I-9 FORM CHANGES
INFORMATIONAL SEMINAR
Human Resources I-9

Educational Team

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Where does the I-9 form Originate?

» US governing body: US Citizenship and Immigration Services, or USCIS
Brief History of the I-9 Form

» Last update of form released February 2, 2009 and August 7, 2009

» New form was supposed to be released in August 2012

» Was not released until March 8, 2013

» Objectives:
  » Update form and include new fields
  » Clarify existing questions regarding how to fill out form
What is the I-9 Form?

» Still a federal document
» Now Nine pages long
  » 1-6: Instructions
  » 7-8: Form/Entry fields
  » 9: List of Acceptable Documents

Everything must be available for the employee while completing the form! (e.g. OHR’s new Welcome Center)
What is the I-9 Form?

» The I-9 Form is divided into three sections:

» Section 1- Employee Information and Attestation
  » Must be completed by the employee on or before the first day of employment!

» Section 2- Employer or Authorized Representative Review and Verification
  » Must be completed by the employer on or before the third day of employment

» Section 3- Reverifications and Rehires
  » Only used in certain circumstances and must be completed before employment authorization expires
What is the I-9 Form?

Form has changed:

» New expiration date extends the form to 3/31/2016
» Instructions to fill out the I-9 have grown to six pages (formerly three pages) with new links to resources
» Form is fillable with drop down menus for date and country of issuance
» Data fields titles are clearer
» I-9 Form itself is two pages versus one page
What has Changed?

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.

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>E-mail Address</th>
<th>Telephone Number</th>
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</thead>
<tbody>
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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)
What has Changed?

- Section 1 (employee information) has new fields
  - Email address and phone number (completion optional)
  - Alien authorized to work
  - Foreign passport and country of issuance
  - Reminder that employee must fill this portion out before beginning work at BGSU!
What has Changed?

Section 1 requires new employees to provide eight pieces of information that they must fill out by themselves:

» Employee name
» Full permanent U.S. address
» Birth date
» Social security number

» Contact Information
» Immigration status
» Signature
» Current date
## What has Changed?

### Section 2. Employer or Authorized Representative Review and Verification

(Employee 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.)

<table>
<thead>
<tr>
<th>Employee Last Name, First Name and Middle Initial from Section 1:</th>
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</thead>
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<td>Document Title:</td>
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<tr>
<td>Issuing Authority:</td>
<td>----</td>
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<td>------</td>
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<tr>
<td>Document Number:</td>
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<td></td>
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<tr>
<td>Expiration Date (MM/ DD/YYYY):</td>
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<td>Document Title:</td>
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<tr>
<td>Expiration Date (MM/ DD/YYYY):</td>
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<td></td>
</tr>
</tbody>
</table>

Certification

S-D Barcode
Do Not Write in This Space
What has Changed?

» Section 2 still must be completed by employer in the first three days of work

» Section 2 (employer review/verification) has new fields
  » Employee’s name on the top of the form
  » New fields for List A document combinations

» Employee provides one approved document from List A or one approved document each from List B and C
  
  » *Do not tell employee which original documents to bring*
What has Changed?

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

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:

Form I-9 03/08/13  N
What has Changed?

» Section 3-

  » Still only used in certain circumstances

  » If the employee is rehired within three years of the original I-9 form completion date, this portion can be used instead of a new I-9 form

  » If an employee is rehired twice within three years of the original I-9 form completion date, a new I-9 form needs to be filled out- just section 3 and attached to the original I-9 form
Common Errors/Helpful Hints

» Section 1-

» “Other Names Used” includes maiden names
» Write an “N/A” in any field intentionally left blank
» Ensure proper box is checked for citizen or immigration status
» Write current date next to signature and not birthdate
» Unless a translator was used, leave section blank
Common Errors/Helpful Hints

» Section 2-

» Do not use “white out” to correct mistakes on the form

» To correct mistakes, use a different color pen, circle mistake, add correct data next to it, and sign and date it

» Ensure all documents are current and match employee’s information
Common Errors/Helpful Hints

» Section 2-
  » Fill in the “employee’s first day of employment”. Do not leave blank. This is the date that the employer verified Section 2

» Current practice; all international students and faculty/staff I-9s are processed through International Programs
What do we do now?

» Use the new I-9 form and supporting documents (if needed), at
http://www.bgsu.edu/offices/ohr/training/index.html
What do we do now?

–Begin using the new form immediately!

Access the form at:

http://www.bgsu.edu/offices/ohr/forms/index.html under “Personnel Action forms” and “New Employee”

–Must use new form by May 7, 2013

–Turn into hiring department, Student Employment or Human Resources
Questions? Comments?

Contact Information:

<table>
<thead>
<tr>
<th>Constituent Group</th>
<th>Office</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>Provost’s Office</td>
<td>419/372-2915</td>
</tr>
<tr>
<td>Staff</td>
<td>Human Resources</td>
<td>419/372-8421</td>
</tr>
<tr>
<td>Undergraduate/Graduate Students</td>
<td>Student Employment</td>
<td>419/372-2865</td>
</tr>
</tbody>
</table>