

# HIRERIGHT'S I-9 AND E-VERIFY SOLUTIONS USER GUIDE



Please refer to page to for document table of contents

## In This Document:

### Completing Section 1

- [Inviting the Employee to Complete Section 1](#)
- [Editing and Saving the Employee Invitation](#)
- [Setting Up the I-9 Kiosk Link](#)
- [The Employee Experience – Completing Section 1](#)

### Completing Section 2

- [Employer Review and Verification - Completing Section 2](#)
- [Designating a Hiring Manager to Complete Section 2](#)
- [Hiring Manager Access and Completion of Section 2](#)
- [Receipts for Lost, Stolen or Damaged Documents](#)
- [Instructions for Notaries – Completing Section 2](#)

### E-Verify Information

- [Submitting an E-Verify ONLY Check](#)
- [Using HireRight's E-Verify Photo Matching Tool](#)
- [How to Handle Tentative Non-Confirmation Status](#)

### Completing Section 3

- [Updating the Form I-9 – Completing Section 3](#)
- [Designating a Hiring Manager to Complete Section 3](#)

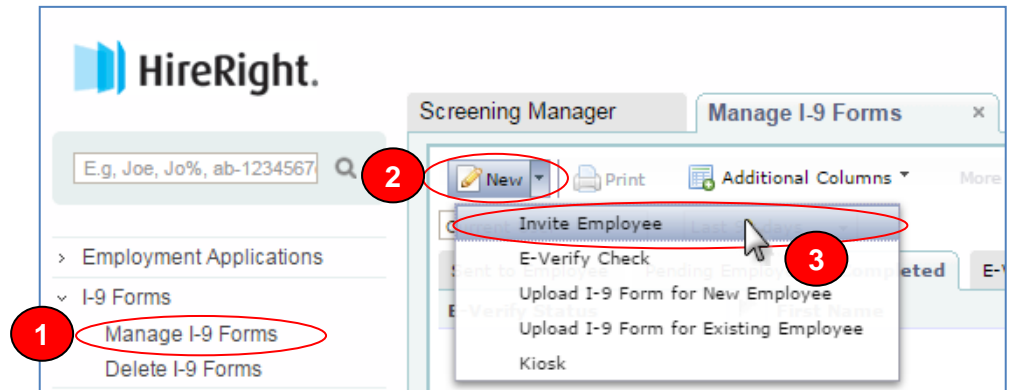
### Document Management

- [Making Corrections to the Form I-9](#)
- [Upload Form I-9 and Initiate E-Verify for New Employee](#)
- [Upload Form I-9 for Existing Employee](#)
- [How to Upload Supporting Documents](#)
- [Delete Form I-9s](#)

# INVITING THE EMPLOYEE TO COMPLETE SECTION 1 OF THE FORM I-9

Following are instructions for using the “Invite Employee” option to send the employee an e-mail invitation to fill out the electronic Form I-9.

1. Login to your account and click **Manage I-9 Forms**.
2. Click the **New** pull-down menu.
3. Select the **Invite Employee** button.



## The I-9 Employment Eligibility Form displays.

4. Enter the employee's name and email address.

**NOTE:** While it is not required, it is a recommended best practice to insert the *Employee Start Date* at this time. This will initiate reminder emails to the employee of deadlines and requirements.

5. Some accounts include the “Hiring Manager” feature. This allows you to designate a non-HireRight system user temporary access to complete Section 2 of this specific Form I-9. If you or another system user will be completing Section 2, leave these fields blank.

**Notification Options:** If you would like to add someone to the list of users who will receive a copy of the notification letters, you may click the [Add User](#) link and make a selection from the list of users in your HireRight account.

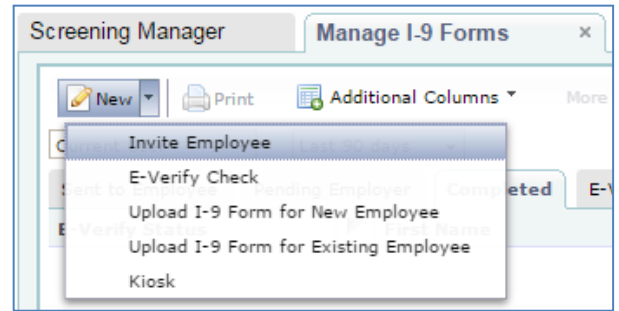
6. Click **Submit**.

