. Select **List A** or **List B&C**.

- Enter all required information. Fields indicated by a red asterisk are required fields.

5

Document B

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "[Lists of Acceptable Documents](#)" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

Note: This employer participates in E-Verify. Any List B document presented to an employer participating in E-Verify MUST contain a photo.

Document Type:

State: *

Document Title *

Issuing Authority: *

I have reviewed the document presented by the employee and confirm that the Issuing Authority as reflected on the employee's document matches exactly the Issuing Authority presented above. *

I have reviewed the document presented by the employee and the Issuing Authority as reflected on the employee's document does not match exactly the Issuing Authority presented above. I will type the Issuing Authority as reflected on the employee's document in the space above. *

Document #: * [Format help](#)

Document Expiration Date: / / I certify the document the employee presented does not have an expiration date

Document C

Document Type:

Document Title *

Issuing Authority: *

I have reviewed the document presented by the employee and confirm that the Issuing Authority as reflected on the employee's document matches exactly the Issuing Authority presented above. *

I have reviewed the document presented by the employee and the Issuing Authority as reflected on the employee's document does not match exactly the Issuing Authority presented above. I will type the Issuing Authority as reflected on the employee's document in the space above. *

Document #: *

Document Expiration Date: / / I certify the document the employee presented does not have an expiration date

Employee Start Date: * / /

Termination Date: / /

Additional Fields

Visa Type: *

Submit I-9 Verification

- Click **Submit I-9 Verification**. Information will be submitted to E-Verify for verification and a record can be found.

A NEW employee record is created and placed in the Completed tab. Notice the E-Verify Status is "In Progress."

Screening Manager		Manage I-9 Forms	
Current User		Last 90 days	
Sent to Employee	Pending Employer	Completed	E-Verify Tentative
Pending Info Review		Pending Photo Match	
Last Name	First Name	Type	E-Verify Status
Draper	LeAnn	I-9 Form Upload	In Progress

What Happens Next?

- E-Verify will respond with a unique Case Number.
- The E-Verify report will display the Case Number and status.
- E-Verify will typically provide a response within 15 seconds.

Results

E-Verify will respond with one of two types of results:

- **Tentative** – requires additional steps for verifying an Employee’s authorization to work
- **Final** – E-Verify has made a final determination status

Possible Statuses

- **Final:**
 - ✓ Employment Authorized
 - ✓ DHS/SSA Final Non-Confirmation
 - ✓ DHS/SSA Employment Non-Authorized
 - ✓ DHS/SSA No-Show
- **Temporary:**
 - ✓ DHS/SSA Tentative Non-Confirmation
 - Please reference the “How to Handle a Tentative Non-Confirmation Status” Job Aid for further instructions.
 - ✓ DHS/SSA Tentative Non-Confirmation – Photo Mismatch
 - Please reference the “E-Verify Photo Tool” Job Aid for further instructions.
 - ✓ DHS/SSA Verification in Process
 - Note: This status means that additional time is needed from E-Verify to provide a final status. No action is needed on your part at this time in the process.
 - ✓ DHS/SSA Case in Continuance
 - Note: This status means that additional time is needed from E-Verify to provide a final status. No action is needed on your part at this time in the process.
 - ✓ DHS/SSA Institute Additional Verification
 - Note: This status means that E-Verify has instituted additional verification procedures to verify the new hire’s employment eligibility and that resolution of the status may take some extra time. No action is needed on your part at this time in the process.

USING HIRERIGHT'S E-VERIFY PHOTO MATCHING TOOL

As mandated by the U.S. Department of Homeland Security, all customers using HireRight's E-Verify solution are required to conduct an E-Verify Photo Match when certain documents are provided.

What does the E-Verify Photo Matching Tool do?

Using HireRight's E-Verify Photo Matching Tool, you will be verifying that the photo displayed in E-Verify is identical to the photo on the document that the employee presented to you in Section 2 of the I-9 Form. Once E-Verify is initiated, a window will appear that prompts users to compare the photo on the employee's documentation with a photo displayed on HireRight's E-Verify screen. This helps ensure that the documents provided are valid.

The photo matching prompt automatically occurs when an employee presents any of the following documents as proof of employment eligibility:

- U.S. Passport or Passport card - active for HireRight customers on 4/29/2011
- Permanent Resident Card (Form I-551) - active for HireRight customers on 12/3/2010
- Employment Authorization Document (Form I-766) - active for HireRight customers on 12/3/2010

The screenshot shows a web form with two tabs: "List A" and "List B & C". Under "List B & C", there is a section titled "Document A". The text reads: "Employers or their authorized representative must complete and sign Section 2 within 3 business days of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the 'Lists of Acceptable Documents' on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any."

There is a checkbox with a warning icon: "The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document." Below this is a "Document Type:" dropdown menu with "Permanent Resident Card or Alien Registration Receipt Card (Form I-551)" selected. A red oval highlights this dropdown. Below the dropdown is a red warning message: "Citizenship and/or immigration status noted by the employee in Section 1 of the Form I-9 is inconsistent with the documents selected to complete Section 2 of the Form I-9. Please examine the document(s) to ensure they reasonably appear on their face to be genuine and to relate to the person presenting them. If so, proceed by asking the employee to clarify and/or correct the discrepancy, if any. See Matrix for additional explanation."

Below the warning are input fields for "Document Title *", "Issuing Authority: *", "Document # *", and "Expiration Date (if any): *". The values entered are "Permanent Resident", "Department of Homeland Security", "123456789", and "12 / 12 / 2025". There is also a checkbox: "The document the employee presented does not have an expiration date".

A red arrow points to a red-bordered box at the bottom containing the text: "This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document."

When the employee presents one of the above documents and the I-9 Form information entered by the employer matches DHS records, the employee's photo automatically displays on HireRight's E-Verify screen.

NOTE: If an employee presents a U.S. Passport (or Passport Card), Permanent Resident Card, or Employment Authorization Document, E-Verify requires that **the employer must make a copy of that document and keep it on file with the I-9 Form.** If you prefer to not keep a paper copy, you may scan and upload a PDF file to the HireRight system using the Manage Supporting Documents feature (provided this permission is activated for your account).

Avoiding Discrimination

Employees have the right to present any acceptable documentation to complete the I-9 Form. Employers may not require an employee to present a specific document. Employers must accept the documents the new employee chooses to present as long as they appear to be genuine and relate to the person presenting them. Otherwise, employers may violate federal law prohibiting discrimination in the verification process.

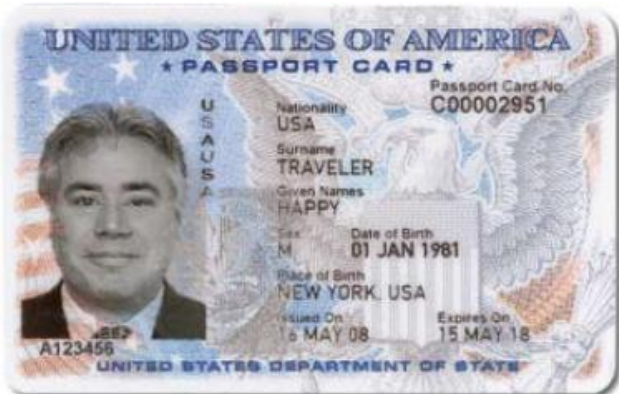
Sample Document Images

Note: Images may vary from documents shown here based on document issue date.

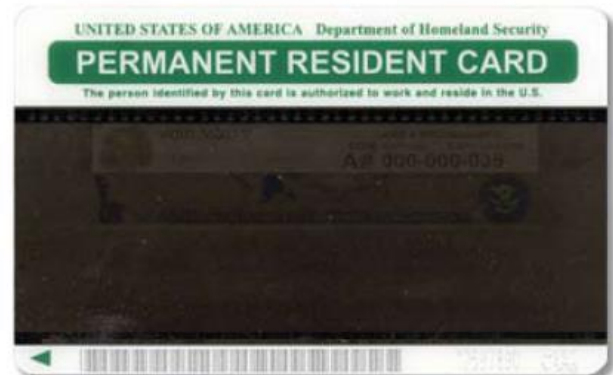
- U.S. Passport



- U.S. Passport Card



- I-551 (Permanent Resident Card)



- Form I-766 (Employment Authorization Card)



E-Verify Photo Matching Tool Process

1. In HireRight's I-9 and E-Verify interface, photomatching may be required when an employee presents one of the following documents in Section 2:

- U.S. Passport or Passport card - active for HireRight customers on 4/29/2011
- Permanent Resident Card (Form I-551) - active for HireRight customers on 12/3/2010
- Employment Authorization Document (Form I-766) - active for HireRight customers on 12/3/2010

NOTE: As of 12/3/2010, Alien number (#) will no longer be accepted as a Document number (#) for I-551 and I-766 documents that are entered within the HireRight E-Verify system.

List AList B & C

Document A

Employers or their authorized representative must complete and sign Section 2 within 3 business days of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "[Lists of Acceptable Documents](#)" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Type: Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

Citizenship and/or immigration status noted by the employee in Section 1 of the Form I-9 is inconsistent with the documents selected to complete Section 2 of the Form I-9. Please examine the document(s) to ensure they reasonably appear on their face to be genuine and to relate to the person presenting them. If so, proceed by asking the employee to clarify and/or correct the discrepancy, if any. See [Matrix](#) for additional explanation.

Document Title * Permanent Resident

Issuing Authority: * Department of Homeland Security

Document #: * 123456789

Expiration Date (if any): * 12 / 12 / 2025 The document the employee presented does not have an expiration date

This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document.

2. An E-Verify Photo Match is activated once you click "**Submit I-9 Verification**"

Employer Review

Document Title: * I-766 (Employment Authorization)

Document #: * AJX3214567894

Document Expiration Date: * 01 / 01 / 2020

Employee Start Date: * 12 / 23 / 2010

2 Submit I-9 Verification

Once the E-Verify Check is initiated, a screen will return from E-Verify that includes a photograph (usually within 15 seconds). Simply compare the photo displayed by E-Verify to the photo on the employee's document and determine if the photos are reasonably identical. This means that the photos should be identical, but you should take into account minor variances in shading and detail between the two photos based upon the age and wear of the employee's document, the quality of your computer monitor, and the watermark on the photo in E-Verify to protect it from unlawful use.

SAMPLE RETURNED MESSAGE FROM E-VERIFY (USUALLY WITHIN 15 SECONDS.)

I-9 Employment Eligibility Form

E-Verify Photo Matching and Comparison

E-Verify has returned a photograph of your new employee edede3 edede.

Please compare the photo displayed below from E-Verify to the photo on the document the employee presented in Section 2 to determine if the photos are reasonably identical. The photos should be identical but you should take into account minor variances in shading and detail based upon the age and wear of the document and the quality of your computer display.

Please Note: Do NOT compare the photo displayed by E-Verify to the employee directly - this step was already completed during Section 2.



Does the photograph above match the photograph on the document presented by the employee?

Yes No **3**

Submit **4**

3. Select **Yes** or **No** to the question: "Does the photograph above match the photograph on the documented presented by the employee?"
 - Yes- the photo on the employee's document matches the photo displayed by E-Verify. Clothing, hair style, facing direction and appearance on the card should be identical to the photo displayed by E-Verify.
 - No - the photo on the employee's document is not identical to the photo displayed in E-Verify.

NOTE: If 'No Photo on this Document' appears, select Yes.

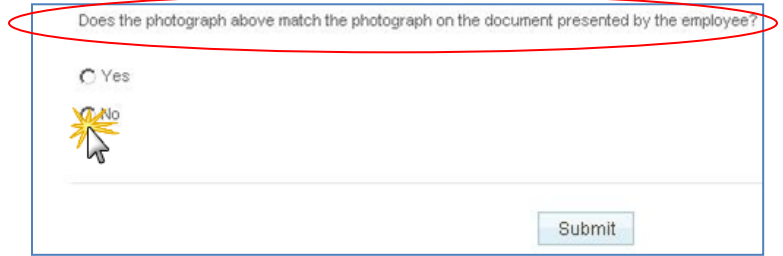
Do not compare the photo displayed by E-Verify to the employee directly. The direct comparison between the document and the individual happens during Section 2 of the I-9 Form completion, prior to using E-Verify.

