

**FORM I-9: INSTRUCTIONS FOR DESIGNATED AGENTS**

The U.S. Citizenship and Immigration Services (USCIS) requires the University to verify the right of our employees to work in the U.S. We are asking you to serve as our representative by examining the employee's original documentation and completing and signing the attached USCIS Form I-9. This should be done no later than the employee's second day of work for new hires (unless he/she is employed for less than 3 days, in which case this should be completed by the end of the first day of work), or prior to current work authorization expiration for reverifications. As a designated agent for the University for I-9 compliance, you should follow the rules for completing the Form I-9 as indicated in the USCIS Handbook for Employers (M-274) found at <http://www.uscis.gov/files/form/m-274.pdf>.

Please find attached the *Form I-9, Designated Agent Form*, and *University of Illinois Form I-9 Checklist*. You will need to complete the *Form I-9* and *Designated Agent Form*, as indicated below. Please use the checklist to assist you in the proper completion of the *Form I-9*.

**NEW HIRE**

Follow these instructions if the "Reason for completion of Form I-9" indicated on the *Designated Agent Form* is "New Hire". Completion of the *Form I-9* for new hires must be done no later than the employee's second day of work, unless the individual is employed for less than 3 days, in which case this should be completed by the end of the first day of work.

1. Verify that the employee has completed Section 1 of the *Form I-9* prior to your completing Section 2. **\*\*Important: If the employee will be E-Verified, as indicated on the Designated Agent Form, the employee is required to enter his/her Social Security Number in Section 1 of the Form I-9.\*\***
2. The employee must present to you original identification documents (see "Lists of Acceptable Documents" page of *Form I-9*). The employee can present either:
  - Any one document from List A (NOTE: In some instances, two documents may be required to fulfill this requirement, i.e. foreign passport and I-94; refer to the USCIS I-9 Handbook (M-274) for guidance) **or**
  - Two documents, one from List B (identity) **and** one from List C (eligibility). **\*\*Important: If the employee will be E-Verified, as indicated on the Designated Agent Form, any List B document that is presented must contain a photograph.\*\***
3. Complete **Section 2 - Employer Review and Verification**. There are spaces on the I-9 form for you to indicate which document(s) were presented to you and their associated information. **\*\*Important: view only unexpired original documents (not necessarily the first document of its kind ever issued, but an actual document issued by the issuing authority). Faxes, photocopies, and laminated social security cards are unacceptable documents.\*\***
4. Complete the **Certification** section of the I-9 as follows (Notaries - please **do not** affix your notary seal on the I-9):
  - Enter the employee's date of hire (indicated on the *Designated Agent Form*).
  - Sign the Authorized Representative section and Date – enter the date you reviewed the employee's documents.
  - Print your Name and Title.
  - Enter the Business or Organization Name – print "University of Illinois" in the field provided.
  - Enter Address – copy the information directly from the Hiring Department / Central Human Resources Contact Information indicated on the *Designated Agent Form*.
5. Complete the bottom portion of the *Designated Agent Form*.

**REVERIFICATION – WORK AUTHORIZATION**

Follow these instructions if the "Reason for completion of Form I-9" indicated on the *Designated Agent Form* is "Reverification – Work Authorization". Reverification must be completed prior to the expiration date of the previous work authorization.

1. Write "REVERIFICATION" across the top left of the new Form I-9 and enter the employee's name only in Section 1.
2. The employee must present to you an original employment eligibility document that reflects that he/she is authorized to continue to work in the U.S. (see "Lists of Acceptable Documents" page of Form I-9). The employee can present a document from either List A **or** List C.
3. Complete **Section 3 – Updating and Reverification** of the I-9 form as follows (Notaries - please **do not** affix your notary seal on the I-9):
  - Record the document title, document number, and expiration date (if any) in Block C. **\*\*Important: view only unexpired original documents (not necessarily the first document of its kind ever issued, but an actual document issued by the issuing authority). Faxes, photocopies, and laminated social security cards are unacceptable documents.\*\***
  - Sign the Signature of Employer or Authorized Representative section and Date.
4. Complete the bottom portion of the *Designated Agent Form*.