The screenshot shows the "I-9 Employment Eligibility Form" interface. The form is divided into several sections: "Employee Info", "Hiring Manager", and "Notification Options". The "Employee Info" section contains fields for "First Name", "Last Name", "E-mail", and "Employee Start Date". The "Hiring Manager" section contains fields for "First Name", "Last Name", and "E-mail". The "Notification Options" section includes a dropdown menu for "Message Template" and a checkbox for "Send me a copy". Red circles with numbers 4, 5, and 6 are overlaid on the image to indicate the steps: 4 points to the "First Name" field, 5 points to the "Hiring Manager" section, and 6 points to the "Submit" button at the bottom of the form.

# EDITING AND SAVING THE EMPLOYEE E-MAIL INVITATION

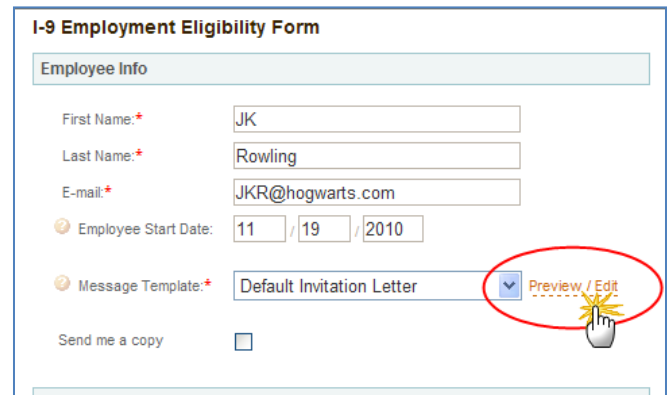
During the Form I-9 submission process, users are given the option to send an invitation to applicants to complete Section 1 of the Form I-9. A default invitation email is included with your I-9 Solution. If users have appropriate permissions, they can view, edit, preview, set a new template as the default Employee Invitation e-mail, as well as delete old templates.

After selecting **Invite Employee** from the **New** pull-down menu, users are asked to fill in Employee Information and send an invitation to the applicant.