4. Click **Submit** once you have verified that the photograph on the screen matches the photograph given to you.

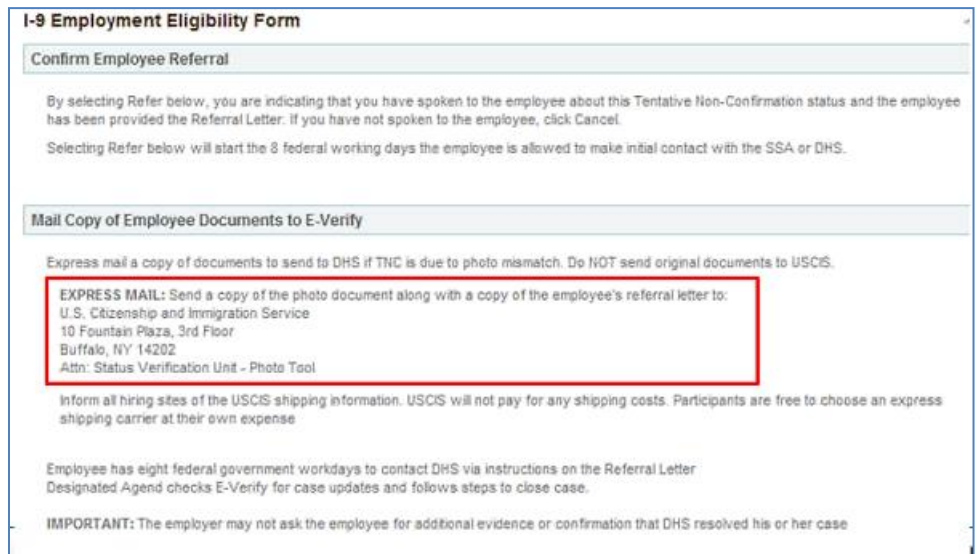
Don't Get Stuck! – Some Troubleshooting Tips

What If the Photos Don't Match?

In the cases when the photo that is returned to you from E-Verify doesn't match the photo that was given to you by the employee, you must select **NO** when prompted "Does the photograph above match the photograph on the document presented by the employee?"



In these cases, E-Verify may return a Tentative Non-Confirmation (TNC) for this employee. When you refer the employee through the TNC process, you will be instructed to **send photocopies** of the document and physically mail them to USCIS. Instructions are displayed for you when you refer the employee within the HireRight system.



Document # vs. Alien #*

The **Document number** (shown as Card # on the Employment Authorization Card) should be three (3) letters followed by ten (10) numbers, and the alien number is a nine (9) digit number typically found on the card as A#. As of 12/3/2010, Alien number (#) will no longer be accepted as a Document number (#) for I-551 & I-766.

Document Numbers

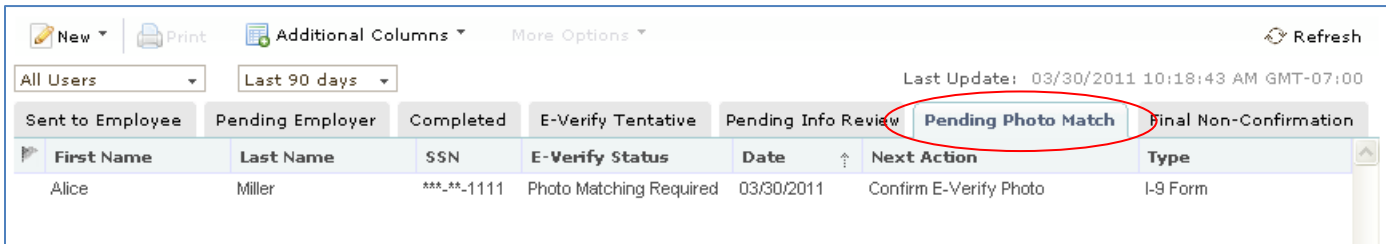


* Images may vary from documents shown here based on document issue date.

What if the Photo Match screen never appears or my browser crashes?

Large document sizes can cause timeouts. On occasion, the E-Verify service may be delayed in returning the photo. A message regarding a timeout could appear on the Thank You page, or an email notification may be sent to alert you of a Pending Photo Match that has not yet been completed.

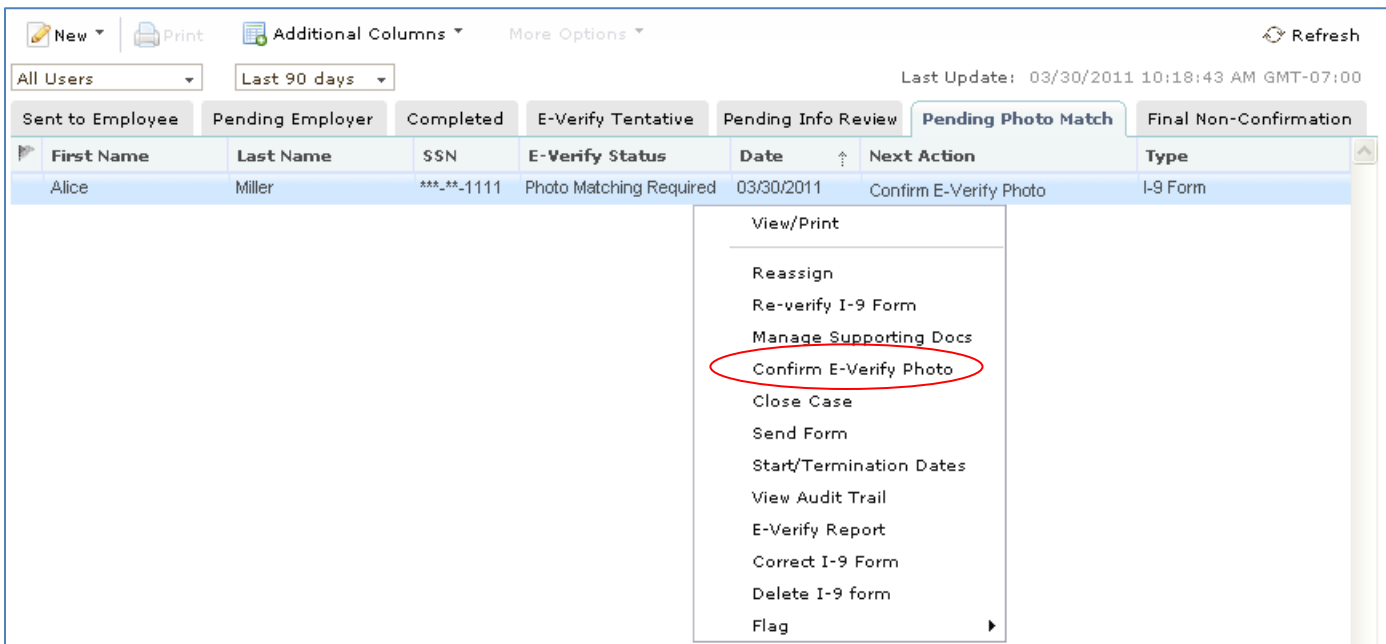
There is a corresponding E-Verify “work queue” tab on the Manage I-9 Forms Dashboard; named *Pending Photo Match*.



New Print Additional Columns More Options Refresh						
All Users		Last 90 days		Last Update: 03/30/2011 10:18:43 AM GMT-07:00		
Sent to Employee	Pending Employer	Completed	E-Verify Tentative	Pending Info Review	Pending Photo Match	Final Non-Confirmation
First Name	Last Name	SSN	E-Verify Status	Date	Next Action	Type
Alice	Miller	***-**-1111	Photo Matching Required	03/30/2011	Confirm E-Verify Photo	I-9 Form

Pending Photo Match

In order to continue processing the E-Verify check for this employee, right click and select “Confirm E-Verify Photo” to re-start the E-Verify photo matching process.



New Print Additional Columns More Options Refresh						
All Users		Last 90 days		Last Update: 03/30/2011 10:18:43 AM GMT-07:00		
Sent to Employee	Pending Employer	Completed	E-Verify Tentative	Pending Info Review	Pending Photo Match	Final Non-Confirmation
First Name	Last Name	SSN	E-Verify Status	Date	Next Action	Type
Alice	Miller	***-**-1111	Photo Matching Required	03/30/2011	Confirm E-Verify Photo	I-9 Form

- View/Print
- Reassign
- Re-verify I-9 Form
- Manage Supporting Docs
- Confirm E-Verify Photo
- Close Case
- Send Form
- Start/Termination Dates
- View Audit Trail
- E-Verify Report
- Correct I-9 Form
- Delete I-9 form
- Flag

Review E-Verify Information Process

In some instances, a case status of 'Review E-Verify Information' occurs and you will see a screen appear to review and update the employee's information. This means that a discrepancy was found in the information that was submitted compared to the information that is maintained in the E-Verify database.

A 'Review E-Verify Information' occurs for reasons including typographical errors and/or incorrect information provided on the I-9 Form. You are required to review the data in the screen provided, correct the information if necessary, and resubmit to E-Verify.

I-9 Employment Eligibility Form

Review E-Verify Information: Confirm information is correct

Please check the information below to ensure it is correct. Make any updates as necessary.

Last Name: *

First Name: *

Middle Initial:

Maiden Name:

Social Security Number: *

Date of Birth: * / /

What if the screen never appears or my browser crashes during this process?

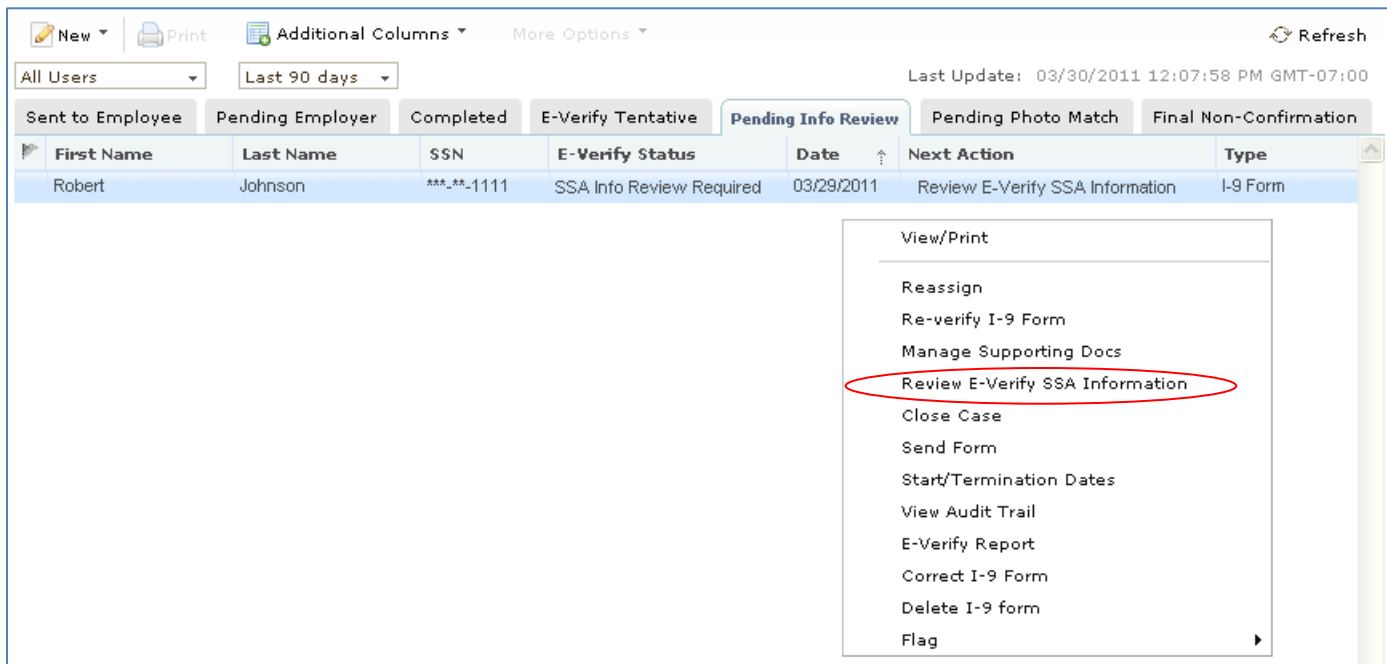
On occasion, if the E-Verify service experiences problems in returning the 'Review E-Verify Information' screen, the process will time-out. In the event should this occur, an email notification will be sent to alert you of a Pending E-Verify Information Review.

