FORM I-9 CHECKLIST

Section 1 - Employee Information and Verification:

To be completed by the employee, after a job has been offered & accepted, on or before the close of business on the first day of work.

- ❑ **Name**: Employee must input his/her name in the correct fields.
- ❑ **Address**: Employee must input his/her physical address (must **not** be a P.O. Box) in the correct fields.
- ❑ **Date of Birth**: Employee must input his/her correct date of birth.
- ❑ **Social Security Number**: Required only for employees being E-Verified. For all other employees, this is an optional field.
- ❑ **Status**: One box must be selected by the employee; status must be consistent with Section 2 documents presented.
  - ❑ **Alien #**: If employee selects "Lawful Permanent Resident," he/she must input his/her A#
  - ❑ "**Authorized to work until**": must be provided by an employee who selects "Alien Authorized to Work"
  - ❑ **Alien or Admission #**: must be provided by an employee who selects "Alien Authorized to Work"
- ❑ **Employee Signature**: Employee must sign Section 1 on or before first day of work (only after a job has been offered & accepted). Ensure that the employee has signed in the correct box (to the right of "Employee's Signature").
- ❑ **Date of Employee Signature**: Employee must date Section 1 at the time of signing (using the current date)
- ❑ **Preparer/Translator**: Should be completed by any person who assists the employee by translating or completing Section 1.

Section 2 - Employer Review and Verification

Review the employee's original documents and complete and sign Section 2 by close of business on the employee's third day of work, or by close of business on the first day of work, if the employment is for less than 3 days.

- ❑ **Verification of Documentation**: The employer must review original documents: one from List A or a combination of one List B document and one List C document. The employee must be allowed to choose which documents to present and must not be required to provide more or different documents if he/she presents a valid List A or valid List B and C documents. IMPORTANT: If an employee who is being E-Verified presents a List B document, it must contain a photograph.

List A	OR	List B	AND	List C
❑ Must be listed on the Form I-9 or in the Handbook for Employers as acceptable		❑ Must be listed on the Form I-9 or in the Handbook for Employers as acceptable		❑ Must be listed on the Form I-9 or in the Handbook for Employers as acceptable
❑ Document title, issuing authority, and document number(s) must be listed in the appropriate fields		❑ Document title, issuing authority, and document number must be listed in the appropriate fields		❑ Document title, issuing authority, and document number must be listed in the appropriate fields
❑ Expiration date(s), if applicable, must be listed in the appropriate field		❑ Expiration date, if applicable, must be listed in the appropriate field		❑ Expiration date, if applicable, must be listed in the appropriate field
❑ Document must be unexpired when presented		❑ Document must be unexpired when presented		❑ Document must be unexpired when presented
❑ Document must appear on its face to be genuine and must reasonably appear to relate to the employee		❑ Document must appear on its face to be genuine and must reasonably appear to relate to the employee		❑ Document must appear on its face to be genuine and must reasonably appear to relate to the employee
		❑ If the employee is to be E-Verified, the List B document must contain a photo.		

- ❑ **Date of Hire** must be listed in Section 2; this is the date that the person actually begins employment.
- ❑ **Employer Signature**: Employer representative must sign the form after completing Section 2. This should be done by the end of the third business day of the employee's employment.
- ❑ **Date of Employer Signature**: Employer representative must date Section 2 when he or she signs it.
- ❑ **Employer or Representative Name** must be printed in the field provided.
- ❑ **Title** of the employer representative must be printed in the field provided.
- ❑ **Business/Organization Name** print "University of Illinois" in the field provided. This cannot be shortened or abbreviated. Entering department name only is not acceptable. You may use "University of Illinois – Department Name" if you wish.
- ❑ **Address** (including full street address, city, state, and zip code) must be printed in the field provided. This may be the hiring department's address or the central HR office's address.

Section 3 – Updating and Reverification

To be used if the employee's work authorization will expire. Reverify on or before the "Alien Authorized to Work" expiration date recorded in Section 1 (if any). Also to be used when an employee has a name change.

- ❑ **Use a new Form I-9** and write "REVERIFICATION" across the top left of the form. Employee's name only should be printed in Section 1. Section 2 is not used for reverification.
- ❑ **If the employee's name has changed** print the former name only in Section 1 and print the new name in Section 3, block A.
- ❑ **Verification of Documentation (for work authorization):** employee may present any document from List A or List C that demonstrates continued work authorization.
- ❑ **Employer Signature:** Employer representative must sign the form after completing Section 3.
- ❑ **Date of Employer Signature:** Employer representative must date Section 3 when he or she signs it.

Other

- ❑ **Proper version of Form I-9 must be used**: Currently, acceptable versions of the Form I-9 are those with "Rev. 02/02/09" or "Rev. 08/07/09" in the bottom, right-hand corner. The most recent version can always be obtained from the USCIS web site at http://www.uscis.gov/I-9.

Help

For questions about Form I-9, please contact your campus Human Resources office:

Chicago	Urbana-Champaign	Springfield	University Administration
Faculty Affairs HR 312-355-2412 FAHR@uic.edu UIC Human Resources 312-413-4848 UICHRHELPDESK@uillinois.edu Student Employment 312-996-3130 Form I-9 is completed at UIC HR for Civil Service and Extra Help, and at Student Employment for students.	Academic Human Resources 217-265-6549 Staff Human Resources 217-333-2137 (Civil Service) 217-333-4752 (Extra Help) Student Employment 217-333-0600 Form I-9 is completed at Staff HR for Civil Service employees.	UIS Human Resources 217-206-6652 Student Employment 217-206-6724 Form I-9 is completed at the HR office for all faculty and staff, and at the Financial Aid office for student workers.	Urbana 217-333-2600 ERHRcommunications@uillinois.edu Chicago 312-996-5130 marin@uillinois.edu Form I-9 is completed at the ER/HR office for all employees (except Civil Service, which are completed at the campus HR office).