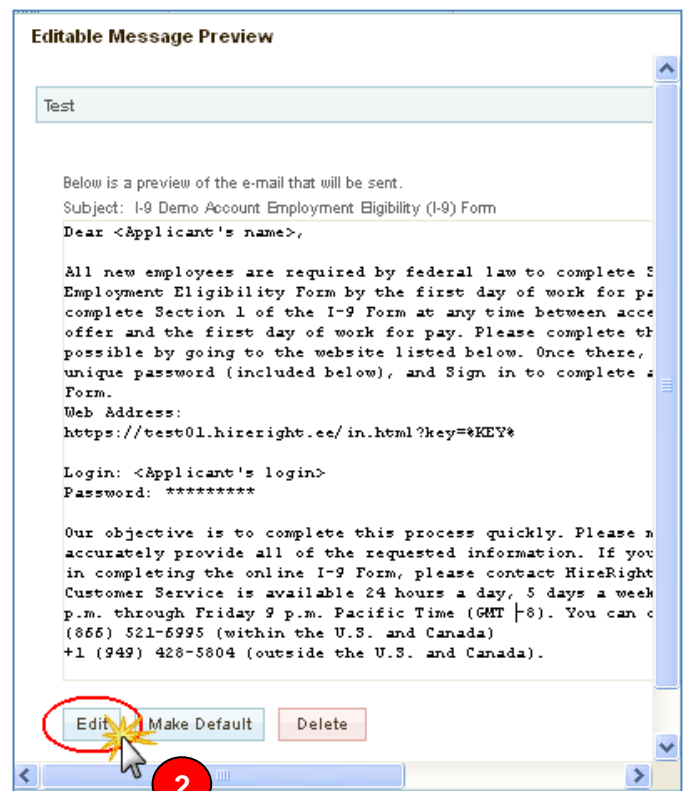


## To Preview/Edit the Default Invitation Letter:

1. From the I-9 Employment Eligibility Form, click the **Preview/Edit** link.



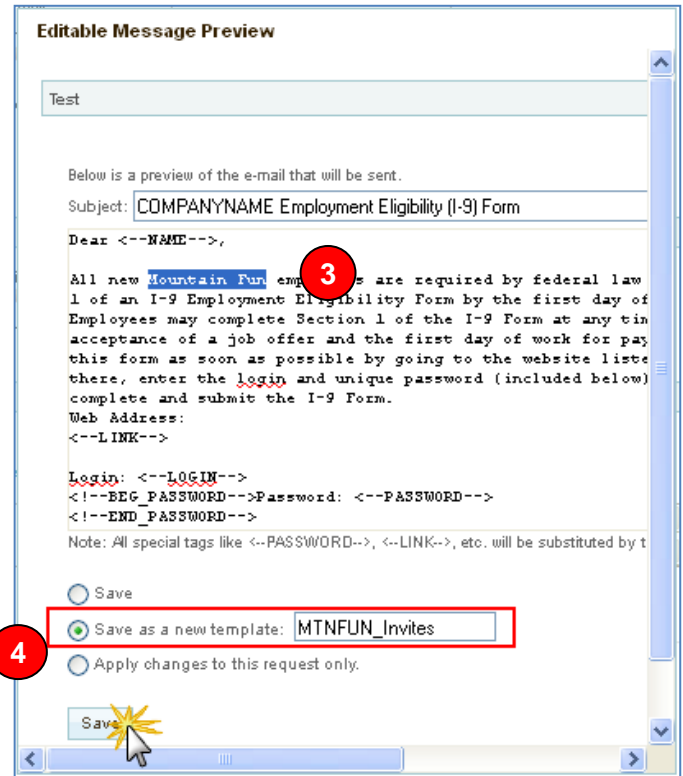
2. Click the **Edit** button at the bottom of the preview window.



3. Edit the default invitation letter to meet your company's custom needs.
4. Select the *Save as a new template* option and name your new email invitation template.
  - To apply your changes to a new "Default Invitation Letter" select the *Save* radio button.

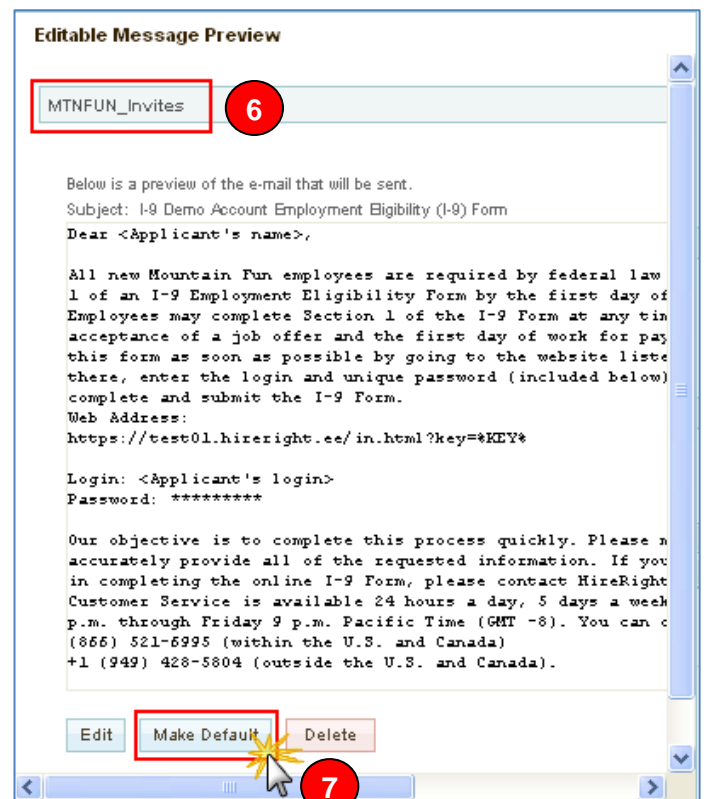
Or

  - To apply your edits to this one letter only, select the *Apply changes to this request only* radio button.
5. Click the **Save** button to save your new invitation letter.



### To Save Your New Invitation as the Default

6. Check the filename.
7. Click the **Make Default** button. At this point you could also delete your new file, or make further edits, if necessary.



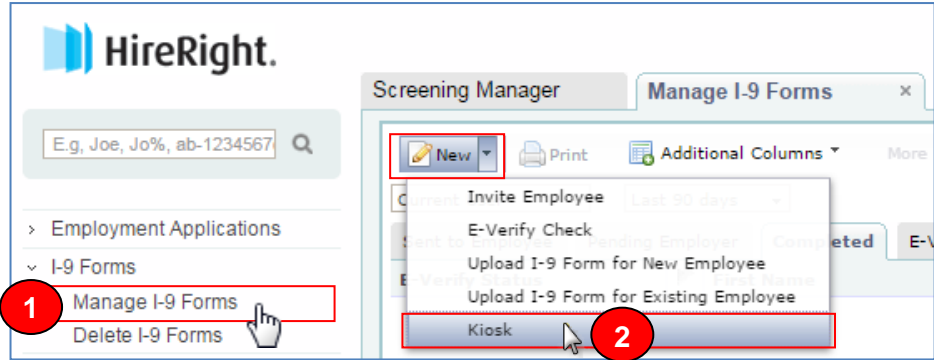
# SETTING UP AN I-9 KIOSK LINK

In cases where an employee has limited access to the Internet, you can provide a desktop link at an alternate computer for your employee to be able to access and fill out the forms. In these cases you will need to copy and paste the link to a desktop.