There is a corresponding E-Verify "work queue" tab on the Manage I-9 Forms Dashboard; named *Pending Info Review*.

New Print Additional Columns More Options Refresh							
All Users		Last 90 days		Last Update: 03/30/2011 11:37:24 AM GMT-07:00			
Sent to Employee	Pending Employer	Completed	E-Verify Tentative	Pending Info Review	Pending Photo Match	Final Non-Confirmation	
First Name	Last Name	SSN	E-Verify Status	Date	Next Action	Type	
Robert	Johnson	***-**-1111	SSA Info Review Required	03/29/2011	Review E-Verify SSA Information	I-9 Form	

Pending Info Review

In order to continue processing the E-Verify check for this employee, right click and select “Review E-Verify SSA/DHS Information” to re-start the ‘Review E-Verify Information’ process.



The screenshot shows a web application interface for E-Verify. At the top, there are navigation options: 'New', 'Print', 'Additional Columns', and 'More Options'. A 'Refresh' button is in the top right. Below this is a filter section with 'All Users' and 'Last 90 days' dropdowns, and a 'Last Update: 03/30/2011 12:07:58 PM GMT-07:00' timestamp. The main area is a table with columns: 'First Name', 'Last Name', 'SSN', 'E-Verify Status', 'Date', 'Next Action', and 'Type'. The table has one row for 'Robert Johnson' with SSN '***.**-1111', 'E-Verify Status' 'SSA Info Review Required', 'Date' '03/29/2011', 'Next Action' 'Review E-Verify SSA Information', and 'Type' 'I-9 Form'. A context menu is open over the row, listing actions: 'View/Print', 'Reassign', 'Re-verify I-9 Form', 'Manage Supporting Docs', 'Review E-Verify SSA Information' (circled in red), 'Close Case', 'Send Form', 'Start/Termination Dates', 'View Audit Trail', 'E-Verify Report', 'Correct I-9 Form', 'Delete I-9 form', and 'Flag'.

First Name	Last Name	SSN	E-Verify Status	Date	Next Action	Type
Robert	Johnson	***.**-1111	SSA Info Review Required	03/29/2011	Review E-Verify SSA Information	I-9 Form

Once You Click Submit

Employee data is automatically sent to E-Verify.

- E-Verify will respond with a unique Case Number.
- The E-Verify report will display the Case Number and status.
- E-Verify will respond with one of two types of statuses:
 1. **Temporary** – A temporary status DOES NOT mean that the employee is not authorized to work. Temporary statuses require additional action from the employer to address the status to the employee and the employee has to then follow up with DHS or SSA. The employee CAN continue to work while the temporary status is being resolved.
 2. **Final** – Final statuses indicate whether or not the employee is legally authorized to work in the United States. The employee will either continue to work or be terminated based upon a final status.

NOTE: If the status is temporary, use the instructions provided and the letter templates linked in the E-Verify Report to guide the employee in initiating a resolution. See the Tentative Non-Confirmation Job Aids for more information.

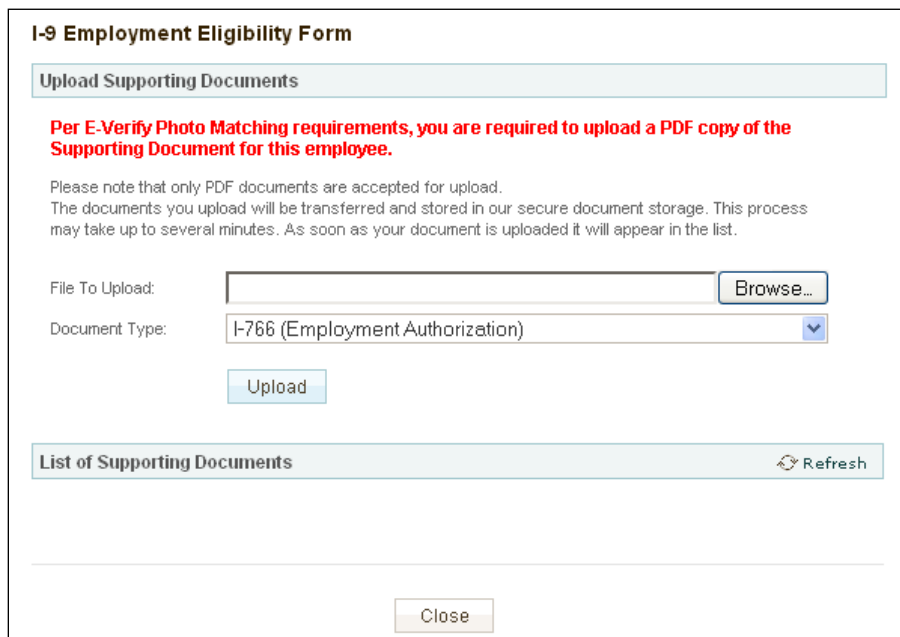
Managing Your Uploaded Supporting Documents

To help you maintain E-Verify compliance and aid in the E-Verify photo matching requirement of storing copies of supporting documents, HireRight offers the ability to have an Upload Supporting Documents feature activated within your account.

Supporting Documents can only be uploaded to your account if the "Upload Supporting Documents" feature has already been activated within your account. If your account does not currently have this feature enabled, or if you need to add this permission for additional users, please contact your HireRight Representative. This feature does incur an additional charge due to document storage costs.

It is recommended that HireRight E-Verify participants store E-Verify-required copies of Supporting Documents within the HireRight I-9 system to help keep your company in compliance with E-Verify rules. As a result, if you have the "Upload Supporting Documents" feature activated within your account, the new system enhancements that will be released along with the E-Verify Photo Tool Upgrade will automatically be implemented for the users with the "Upload Supporting Documents" permission UNLESS you contact your Account Manager to opt out. If your company decides to store E-Verify Supporting Documents **outside** of the HireRight system, please contact your Account Manager to opt out.

- **Require Users to Upload Supporting Documents for E-Verify** - After E-Verify photo matching has completed, the system will prompt the user to upload a PDF file of the employee's supporting document. Uploading Supporting Documents does incur an additional charge. This is an optional feature you may opt-out of if your company chooses to not store supporting documents in the HireRight I-9 system.

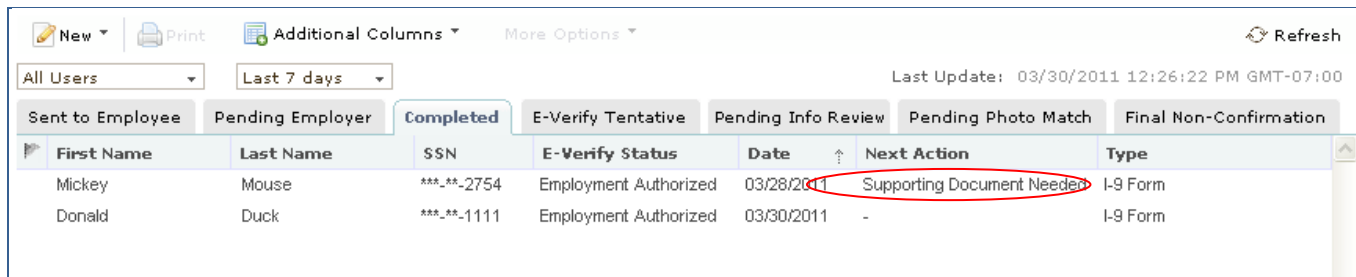


The screenshot displays the 'I-9 Employment Eligibility Form' interface. At the top, there is a section titled 'Upload Supporting Documents'. Below this title, a red text instruction states: 'Per E-Verify Photo Matching requirements, you are required to upload a PDF copy of the Supporting Document for this employee.' A note follows: 'Please note that only PDF documents are accepted for upload. The documents you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will appear in the list.' The form includes a 'File To Upload:' field with a 'Browse...' button, a 'Document Type:' dropdown menu currently set to 'I-766 (Employment Authorization)', and an 'Upload' button. Below the upload section is a 'List of Supporting Documents' area with a 'Refresh' button. At the bottom of the form is a 'Close' button.

If you are unable to upload a supporting document at this time, simply click the "close" button to exit.

- **New supporting document notification** – An email notification will be sent if an employee does not have a required supporting document on file as a result of E-Verify photo matching. By default, this notification will send to the I-9 Form Initiator. Uploading Supporting Documents does incur an additional charge. This is an optional feature you may opt-out of if your company chooses to not store supporting documents in the HireRight I-9 system. If you would prefer to not receive this notification OR would like to have the notification sent to a different user, please contact your Account Manager.
- **New status in I-9 dashboard** – After E-Verify has been completed, you are able to view and identify within the I-9 Dashboard which employees may require a supporting document on file due to E-Verify photo matching requirements. This is located under the Next Action column, and the message 'Supporting Document Needed' will

display. Uploading Supporting Documents does incur an additional charge. If you do not see the “Next Action” column, be sure to right click on the column headings and select it to show.



The screenshot shows a web application interface with a table of employee records. The table has columns for First Name, Last Name, SSN, E-Verify Status, Date, Next Action, and Type. The 'Next Action' column for Mickey Mouse is circled in red and contains the text 'Supporting Document Needed'.

First Name	Last Name	SSN	E-Verify Status	Date	Next Action	Type
Mickey	Mouse	***.**-2754	Employment Authorized	03/28/2011	Supporting Document Needed	I-9 Form
Donald	Duck	***.**-1111	Employment Authorized	03/30/2011	-	I-9 Form

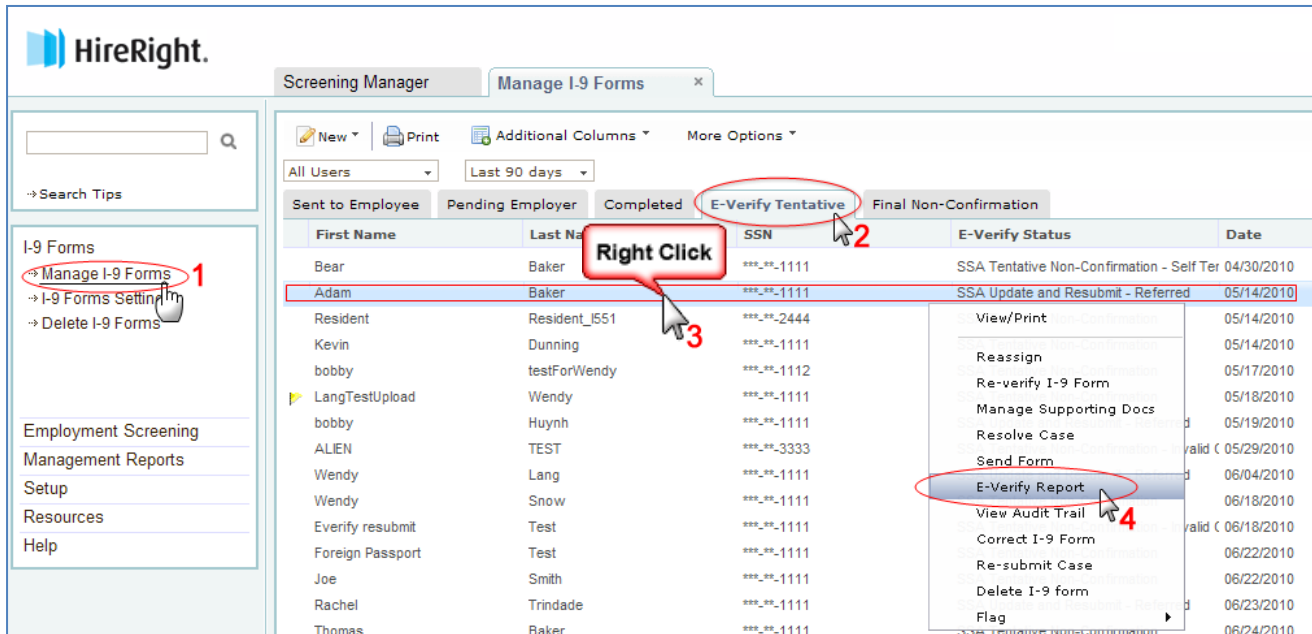
- **Supporting Document Management Report** –This report will enable you to compare what Section 2 document was entered into the system and view a list of supporting documents that were uploaded for each employee. Easily track and manage employees who are required to have a supporting document on file as a result of E-Verify photo matching. This report will only be available to users who have access to Management Reports and if the “Upload Supporting Documents” feature is enabled for the account.

