Hiring Paperwork Forms

I-9 Employment Eligibility Verification Instructions

**DO NOT USE WHITEOUT ON THE I-9 FORM**
**DO NOT MAKE COPIES OF IDENTIFICATION DOCUMENTS**

Employee Section should be in same color black or blue ink
Employer Section should be completed in same color black or blue ink

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**International Students** must come to Human Resources to complete all hiring paperwork:
Bring student appointment form, I-20, Passport/VISA, Social Security Card, and Direct Deposit

**Lawful Permanent Residents**— must come to Human Resources with all hiring paperwork, student appointment form, and permanent resident card

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**Required Deadline for Completing I-9 Form:**

I-9 form *must* be completed BEFORE or on the first date of employment (start date).

First date of employment = start date = first day physically working

Employees are NOT to begin working until this form is completed in full.

Complete this form when an employee has never worked for UW Oshkosh before or it has been three years or more since they worked for UW Oshkosh (new hire).

**Information Needed:**
Employee needs to provide the *original* documents for employer to review. Employee must present **ONE document from List A** – OR – **ONE document from List B AND one document from List C**.

Typical documents include, but not limited to:
- Passport OR
- Photo ID and Social Security card OR
- Photo ID and Birth Certificate

**Employer can suggest but not mandate which documents employee may present**
View the list of acceptable documents.

**Section 1: Employee Information and Attestation**
Employee completes this section
- Any boxes leaving blank need to have N/A in them

**NOTE:** If employee indicates anything other than “A citizen of the United States” they must come to Human Resources – see note in box at top of page ▲

**Section 2: Employer or Authorized Representative Review and Verification**
Employer completes this section

**Section 3: Reverification and Rehires** – do not complete this section; attach
List of Acceptable Documents – must be attached

I-9 Employment Eligibility Verification Instructions

Notes about Documents presented

- Requesting more or different documentation than the minimum necessary to meet this requirement may constitute an unfair immigration-related employment practice.

- If the documentation presented by the student employee does not reasonably appear to be genuine or relate to the employee who presents them, you must refuse acceptance and ask for other documentation from the list of acceptable documents that meets the requirements. You should not continue to employ an employee who cannot present documentation that meets the requirements.

- Only original documents (not necessarily the first document of its kind ever issued to the employee, but an actual document issued by the issuing authority) are satisfactory, with the single exception of a certified photocopy of a birth certificate.

- Social Security cards issued with the restriction of “Valid only with INS (or DHS) Authorization” do not satisfy the I-9 form requirements.

- If you are in doubt about a document’s acceptability, call the Human Resources for clarification before proceeding further – 424-1166.

REMEMBER:
1. Hiring employees without complying with the employment eligibility verification requirements is a violation of the employer sanctions laws.

2. This law requires employees hired after November 6, 1986, to present documentation that establishes identity and employment authorization. Employers must record this information on Forms I-9.

3. Employers may not discriminate against employees on the basis of national origin or citizenship status.

More specifics regarding the I-9 can be found in the IRS handbook here:

Employee completes Section 1

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

- [x] 1. A citizen of the United States
- [ ] 2. A noncitizen national of the United States (See instructions)
- [ ] 3. A lawful permanent resident (Alien Registration Number/USCIS Number)
- [x] 4. An alien authorized to work (Expiration date) until (expiration date) if applicable

Some aliens may write "NA" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
- An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number:
  1. Alien Registration Number/USCIS Number
  2. Form I-94 Admission Number
  3. Foreign Passport Number

Signature of Employee

Today's Date (mm/dd/yyyy)

Preparer and/or Translator Certification (check one):

- [x] I did not use a preparer or translator
- [ ] A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator

Today's Date (mm/dd/yyyy)

Employee Information

Employee enters specific data.

If box is empty must have N/A in it

For address, must be permanent home, not dorm address

Employee Signature and Date Signed

Date signed must be BEFORE or on the first date of employment (start date).

Federal offense to start work before this form is completed in full.
I-9 Employment Eligibility Verification Instructions

Section 2: Employer or Authorized Representative Review and Verification

DO NOT USE WHITEOUT ON THE I-9 FORM

Employer Section should be completed in same color black or blue ink

Employer completes Section 2 utilizing documents employee provides

### Employment Eligibility Verification

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

**Form I-9**  
OMB No. 1615-0047  
Expires 08/31/2019

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**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 a combination of one document from List B and one document from List C as listed on the “List of Acceptable Documents.”)

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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**Employee Info from Section 1**

- **Last Name (Family Name)**
- **First Name (Given Name)**
- **Middle Initial**
- **Citizenship/Immigration Status #**

**List A**: Document Title and Employment Authorization

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**List B**: Identity

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**List C**: Employment Authorization

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>N/A</td>
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<td>N/A</td>
</tr>
<tr>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Document Review**

Passport Example

Do not record any more information than is necessary.

Employee must present

- ONE document from List A – OR –
- ONE document from List B AND one document from List C

View the list of acceptable documents on Page 3 of the I-9

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**Certification**: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee and (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, employee is authorized to work in the United States.