To get the link to an alternate computer, you can email a URL link to an I-9 login page using Kiosk Mode.

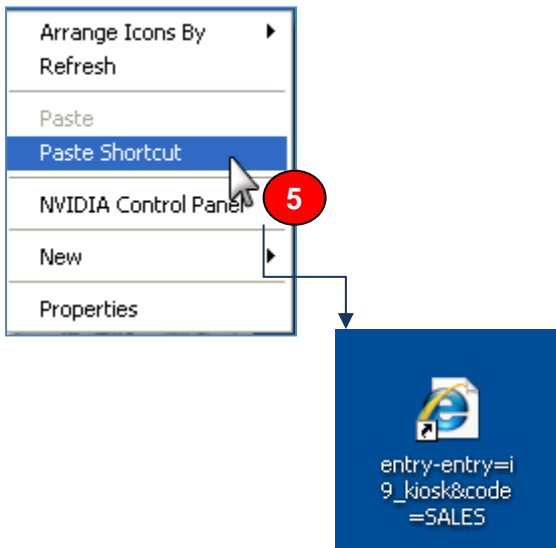
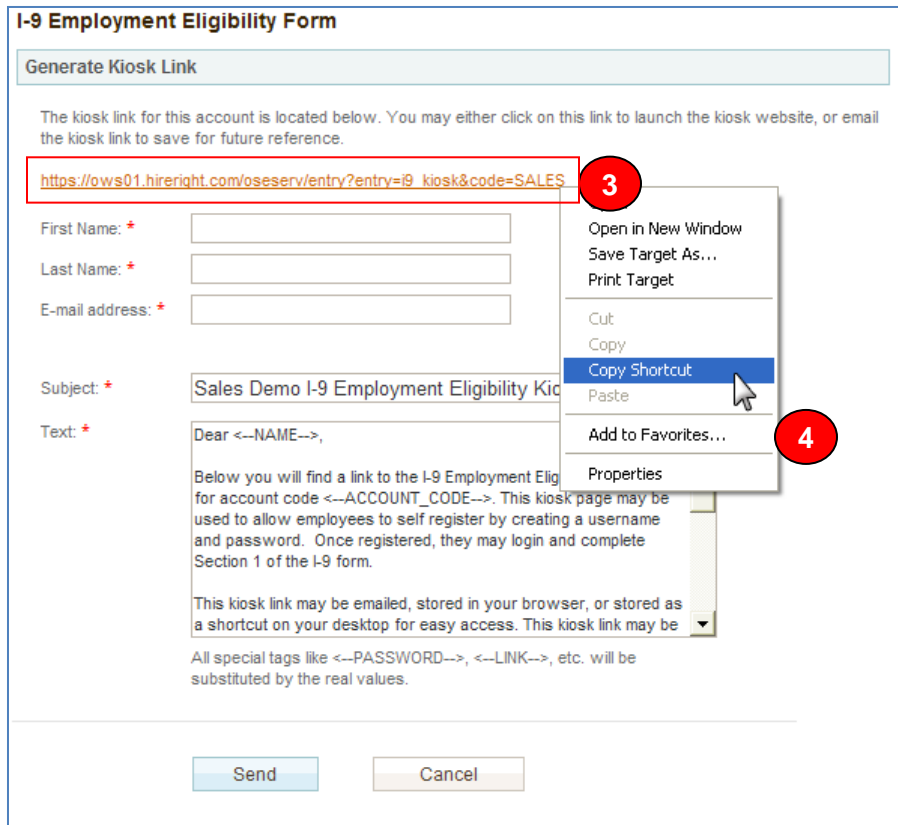
## To Setup a Kiosk Link

1. Log in to your account and click **I-9 Forms**, then **Manage I-9 Forms** from the left-side navigation menu.
2. Select **Kiosk** from the **New** pull-down menu.



The **Generate Kiosk Link** screen is displayed.