HOW TO HANDLE A “TENTATIVE NON-CONFIRMATION” STATUS

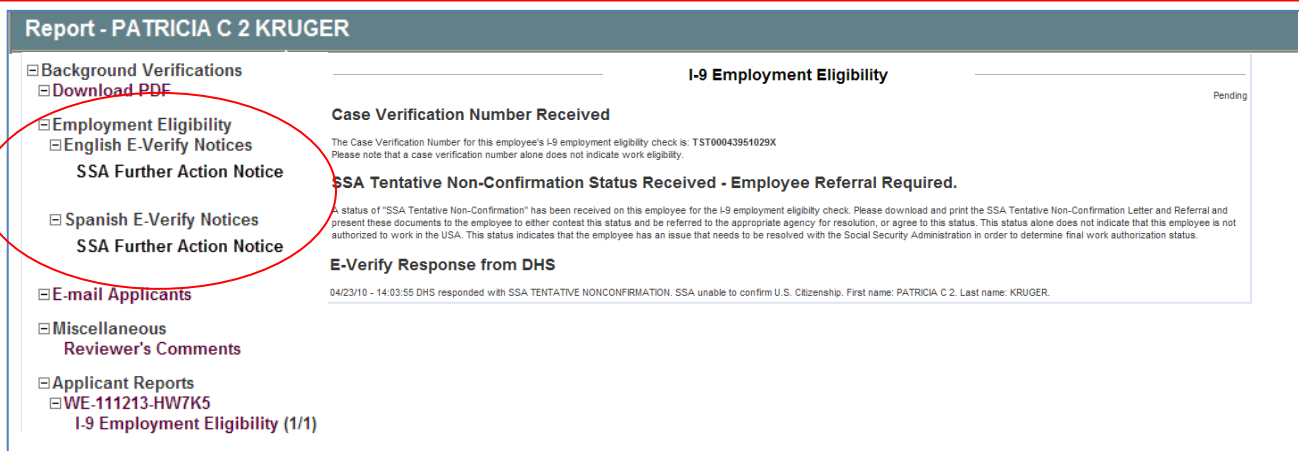
Most of the time, E-Verify Checks come back from the Department of Homeland Security (DHS) and the Social Security Administration (SSA) with a status of “Employment Authorized”. On rare occasions, a check will be returned with a status of “Tentative Non-Confirmation (TNC)” where the employee’s information could not be verified against what was provided by the Employee.

Upon Receipt of a “Tentative Non-Confirmation” status:

1. Login to your account and click **Manage I-9 Forms**.
2. Click the **E-Verify Tentative** tab.
3. **Select the employee** that has the “Tentative Non-Confirmation” status and **right-click**.
4. **Select E-Verify Report** from the drop-down menu.



Here you can review: the applicant’s report, the details around the DHS/SSA status, instructions for taking steps to resolve, and copies of the letters that need to be reviewed with the Employee.

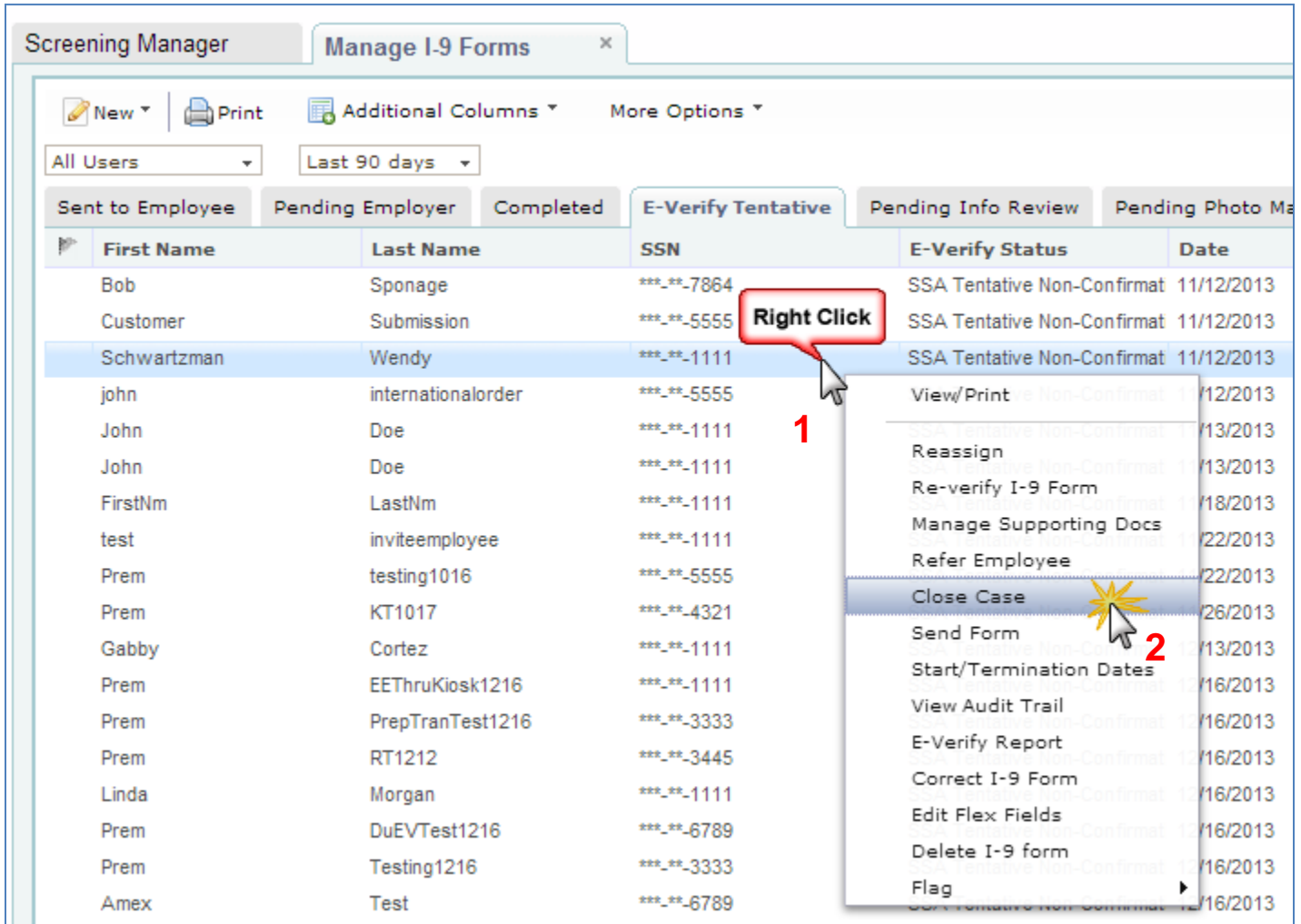


5. Print and review the DHS or SSA Further Action Notice letter with the employee to determine and document if the employee wishes to contest.
6. Employee and employer **MUST** sign and date the letter. Keep the signed original on file and give the Employee a copy.

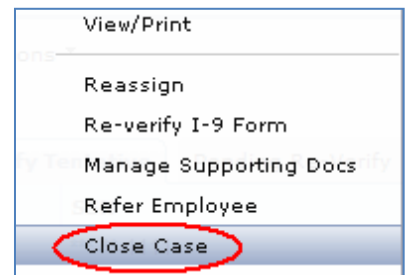
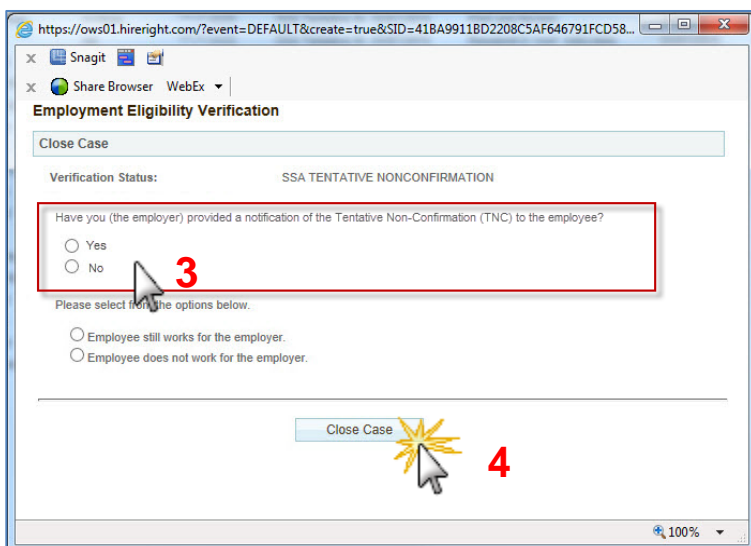
If Employee **DOES NOT CONTEST**, file the signed **Further Action Notice** Letter in the Employee's file and close the case.

To Close a Case:

1. From Manage I-9 Forms, **select the record and right-click** to open the actions menu.
2. Click **Close Case**.



3. Select if the employee still works for your company or not AND whether you've provided a notification of a TNC.
4. Then click the **Close Case** button.



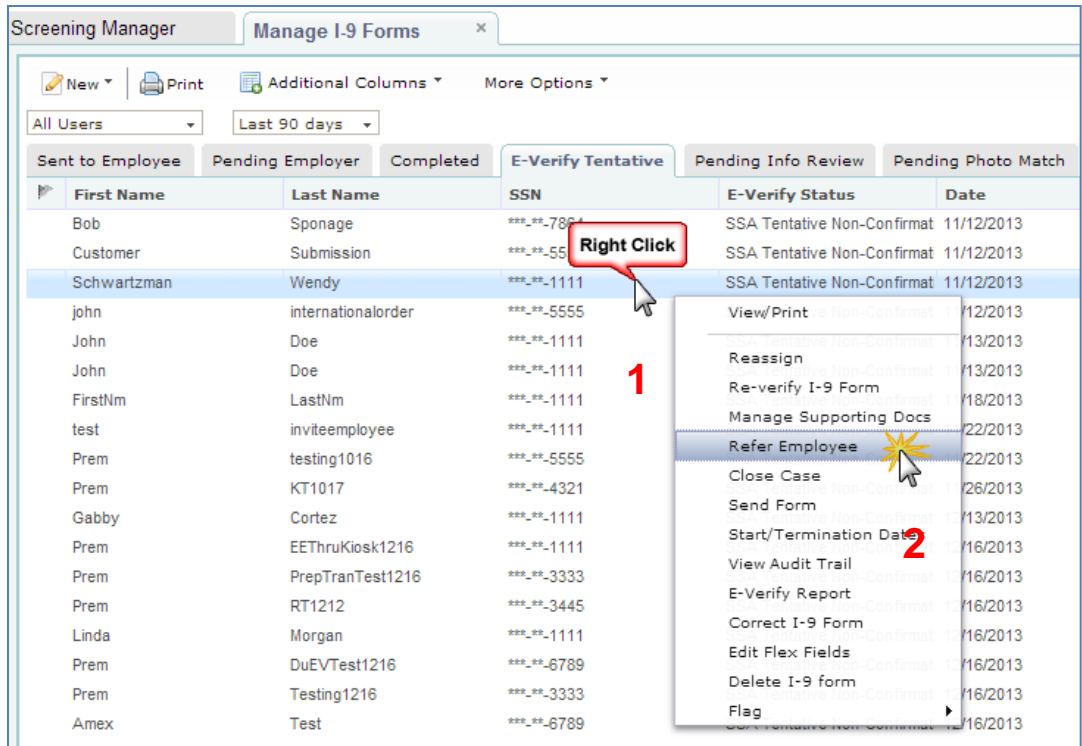
This formalizes the Employee's choice not to contest, giving the Employer the ability to proceed with terminating employment.