The employee’s first day of employment (mm/dd/yyyy): *02/24/2017*  
(See instructions for exemptions)

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**Employee’s first day of employment date and Employer’s Signature and Date Signed**

Employee’s first day of employment (Start Date) must be AFTER or on the date of employee and employer signatures

Employer signature should be same date employee signs form
You do not need to complete Section 3 of the I-9 for new hires
**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.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>OR</th>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
<th>AND</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>U.S. Passport or U.S. Passport Card</td>
<td></td>
<td>6.</td>
<td>Driver’s license or ID card issued by a State or outlying possession of the United States or by a foreign country or possession in 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.</td>
<td></td>
<td>7.</td>
<td>A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
</tr>
<tr>
<td>2.</td>
<td>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td></td>
<td>8.</td>
<td>School ID card with a photograph</td>
<td></td>
<td>8.</td>
<td>Certification of Birth Abroad issued by the Department of State (Form FS-645)</td>
</tr>
<tr>
<td>4.</td>
<td>Employment Authorization Document that contains a photograph (Form I-766)</td>
<td></td>
<td>10.</td>
<td>U.S. Military card or draft record</td>
<td></td>
<td>10.</td>
<td>Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
</tr>
<tr>
<td>5.</td>
<td>For a nonimmigrant alien authorized to work for a specific employer because of his or her status:</td>
<td></td>
<td>11.</td>
<td>Military dependent’s ID card</td>
<td></td>
<td>11.</td>
<td>Native American tribal document</td>
</tr>
<tr>
<td></td>
<td>a. Foreign passport; and</td>
<td></td>
<td>12.</td>
<td>U.S. Coast Guard Merchant Mariner Card</td>
<td></td>
<td>12.</td>
<td>Driver’s license issued by a Canadian government authority</td>
</tr>
<tr>
<td></td>
<td>b. Form I-94 or Form I-94A that has the following: (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.</td>
<td></td>
<td>13.</td>
<td>Native American tribal document</td>
<td></td>
<td>13.</td>
<td>Identification Card for Use of Resident Citizen in the United States (Form I-179)</td>
</tr>
<tr>
<td>6.</td>
<td>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</td>
<td></td>
<td>14.</td>
<td>School record or report card</td>
<td></td>
<td>14.</td>
<td>Employment authorization document issued by the Department of Homeland Security</td>
</tr>
<tr>
<td></td>
<td>For persons under age 18 who are unable to present a document listed above:</td>
<td></td>
<td>15.</td>
<td>Clinic, doctor, or hospital record</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10. School record or report card</td>
<td></td>
<td>16.</td>
<td>Day-care or nursery school record</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Refer to the instructions for more information about acceptable receipts.
The U.S. Department of State issues the U.S. Passport to U.S. citizens and nationals. There are a small number of versions still in circulation that may differ from the main versions shown here.

_The following illustrations do not necessarily reflect the actual size of the documents_
U.S. Passport Card

The U.S. Department of State began producing the passport card in July 2008. The passport card is a wallet-size card that can only be used for land and sea travel between the United States and Canada, Mexico, the Caribbean, and Bermuda.
State-issued Driver’s License

A driver’s license can be issued by any state or territory of the United States (including the District of Columbia, Puerto Rico, the U S Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands) or by a Canadian government authority, and is acceptable if it contains a photograph or other identifying information such as name, date of birth, gender, height, eye color, and address.

Some states may place notations on their drivers’ licenses that state the card does not confirm employment authorization For Form I-9 purposes, these drivers’ licenses, along with every other state’s, establish the identity of an employee When presenting any driver’s license, the employee must also present a List C document that establishes employment authorization.

UW-Oshkosh Issued Student Card (Titan Card)

This document is acceptable as long as the individual is a current UW-Oshkosh student.

You can confirm this by checking the student enrollment credit eligibility – the first step to determining if a student is eligible to work on campus.
List C: Employment Authorization Examples (SSN card; birth certificate)

The following illustrations do not necessarily reflect the actual size of the documents

U.S. Social Security Account Number Card

The U.S. Social Security account number card is issued by the Social Security Administration (older versions were issued by the U.S. Department of Health and Human Services), and can be presented as a List C document unless the card specifies that it does not authorize employment in the United States.

Metal or plastic reproductions are not acceptable. Document should be signed by individual.

Birth Certificate

Only an original or certified copy of a birth certificate issued by a state, county, municipal authority, or outlying possession of the United States that bears an official seal is acceptable. Versions will vary by state and year of birth.

Q: When is a new I-9 form required?
A: An I-9 is required for all employees who have not previously worked for UW-Oshkosh.

Q: But I believe the student employee has previously completed an I-9 for UW-Oshkosh. Can I rely on that?
A: No. Contact Human Resources to verify – 424-1166 or studentemploy@uwosh.edu.

Q: When must I-9 form be completed?
A: You may complete an I-9 form any time prior to the employee’s start date as long as the student has accepted the job, but the I-9 form must be completed BEFORE or on the date of employment. If the new hire claims that the necessary documents were lost, stolen or destroyed, the person must provide a receipt for replacement documents. If an employee has presented a receipt for a replacement document, he or she must produce the actual document within 90 days of the date employment begins.

Q: Who should fill out I-9 form?
A: The person who views and verifies a student’s employment authorization documents should be the individual to complete and sign Section 2. Employees should complete Section 1.

Q: What is my responsibility concerning the authenticity of the documents presented?
A: Employers must examine the presented documents and if they appear to be genuine and relate to the person being hired, they may be accepted.

Q: Can I accept expired documents?
A: No. Expired documents are not accepted for the I-9 form. Please note that birth certificates and Social Security cards should be treated as unexpired since they do not have expiration dates.

Q: Should I make copies of the documents presented?
A: No. Departments should not keep copies of confidential personal documents.

Q: Is there assistance available for international students who do not have the required I-9 documentation?
A: Yes, please direct the student to Human Resources for assistance prior to hiring.

Q: How do I correct a mistake on an I-9 form?
A: To correct a mistake, draw a line through the portion of the form that is incorrect. Enter the correct information and initial and date the changes. Do not use white-out.

Q: How long does UW-Oshkosh need to keep I-9 forms?
A: Human Resources retain I-9 forms for as long as the employee works for UW-Oshkosh. Upon termination, the form must be kept for three years after the termination date.

When in doubt, check it out with Human Resources.