3. Right-click on the web address (URL).
4. Select **Copy Shortcut**.
5. Go to your desktop paste the shortcut for future applicant's use.  
OR  
Other options are to email the link to yourself, the employee, or to any person that can provide online access.



6. The link takes the employee to a registration page like the one shown below.

**HireRight.**

---

**ABC Technical, A Sales Demo Company :: I-9 Employment Eligibility Registration**

**New User**      [Returning User](#)

Welcome to the I-9 Employment Eligibility Kiosk!  
Please complete the information below and click "Sign In". Then you can complete your I-9 form online.

An e-mail will be sent to you with your login information for future reference.

**I-9 Employment Eligibility**

First Name: \*

Last Name: \*

User Name: \*

I don't have e-mail address:

E-mail Address: \*

Confirm E-mail Address: \*

Password: \*  At least 8 characters, must include an upper case letter, a lower case letter and a number. Cannot contain your email address.

Confirm Password: \*

Verification code: \*  Please enter the characters you see in the box below in all lowercase and without any spaces. This is for security purposes.

If you have any questions about the I-9 process or the I-9 form, please contact HireRight Customer Service at [customerservice@hireright.com](mailto:customerservice@hireright.com) or by calling 1-866-521-6995. Customer Support hours are: Sundays 5:00 PM - Fridays 9:00 PM (Pacific Time).

This system is for authorized users only. All activities on this system may be monitored and/or recorded by HireRight security personnel. Unauthorized use is strictly prohibited.

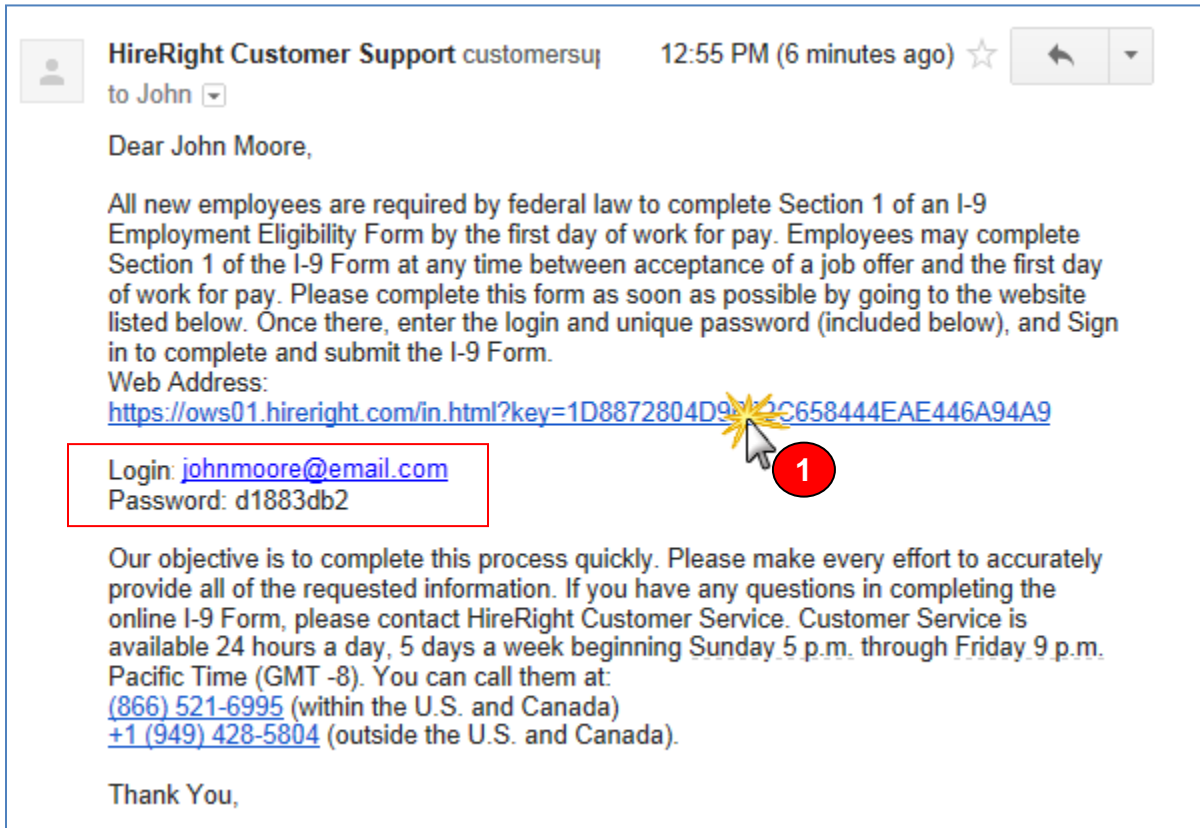
After completing registration, the employee is directed to the Form I-9 to complete Section 1.