If Employee **DOES CONTEST**, you will need to “Refer the Employee.”

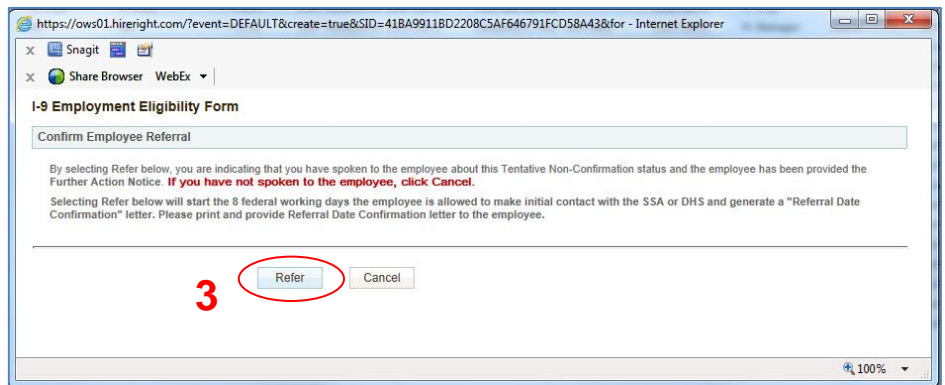
To Refer an Employee:

1. From Manage I-9 Forms, **select the record and right-click** to open the actions menu.

2. Click **Refer Employee**.

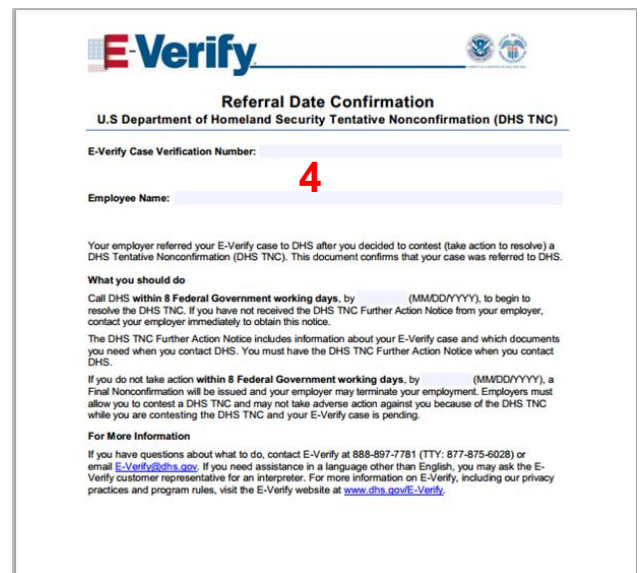


3. If you have spoken to the employee about the TNC and provided the Further Action Notice, click the **Refer** button. The timeline for resolution will now be monitored automatically. At that point, the employee must take action within 8 business days.



4. The E-Verify generated “Referral Date Confirmation” letter will appear in a new window.

HireRight pre-populates the **Referral Date Confirmation** letter with the employee information. Make sure that you and the employee receive a copy. If the information is not pre-populated, be sure to enter the information requested before printing.



Upon successful completion of the referral process (clicking the Refer button), the **Referral Date Confirmation** letter will be available alongside the Further Action Notice on the E-Verify report.

Report - PATRICIA C 2 KRUGER

- Background Verifications
- Download PDF
- Employment Eligibility
 - English E-Verify Notices
 - SSA Further Action Notice**
 - Referral Date Confirmation Letter**
 - Spanish E-Verify Notices
 - SSA Further Action Notice
 - Referral Date Confirmation Letter**
- E-mail Applicants
- Miscellaneous
 - Reviewer's Comments
- Applicant Reports
 - WE-111213-HW7K5
 - I-9 Employment Eligibility (1/1)

I-9 Employment Eligibility Pending

Case Verification Number Received

The Case Verification Number for this employee's I-9 employment eligibility check is: TST00043951029X
Please note that a case verification number alone does not indicate work eligibility.

SSA Tentative Non-Confirmation Status Received - Employee Referral Required.

A status of "SSA Tentative Non-Confirmation" has been received on this employee for the I-9 employment eligibility check. Please download and print the SSA Tentative Non-Confirmation Letter and Referral and present these documents to the employee to either contest this status and be referred to the appropriate agency for resolution, or agree to this status. This status alone does not indicate that this employee is not authorized to work in the USA. This status indicates that the employee has an issue that needs to be resolved with the Social Security Administration in order to determine final work authorization status.

E-Verify Response from DHS

04/23/10 - 14:03:55 DHS responded with SSA TENTATIVE NONCONFIRMATION. SSA unable to confirm U.S. Citizenship. First name: PATRICIA C.2. Last name: KRUGER.

Monitoring Status

HireRight automatically checks the status of the record on an hourly basis. Once the DHS/SSA has updated the record, it will be reflected in your account in either the **Completed** (Authorized) tab or the **Final Non-Confirmation** tab.

Employment Authorized Status = No Further Action Required

Julie Lambra, I-9 Demo Account | [Switch Back](#) | [Sign Out](#)

HireRight.

Screening Manager | Manage I-9 Forms

Search: E.g, Joe, Jo%, ab-1234567

Refresh: Refreshed 10 seconds ago

Sent to Employee		Pending Employer		Completed	E-Verify Tentative	Pending Info Review	Pending Photo Match	Final Non-Confirmation	
First Name	Last Name	SSN	E-Verify Status	Date	Next Action	Type			
Steve	Roberts	***-**-1111	Employment Authorized	12/05/2013	Receipt Provided - Enter Actu	I-9 Form			
James	Thompson	-	Employment Authorized	01/31/2014	Update SSN	I-9 Form Upload			
James	Thompson	-	Employment Authorized	02/01/2014	Update SSN	I-9 Form Upload			

Final Non-Confirmation Status = YOU must "Close the Case" – See Instructions above for "Closing a Case"

Julie Lambra, I-9 Demo Account | [Switch Back](#) | [Sign Out](#)

HireRight.

Screening Manager | Manage I-9 Forms

Search: E.g, Joe, Jo%, ab-1234567

Refresh: Refreshed 6 minutes ago

Sent to Employee		Pending Employer		Completed	E-Verify Tentative	Pending Info Review	Pending Photo Match	Final Non-Confirmation	
First Name	Last Name	SSN	E-Verify Status	Date	Next Action	Type			
James	Thompson	-	Final Non-Confirmation	01/31/2014		I-9 Form Upload			
Gab	Gab	***-**-5252	Final Non-Confirmation	01/22/2014		I-9 Form Upload			
Steve	Roberts	***-**-1111	Final Non-Confirmation	12/05/2013		I-9 Form			

UPDATING THE I-9 FORM – COMPLETING SECTION 3

To update an I-9 Form, you will use the “Re-verify I-9 Form” function. You may update an I-9 form in the following instances:

- An employee has a name change
- Work authorization documentation has expired and needs to be updated
- An employee is rehired within 3 years from when the I-9 Form was originally completed.

NOTE: If the I-9 Form was not initially completed electronically, the paper form may be imaged and uploaded to the HireRight system. Once complete, you have the ability to perform an electronic re-verification as shown below.

To Re-verify I-9 Form

1. Use the “Search” feature to locate the employee’s I-9 Form you need to update.
2. Right-click on the employee record and choose **Re-Verify I-9 Form**.

OR

3. Select the employee and choose **Re-verify I-9 Form** from the **More Options** pull-down menu on the toolbar.

The screenshot shows the HireRight interface for managing I-9 forms. At the top, there is a navigation bar with the HireRight logo, a user account indicator 'I-9 Demo Account | Switch Back | Sign Out', and a 'Refresh' button. Below this is a toolbar with options: 'New', 'Print', 'Additional Columns', and 'More Options' (highlighted with a red dashed box and a red circle '3'). A search filter is set to 'Current User' and 'Last 90 days'. The main area contains a table with columns: 'Sent to Empl.', 'Pending Empl.', 'Completed', 'E-Verify Ten.', 'Pending Info.', 'Pending Phot.', and 'Final Non-Co.'. The table lists four employees: Joan Moore, Steve Fryn, Nell Moore, and John Moore. A red circle '1' is next to the first column header. A red callout bubble labeled 'Right Click' points to the row for Nell Moore. A context menu is open over this row, listing various actions. A red circle '2' is next to the 'Re-verify I-9 Form' option, which is highlighted by the mouse cursor. The table data is as follows:

Sent to Empl..	Pending Empl..	Completed	E-Verify Ten..	Pending Info..	Pending Phot..	Final Non-Co..
First Name	Last Name	SSN	Status	Date	Type	Next Action
Joan	Moore	***-**-1111	Completed	10/24/2013	I-9 Form Upload	Resubmit E-Verify
Steve	Fryn	**--1111	Completed	10/24/2013	I-9 Form Upload	Resubmit E-Verify
Nell	Moore	***-**-1111	Completed	10/24/2013	I-9 Form	Resubmit E-Verify
John	Moore			10/22/2013	I-9 Form	Resubmit E-Verify

NOTE:

Some accounts will display an option box at this time, asking whether you wish to send the form to a Hiring Manager or Update Myself. This is a custom feature so **not all users will see this box display**. After you make your selection, click **Submit**.

4. Enter the updated information.

5. Click the **"I attest..."** checkbox.

6. Click the **Proceed to Form I-9 Completion** button.

I-9 Employment Eligibility Form

Form I-9 Updating and Re-Verification (Section 3) Options

Who will be updating Section 3 of this form?

Update Myself

Send to Hiring Manager

Employment Eligibility Verification – Updating and Reverification Worksheet

Fields marked with an * are required

Employee Name: Nell Moore
Citizenship Status: Citizen of the United States

To be completed and signed by employer or authorized representative

Employee's New Name (if applicable)

Last Name: Thorne
First Name: Nell
Middle Initial:

Date of rehire (if applicable)

Date of rehire: mm / dd / yyyy

Document

List A List C

If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Type: Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States

Document Title: * Social Security Card
Document #: * * 111111111

Expiration Date (if any):
I certify the document the employee presented does not have an expiration date

I attest under penalty of perjury that to the best of my knowledge this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual. I certify that the information entered above can be used to complete Section 3 of the Form I-9. *

Complete and Electronically Sign Form I-9, Section 3

Fields marked with an * are required

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial Thorne Nell	B. Date of Rehire (if applicable)(mm/dd/yyyy):
---	--

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title: Social Security Card	Document Number: 111111111	Expiration Date (if any)(mm/dd/yyyy):
---	-------------------------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (mm/dd/yyyy)	Print Name of Employer or Authorized Representative
--	-------------------	---

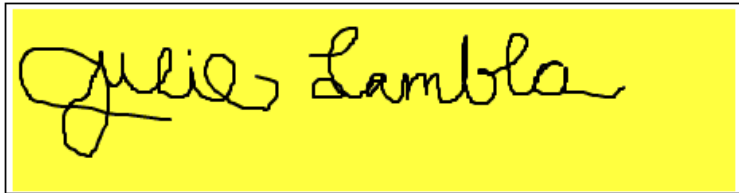
Electronic Signature of Employer or Authorized Representative

Full Name(First & Last): *

Julie Lambra

E-mail address:

Hold down left mouse button and draw your signature below



Clear

- CERTIFICATION - I attest, under the penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual. *
- I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Updating and Reverification Worksheet *
- I understand that I am using electronic means to sign this document, and I consent to signing this document electronically *
- I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *

Back

Electronically Sign

Decline

7. Enter your Full name first and Last Name

NOTE: Some accounts will NOT have the mouse signature functionality enabled, however, by clicking the four attestation buttons and the **Electronically Sign** button below, the document will be considered "SIGNED."

8. Click the "I attest..." checkboxes (4)

9. Click the **Electronically Sign** button to finish. The form is electronically stored in your account.

A confirmation message appears.

Employment Eligibility Verification

Thank You

Thank you for completing the federal I-9 Employment Eligibility Form.

Close

Information will appear in Section 3 of the employee's I-9 Form.

