

Offsite New Hire Employment Verification (I-9) Instructions

The Immigration Reform and Control Act requires all U.S. employers to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986. To implement this law, employers are required to complete the Form I-9 (Employment Eligibility Verification Form) for all employees, including U.S. citizens.

Occasionally, the University may hire an employee who will be paid by the University yet will not physically work at the University campus location in Omaha, Nebraska, and, therefore, cannot present original documents to a University representative for inspection. When hiring a person to work in another state special procedures for employment eligibility verification are necessary.

Federal law permits the University to seek the services of an Authorized Representative, such as a notary public or other responsible person, to carry out I-9 responsibilities on behalf of the University. An Authorized Representative can be any competent and willing person who is designated to complete the employee's Form I-9 on behalf of the University. To locate an Authorized Representative in your city, see the Reciprocal Processing Consortium at <http://www.cupahr.org/i9/index.aspx>. The Authorized Representative completes the Form I-9 and follows the same rules for completing the Form I-9 as the University's Human Resources Department.

Completing the Form I-9 (for U.S. citizens or permanent residents only)

The University employee should complete Section 1 of the I-9 Form and present to the Authorized Representative along with acceptable documents for review.

The Authorized Representative should verify that the employee has completed and signed/dated Section 1 of the I-9 Form prior to completing Section 2 on behalf of the University. The employee must present to the Authorized Representative a suitable set of identification papers as set out in the "List of Acceptable Documents" page of the I-9 Form Instructions. The Authorized Representative may not specify which document(s) from the list they will accept from the employee. The employee may present either:

- a. Any one unexpired document from List A, or
- b. Two unexpired documents, one from List B (identity) (List B documents MUST have a photo) and one from List C (eligibility)

The Authorized Representative should complete Section 2 of the I-9 Form (Employer Review and Verification). There are spaces indicating which documents were presented and their associated information. This includes Document Title, Issuing Authority, Document Number, and Expiration Date (if any). **Authorized Representatives should be aware that only original documents should be accepted for review. Faxes, photocopies, and laminated social security cards are unacceptable.** The Authorized Representative should also complete the Certification part of Section 2 of the I-9 Form as follows:

- a. Leave the employment beginning date blank
- b. Sign in the box labeled "Signature of Employer or Authorized Representative"
- c. Print your name and title
- d. Fill in date form is signed
- e. Do not complete Section 3

The Authorized Representative should **copy the document(s) provided and attach** to the Form I-9. Return the form with attached copies and the originals to the University employee.

University employee should mail completed I-9 information to: Creighton University
Attn: Human Resources
2500 California Plaza
Omaha, NE 68178

For questions on completing the I-9 see hr@creighton.edu or contact the Human Resources Department at 402-280-2709.