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)			
A. New Name (if applicable) Last Name (Family Name)		First Name (Given Name)	Middle Initial
Thorne		Nell	
B. Date of Rehire (if applicable)(mm/dd/yyyy)			
C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.			
Document Title:	Document Number:	Expiration Date (if any)(mm/dd/yyyy):	
Social Security Card	111111111		
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.			
Signature of Employer or Authorized Representative:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative:	
Julie Lambla	10/25/2013	Julie Lambla	

To confirm re-verification was completed, you can right-click and select "View Audit Trail".

NOTE: If it is necessary to perform an additional re-verification, the edited information will appear on section 3 of a blank I-9 form attached to the bottom of the original I-9 form. Be sure to continue to scroll down to view your edits.

Screening Manager Manage I-9 Forms

New Print Additional Columns More Options

Current User Last 90 days

Sent to Employee	Pending Employer	Completed	E-Verify Tentati..	P
First Name	Last Name	SSN	Type	
LeAnn	Dre	-	I-9 Form Upload	
Nell	Moore	***-**-1111	I-9 Form Upload	

- View/Print
- Order E-Verify
- Start/Termination Dates
- Manage Supporting Docs
- Reassign
- View Audit Trail**
- View Uploaded Form
- Edit Flex Fields
- Re-verify I-9 Form
- Correct I-9 Form
- Send Form
- Delete I-9 form
- Flag

I-9 Employment Eligibility Form

Audit Trail

Below you will find the list of actions and any changes made for this I-9 form.

Date	Action	Who
10/24/2013 11:09	Section 1 Submitted	Nell Moore (New Hire) IP Address: 10.11.2.74 MMDD: 0314
10/24/2013 11:12	Section 2 Submitted	Julie Lambla IP Address: 10.11.2.74 E-Mail Address: juliejomooore@gmail.com
10/25/2013 11:26	Form Reverified	Julie Lambla IP Address: 10.11.2.74 E-Mail Address: julielambla@cox.net

Print Close

DESIGNATING A HIRING MANAGER TO COMPLETE SECTION 3

To Designate a Hiring Manager to Complete Section 3:

Start by locating the form that needs to be updated or re-verified from the Completed tab.

1. Right-click on the employee record and choose **Re-Verify I-9 Form**.

OR select the employee then choose **Re-verify I-9 Form** from the **More Options** pull-down menu on the toolbar.

If the record is older than 90-days, you will need to use the Search function to find the desired record.

The screenshot shows the 'Screening Manager' interface with the 'Manage I-9 Forms' tab selected. A table lists employee records with columns for 'First Name', 'Last Name', 'E-Verify Status', and 'Date'. The record for 'PAO-GE VANG' is highlighted. A 'More Options' menu is open, showing various actions. The 'Re-verify I-9 Form' option is highlighted in red. A red circle with the number '1' is placed over the 'Re-verify I-9 Form' option in the menu. Another red circle with the number '1' is placed over the 'Re-verify I-9 Form' option in the table's context menu.

2. Click **Send to Hiring Manager**.
3. Enter the Hiring Manager's **name** and **e-mail address**.
4. Click **Submit**.

The HireRight system sends the Hiring Manager an e-mail with login credentials.

The Hiring Manager then logs in using the directions in the e-mail to update the I-9 form.

Note: You will receive an e-mail notification when the Hiring Manager has completed Section 3 of the I-9 Form.

The screenshot shows the 'I-9 Employment Eligibility Form' with the 'Form I-9 Updating and Re-Verification (Section 3) Options' section. The 'Who will be updating Section 3 of this form?' question has two radio button options: 'Update Myself' and 'Send to Hiring Manager'. The 'Send to Hiring Manager' option is selected and highlighted with a red circle containing the number '2'. Below this, there are two text input fields: 'Hiring Manager Name: *' with the value 'Kari Rogers' and 'E-mail: *' with the value 'krogers@hireright.com'. Both input fields are highlighted with a red circle containing the number '3'. At the bottom of the form, there is a 'Submit' button highlighted with a red circle containing the number '4'.

MAKING CORRECTIONS TO THE I-9 FORM

Sometimes the I-9 Form may need to be edited after it has been signed. For example:

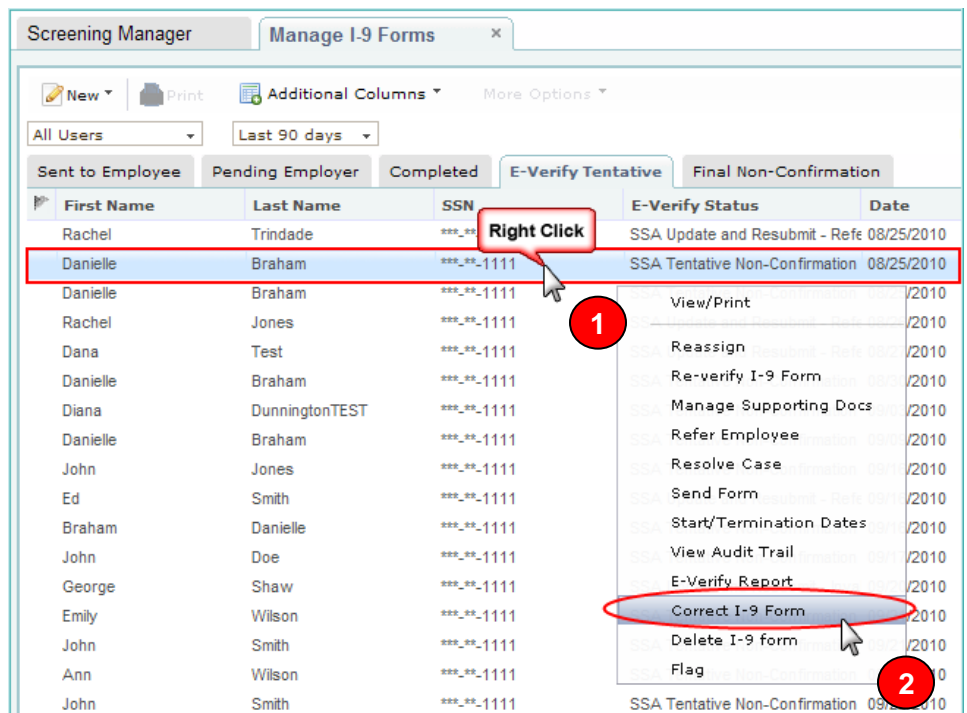
- Mistakes or typos may have been made on the form by either the Employee or the Employer
- The Employee may not have been issued a Social Security Number (SSN) when they completed the form initially. Later, the Social Security Administration issues an SSN
- The Employee presented a receipt for a lost or stolen document
- Section 3/Reverification was completed in error

The proper I-9 corrections permissions must be enabled within your account. Any field within the I-9 Form is able to be corrected. All I-9 Form corrections will be stored in the Audit Trail.

To Make Corrections:

Open the “**Manage I-9 Forms**” tab in your HireRight Account:

1. Locate and **right-click on the form** you want to correct.



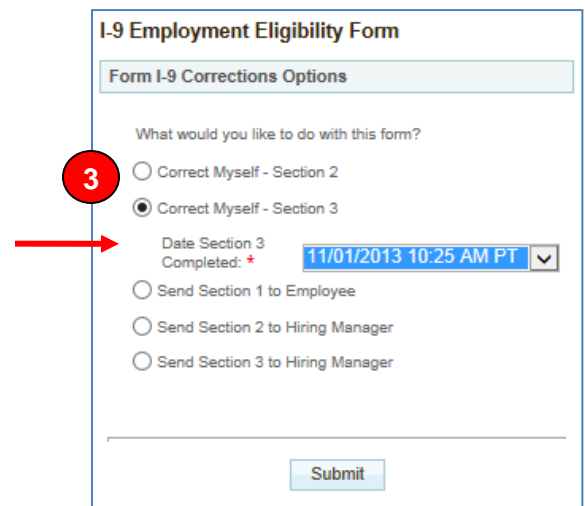
2. From the pull-down menu choose **Correct I-9 Form**. Depending on your permissions, a dialog box will open with several options.

3. Choose the appropriate radio button regarding who will make the correction(s), by clicking the appropriate radio button. In this example, we'll select “**Correct Myself – Section 3.**” Then click **Submit**.

Notice the option to “**Send Section 3 to the Hiring Manager.**”

If you choose to send the form to the Employee or the Hiring Manager, you will be required to enter a name and email address.

If an Employee has more than one Section 3 completed, you will be required to select which Section 3 to correct based on its completion date.



Complete the “Updating and Reverification Worksheet”

4. Make the needed corrections.
In this example, we’re entering a “**Date of Rehire.**”

Employment Eligibility Verification – Updating and Reverification Worksheet

Fields marked with an * are required

Employee Name: John Moore
Citizenship Status: Citizen of the United States

Employee’s New Name (if applicable)

Last Name:

First Name:

Middle Initial:

Date of rehire (if applicable)

Date of rehire: / /

Document

List A
List C

If employee’s previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Type: *

Document Title: *

Document #: *

Expiration Date (if any): * I certify the document the employee presented does not have an expiration date

I attest under penalty of perjury that to the best of my knowledge this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual. I certify that the information entered above can be used to complete Section 3 of the Form I-9. *

5. Re-enter the necessary List A or List C documentation information.

6. Check the “I attest under penalty of perjury...” checkbox.

7. Click “Proceed to Form I-9 Completion.”

- Review the corrections made in Section 3.

Complete and Electronically Sign Form I-9, Section 3

Fields marked with an * are required

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name <i>(if applicable)</i> Last Name <i>(Family Name)</i> First Name <i>(Given Name)</i> Middle Initial		B. Date of Rehire <i>(if applicable)</i> <i>(mm/dd/yyyy)</i> : 11/07/2013
C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.		
Document Title: Social Security Card	Document Number: 111111111	Expiration Date <i>(if any)</i> <i>(mm/dd/yyyy)</i> :

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date <i>(mm/dd/yyyy)</i> :	Print Name of Employer or Authorized Representative:
---	----------------------------	--

8

- Enter your Full name first and Last Name


NOTE: Some accounts will NOT have the mouse signature functionality enabled, however, by clicking the four attestation buttons and the **Electronically Sign** button below, the document will be considered "SIGNED."

Electronic Signature of Employer or Authorized Representative

Full Name *(First & Last)*: * Julie Lambla

E-mail address:

Hold down left mouse button and draw your signature below



9

- Click the "I attest..." checkboxes (4)

Clear

- CERTIFICATION - I attest, under the penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual. *
- I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Updating and Reverification Worksheet *
- I understand that I am using electronic means to sign this document, and I consent to signing this document electronically *
- I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *

10

- Click the **Electronically Sign** button to finish. The form is electronically stored in your account.

Back Electronically Sign Decline

11

A confirmation message appears.

Employment Eligibility Verification

Thank You

Thank you for completing the federal I-9 Employment Eligibility Form.

Close

Notes:

- **Section 1 or 2 Corrections:** If you previously ran an E-Verify request on this employee and a Tentative Non-Confirmation status was returned, you will see the option to **“Save and Run E-Verify”**. This will resubmit the E-Verify check using the updated I-9 information.
- **Section 3 Corrections:** If you created a Section 3 (e.g. Reverification) in error, you may permanently delete the Section 3 entry. The details of that action will be recorded in the Audit Trail.
Once a Section 3 entry is deleted, it cannot be restored.
- **Exit Without Saving:** If you would like to exit the corrections process without submitting your changes, click Cancel. No changes will be made to the I-9 Form and nothing will be recorded in the Audit Trail.

About the I-9 Audit Trail:

To view the Audit Trail, go to the “Manage I-9 Forms” tab. Locate and right click on the form you want to view. Select “View Audit Trail” from the menu.

The HireRight system maintains an audit trail of all form actions and any corrections made to the form, including:

- Old and new values.
- The Date changes were made.
- The name of the user who made the change.

Date	Action	Who
08/25/2010	Section 1 Submitted	Danielle Braham (New Hire)
08/25/2010	Section 2 Submitted	Danielle Braham
11/17/2010	Form Corrections	Julie Lamba

Field	Old Value	New Value
City	Street	Sacramento

Print Close

All corrections that an Employee or Hiring Manager enters will be viewable in the electronic I-9 Form as well as the Audit Trail. A notification will not be sent when a correction is made, so periodically check the Audit Trail to confirm the changes have been successfully submitted.

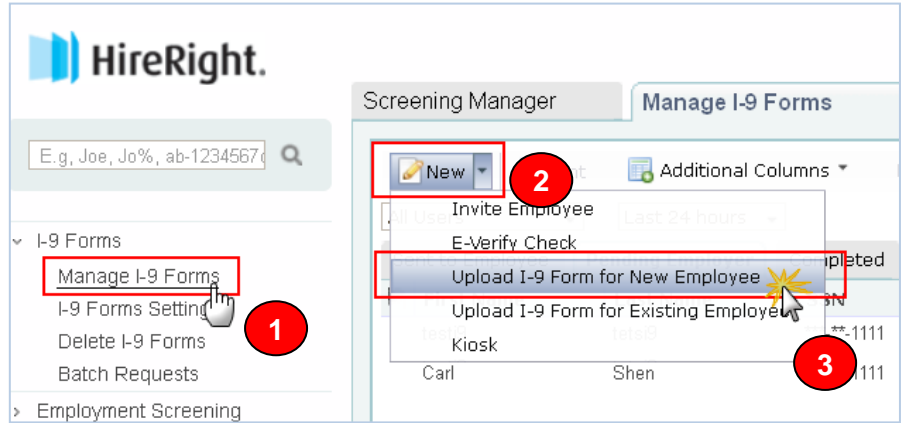
UPLOAD I-9 FORM FOR NEW EMPLOYEE AND INITIATE E-VERIFY

The HireRight I-9 Solution can store scanned images of the I-9 Form, however, you must have a completed I-9 form before uploading the form to your HireRight account.

Before you begin scan and save the paper I-9 form (document) as a PDF.

To Upload an I-9 Form:

1. Click **Manage I-9 Forms** from the left-side *I-9 Forms* menu
2. Click the **New** button.
3. Click **Upload I-9 Form**. The **Upload I-9 Form** screen displays.



4. Click the **Browse** button and locate the I-9 Form (in .pdf format).
5. Click **Upload**. A confirmation message appears when successful upload is complete.

To Initiate an E-Verify Check: Click the 'Create an E-Verify Check for this employee' checkbox.

6. Enter the associated **Employee Information** data from the paper form in the fields provided (required fields have a red asterisk).

TIP: The more information you can provide creates a more detailed employee record and improves the HireRight system's ability to deliver detailed reports.

Scroll down and enter the Section 2, documentation information (List A, or List B and C.)

Employment Eligibility Verification – Upload I-9 Form for New Employee

Warning

The documents you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will be available for downloading via "View Uploaded Form" action.

Create an E-Verify Case

Create an E-Verify Case for this employee

You must not use E-Verify to verify your current workforce unless your company has been awarded a federal contract that contains the FAR E-Verify clause. E-Verify does not allow any other type of employer to verify its current workforce.

Upload I9 Form

Please locate the I-9 Form you would like to upload and click the "upload" button before continuing. Only PDF files are accepted.

File to Upload: *

Employee Information

Employee Last Name: *

Employee First Name: *

Employee Middle Initial:

Employee Other Names Used (if any):

Employee E-mail Address:

Employee Telephone Number: + 1 ext.

Employee Date of Birth: * / /

7. Enter the employees **Citizen or Immigration Status** by using the pull-down menu.

8. Select **List A** or **List B&C**.

9. Enter all required information. Fields indicated by a red asterisk are required fields.

10. Click **Submit I-9 Verification**. Data and form will be uploaded to your HireRight account. If your account is setup with E-Verify, the employee data will be sent to the DHS for verification.

Citizenship or Immigration Status

What is the employee's citizenship or immigration status? *

Employee's Social Security Number:

Employer Review

List A List B & C

Document B

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

Note: This employer participates in E-Verify. Any List B document presented to an employer participating in E-Verify MUST contain a photo.

Document Type:

State: *

Document Title *

Issuing Authority: *

I have reviewed the document presented by the employee and confirm that the Issuing Authority as reflected on the employee's document matches exactly the Issuing Authority presented above. *

I have reviewed the document presented by the employee and the Issuing Authority as reflected on the employee's document does not match exactly the Issuing Authority presented above. I will type the Issuing Authority as reflected on the employee's document in the space above. *

Document #: * [Format help](#)

Document Expiration Date: / / I certify the document the employee presented does not have an expiration date

Document C

Document Type:

Document Title *

Issuing Authority: *

I have reviewed the document presented by the employee and confirm that the Issuing Authority as reflected on the employee's document matches exactly the Issuing Authority presented above. *

I have reviewed the document presented by the employee and the Issuing Authority as reflected on the employee's document does not match exactly the Issuing Authority presented above. I will type the Issuing Authority as reflected on the employee's document in the space above. *

Document #: *

Document Expiration Date: / / I certify the document the employee presented does not have an expiration date

Employee Start Date: * / /

Termination Date: / /

Additional Fields

Visa Type: *

11. Your upload has been accepted and the NEW employee record is created and placed in the Completed tab.

Screening Manager Manage I-9 Forms

New Print Additional Columns More Options

Current User Last 90 days

Sent to Employee Pending Employer **Completed** E-Verify Tentative Pending Info Review Pending Photo Match Final Non-Confirmation

Last Name	First Name	Type	E-Verify Status	Date	Employee Status	Requestor
Draper	LeAnn	I-9 Form Upload	In Progress	10/24/2013	Active	J. Lambla

Right Click

- View/Print
- Order E-Verify
- Start/Termination Dates
- Manage Supporting Docs
- Reassign
- View Audit Trail
- View Uploaded Form**
- Edit Flex Fields
- Re-verify I-9 Form
- Correct I-9 Form
- Send Form
- Delete I-9 form
- Flag

To View the Uploaded I-9 Form:

A. Right click on the record.

B. Select "View Uploaded Image"

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶ **START HERE.** Read Instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) DRAPER		First Name (Given Name) LEANN		Middle Initial M.	Other Names Used (if any)	
Address (Street Number and Name) 123 FERRY ST.			Apt. Number	City or Town SALEM	State OR	Zip Code 97311
Date of Birth (mm/dd/yyyy) 12/31/1975	U.S. Social Security Number 000-00-0000	E-mail Address leannD@email.com		Telephone Number		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (See instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number): _____

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: **LeAnn Draper** Date (mm/dd/yyyy): **11-07-2013**

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: _____ Date (mm/dd/yyyy): _____

Last Name (Family Name) _____ First Name (Given Name) _____

Address (Street Number and Name) _____ City or Town _____ State _____ Zip Code _____

STOP Employer Completes Next Page **STOP**

Form I-9 03/08/13 N

HOW TO UPLOAD AN IMAGED I-9 FORM FOR AN EXISTING EMPLOYEE

The HireRight I-9 Solution can store scanned images of the I-9 Form. Before you begin scan and save the paper form (document) as a PDF.

To Upload an I-9 Form:

1. Click **Manage I-9 Forms** from the left-side I-9 Forms menu
2. Click the **New** button.
3. Click **Upload I-9 Form for Existing Employee**.

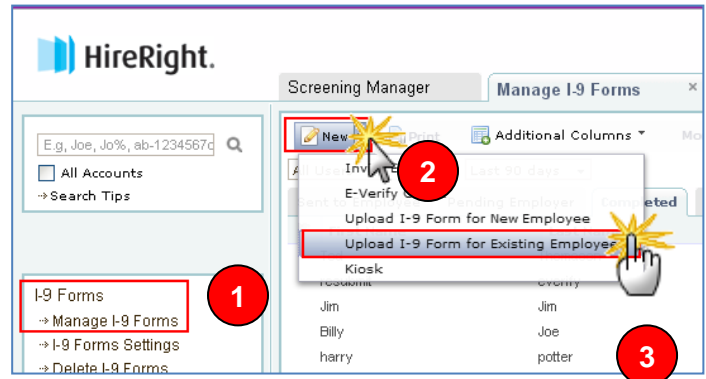
The **Upload I-9 Form for Existing Employee** screen displays.

NOTE – Only specific federal contractors are allowed to run E-Verify checks on existing employees. Do NOT “Create an E-Verify Case on an existing employee” unless you are a federal contractor with an E-Verify FAR clause.

4. Click the **Browse** button and locate the I-9 Form (in .pdf format).
5. Click **Upload**. A confirmation message appears when successful upload is complete.
6. Enter the associated **Employee Information** data from the paper form in the fields provided (required fields have a red asterisk).

TIP: The more information you can provide creates a more detailed employee record and improves the HireRight system’s ability to deliver detailed reports.

Scroll down and enter the Section 2, documentation information (List A, or List B and C.)



Employment Eligibility Verification – Upload I-9 Form for Existing Employee

Warning

This page is to upload Historical I-9 Forms for an Existing Employee. By uploading an I-9 Form on this page, you certify that the information entered in the form is correct.

If Section 3/Reverification has already been completed on the paper form, please enter the most recent Citizenship Status, Document Type, and Document Expiration Date in the fields below.

The documents you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will be available for downloading via "View Uploaded Form" action.

Create an E-Verify Case

Create an E-Verify Case for this employee

You must not use E-Verify to verify your current workforce unless your company has been awarded a federal contract that contains the FAR E-Verify clause. E-Verify does not allow any other type of employer to verify its current workforce.

Upload I9 Form

Please locate the I-9 Form you would like to upload and click the "upload" button before continuing. Only PDF files are accepted.

File to Upload: *

C:\Users\julie.lambila Browse...

Upload

Employee Information

Employee Last Name: * Draper

Employee First Name: * LeAnn

Employee Middle Initial:

Employee Other Names Used (if any):

Employee E-mail Address:

Employee Telephone Number: + 1 ext.

Employee Date of Birth: * 12 / 31 / 75

7. Enter the employees **Citizen or Immigration Status** by using the pull-down menu.

8. Select **List A** or **List B&C**.

9. Enter all required information. Fields indicated by a red asterisk are required fields.

10. Click **Submit I-9 Verification**. Data and form will be uploaded to your HireRight account.

Citizenship or Immigration Status

What is the employee's citizenship or immigration status? * Citizen of the United States

Employee's Social Security Number: 111-11-1111

Employer Review

List A List B & C

Document B

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.

Note: This employer participates in E-Verify. Any List B document presented to an employer participating in E-Verify MUST contain a photo.

Document Type: Driver's license

State: * Oregon

Document Title * Oregon Drivers License

Issuing Authority: * Oregon Department of Motor Vehicles

I have reviewed the document presented by the employee and confirm that the Issuing Authority as reflected on the employee's document matches exactly the Issuing Authority presented above. *

I have reviewed the document presented by the employee and the Issuing Authority as reflected on the employee's document does not match exactly the Issuing Authority presented above. I will type the Issuing Authority as reflected on the employee's document in the space above. *

Document #: * A12345678 [Format help](#)

Document Expiration Date: * / / I certify the document the employee presented does not have an expiration date

Document C

Document Type: Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States

Document Title * Social Security Card

Issuing Authority: * Social Security Administration

I have reviewed the document presented by the employee and confirm that the Issuing Authority as reflected on the employee's document matches exactly the Issuing Authority presented above. *

I have reviewed the document presented by the employee and the Issuing Authority as reflected on the employee's document does not match exactly the Issuing Authority presented above. I will type the Issuing Authority as reflected on the employee's document in the space above. *

Document #: * 111111111

Document Expiration Date: * / / I certify the document the employee presented does not have an expiration date

Employee Start Date: * 10 / 23 / 2013

Termination Date: mm / dd / yyyy

Additional Fields

Visa Type: * Not Applicable

Submit I-9 Verification

11. Your upload has been accepted and the NEW employee record is created and placed in the Completed tab.

Screening Manager Manage I-9 Forms

New Print Additional Columns More Options

Current User Last 90 days

Sent to Employee Pending Employer **Completed** E-Verify Tentative Pending Info Review Pending Photo Match Final Non-Confirmation

Last Name	First Name	Type	E-Verify Status	Date	Employee Status	Requestor
Draper	LeAnn	I-9 Form Upload	In Progress	10/24/2013	Active	J. Lambla

To View the Uploaded I-9 Form:

C. Right click on the record.

D. Select "View Uploaded Form"

Right Click

- View/Print
- Order E-Verify
- Start/Termination Dates
- Manage Supporting Docs
- Reassign
- View Audit Trail
- View Uploaded Form**
- Edit Flex Fields
- Re-verify I-9 Form
- Correct I-9 Form
- Send Form
- Delete I-9 form
- Flag

Employment Eligibility Verification USCIS Form I-9
 Department of Homeland Security OMB No. 1615-0047
 U.S. Citizenship and Immigration Services Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) DRAPER	First Name (Given Name) LEANN	Middle Initial M.	Other Names Used (if any)
Address (Street Number and Name) 123 FERRY ST.	Apt. Number	City or Town SALEM	State OR Zip Code 97311
Date of Birth (mm/dd/yyyy) 12/31/1975	U.S. Social Security Number [][]-[][]-[][][]	E-mail Address leannD@email.com	Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (See instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number): _____

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: *LeAnn Draper* Date (mm/dd/yyyy): 11-07-2013

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: _____ Date (mm/dd/yyyy): _____

Last Name (Family Name) _____ First Name (Given Name) _____

Address (Street Number and Name) _____ City or Town _____ State _____ Zip Code _____

STOP Employer Completes Next Page STOP

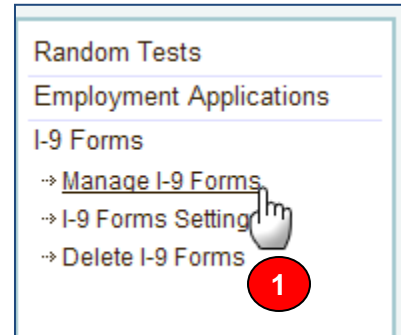
Form I-9 03/08/13 N

HOW TO UPLOAD SUPPORTING DOCUMENTS

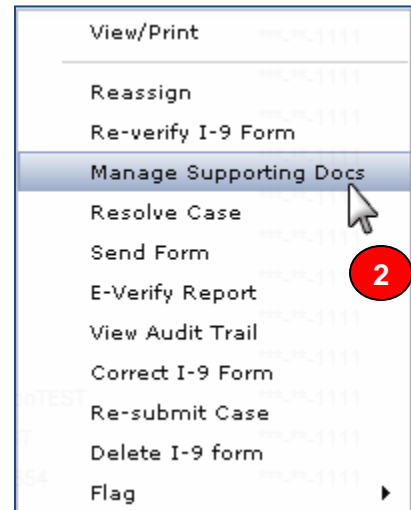
The HireRight I-9 Solution can store scanned images of I-9 supporting documents (such as images of Social Security cards). Simply scan the documents and use this feature to upload and store the files with HireRight.

Note: The documents you upload must be saved as PDF.

1. Login to your account and click **I-9 Forms, Manage I-9 Forms**.



2. Right-click on the applicant and select **Manage Supporting Docs**.



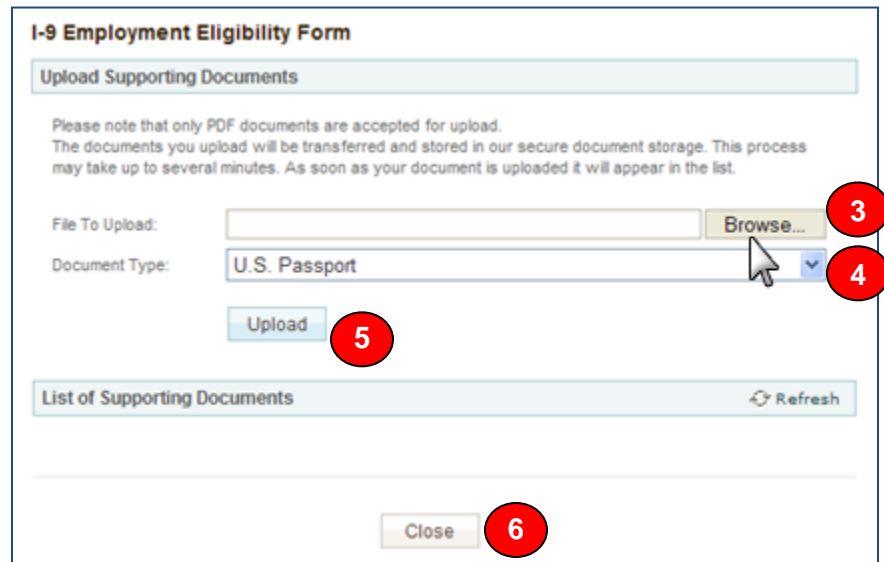
3. At the **Upload Supporting Documents** page, click **Browse** to locate the file on your computer you want to upload.

NOTE: Only PDF files can be uploaded.

4. Indicate the type of document you are uploading by choosing it from the **Document Type** menu. (U.S. Passport shown.)

If the document type you are uploading is not listed, choose **Other Document** and add a description in the **Document Description** field that appears.

5. Click the **Upload** button.
6. When you are finished, click **Close**.

A screenshot of the 'I-9 Employment Eligibility Form' upload page. The page title is 'I-9 Employment Eligibility Form'. Below the title is a section titled 'Upload Supporting Documents'. A note states: 'Please note that only PDF documents are accepted for upload. The documents you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will appear in the list.' There are two input fields: 'File To Upload:' with a 'Browse...' button, and 'Document Type:' with a dropdown menu showing 'U.S. Passport'. Below these fields is an 'Upload' button. At the bottom of the page is a 'List of Supporting Documents' section with a 'Refresh' button and a 'Close' button. Red circles with numbers 3, 4, 5, and 6 are overlaid on the 'Browse...', 'Document Type' dropdown, 'Upload' button, and 'Close' button respectively.

If you would like to see the new document in the list, click the **Refresh** button.

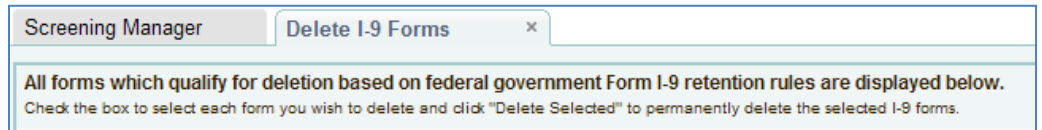
HIRERIGHT'S I-9 SMART DELETE FUNCTIONALITY

There are a variety of reasons an employer may need to delete I-9 forms. There are also laws about how long records must be kept, even after termination. HireRight has taken these needs into consideration when designing the Deletion capabilities of the I-9 Solution.

Employers can delete I-9 forms themselves as long as they have deletion permissions enabled and the I-9 meets the requirements need to qualify for deletion.

I-9's must be kept on file for:

- 3 years after start date
OR
- 1 year after termination,
whichever is longer.



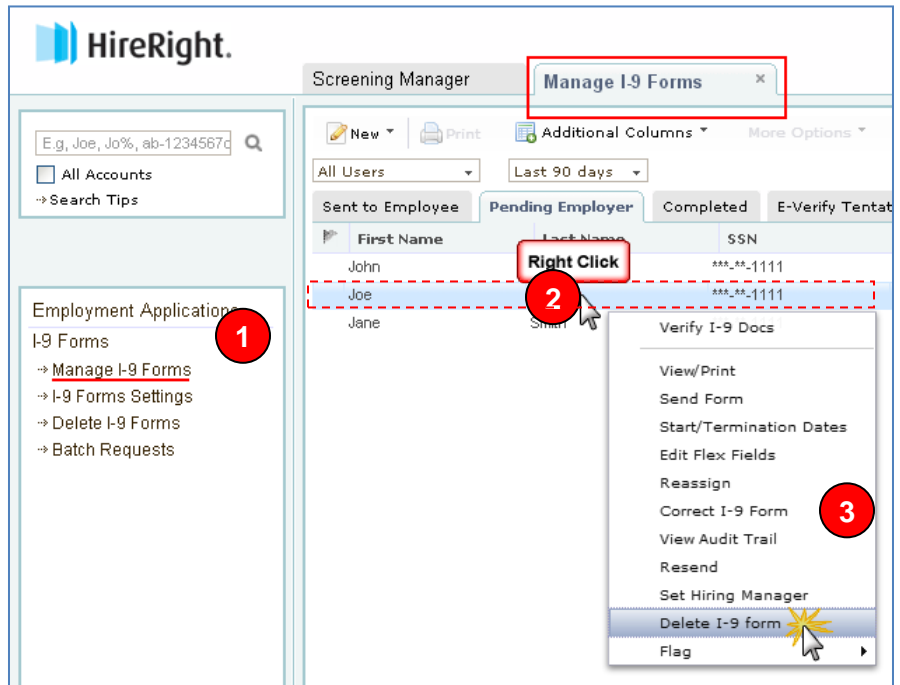
HireRight's Smart Delete functionality searches for expired I-9 docs and I-9 documents that are legally qualified to be deleted.

To Delete I-9 Forms

1. Go to **"Manage I-9 Forms"** and locate the employee's I-9 form you wish to delete.
2. Right-click on the employee's name.
3. Click **"Delete I-9 Form"** option.

If the I-9 form qualifies for deletion the form will be deleted.

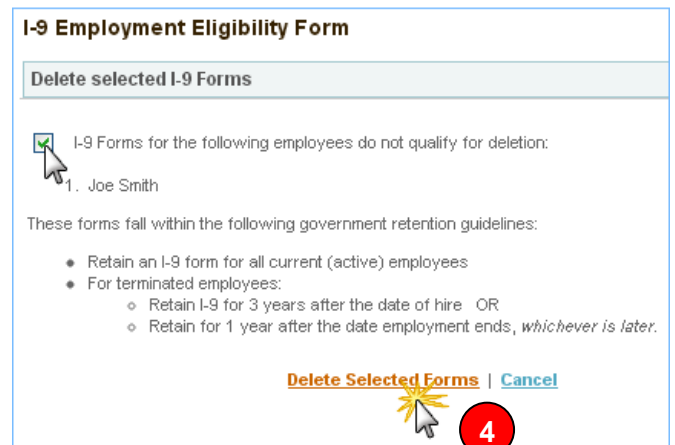
IMPORTANT: If the I-9 form **does not** qualify for deletion then a pop up will appear indicating why the form does not qualify and you will NOT be able to delete the form.



Delete Override

4. Users may still delete the form if they have **"Delete Override"** permission by clicking the check box and clicking **"Delete Selected Forms"**. Override is typically limited to Super Users and Account Managers.

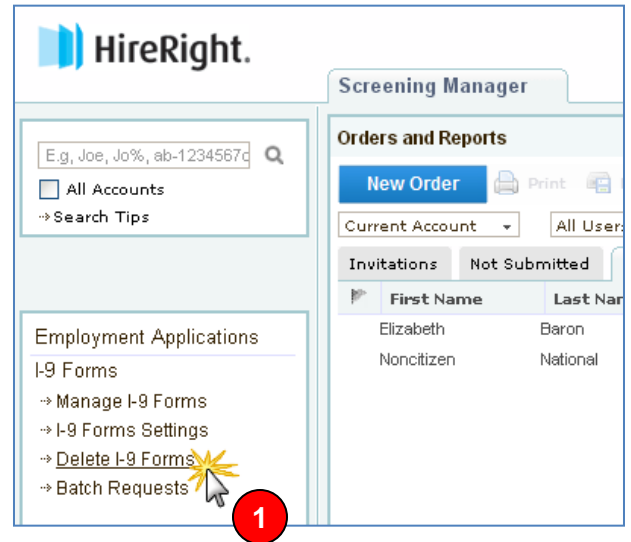
IMPORTANT: Users without override permissions **will not** be able to delete a record that does not qualify for deletion.



To Delete Multiple I-9 Forms that Qualify for Deletion

IMPORTANT: HireRight automatically will generate a list of all I-9 forms that qualify for deletion based on federal government Form I-9 retention rules, however not ALL users will have the ability to delete them. Only those users who have this permission enabled will be able to do so.

1. Go to “**Delete I-9 Forms**” and select each record you would like to delete by clicking the checkbox next to the user’s name.



2. If you would like to delete all of the records simply click the “**Select All**” checkbox at the top of the column.



3. Then click “**Delete Selected.**”