# THE EMPLOYEE EXPERIENCE – COMPLETING SECTION 1

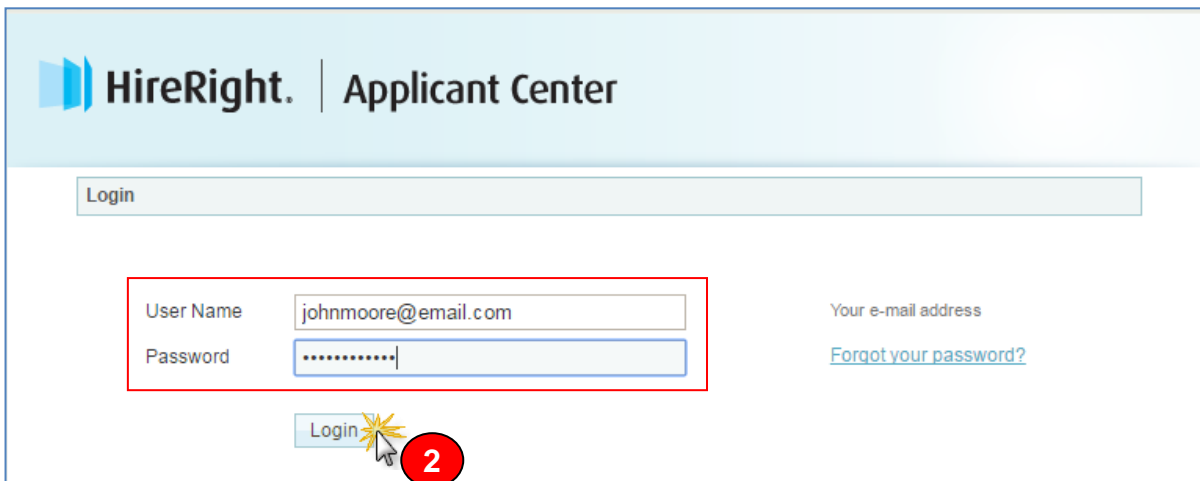
Once an employer has finished the “Invite Employee” process, an email is sent to the employee with a login and password to access Section 1 of the Form I-9. The employee fills in the required information, checks the required authorization checkboxes, provides an electronic signature, and submits it to the HireRight system.

Following is an example of what that process looks like.

1. Employee receives e-mail with link and login information from HireRight:



2. Employee clicks link and logs in:





3. Employee will be prompted to create a unique password for security and privacy purposes.

**HireRight. | Applicant Center**

**Change Password**

Choose a password that is at least 8 characters, not similar to your e-mail address, includes a lowercase letter, an uppercase letter and a number.

New Password:

Confirm Password:

If you forget your password, we'll help you reset it using this question and answer.

Secret Question:

Secret Answer:

4. Employee is then presented with directions. Once the employee has read the directions they continue by clicking the "Proceed with I-9 Employment Eligibility Form" button.

**HireRight.**

Save Form | Print | Clear Form | Help | Live Chat | Change Password | Cancel & Discard

**1 EMPLOYMENT ELIGIBILITY VERIFICATION**

**Directions**

[Employee Information and Attestation Worksheet](#)

Section 1 Review and E-Sign

[Form I-9 Instructions](#)

[List of Acceptable Documents](#)

[Who is Issued This Document?](#)

[Sample Document Images](#)

[Information on Receipts](#)

**Employment Eligibility Verification – Directions**

All new employees are required by federal law to complete Section 1 of an I-9 Employment Eligibility Form by the first day of work for pay.

Please complete this form as soon as possible. Enter all information on the form. The official Form I-9, Employment Eligibility Verification Instructions are located on the left or by clicking [here](#). The List of Acceptable Documents is also located on the left or by clicking [here](#).

**Save Form and Exit**

As you are completing the I-9 employment eligibility form, you will have the option of saving your work and exiting at any time by clicking the "Save Form & Exit" link located at the top of every page. You will be able to return to the I-9 employment eligibility verification form later to complete and submit the form.

**Signing the I-9 Employment Eligibility Form**

When you are finished completing the form, please click the "Electronically Sign" button on the form.

**Help**

If you have questions about completing the I-9 employment eligibility form, please contact support at [customerservice@hireright.com](mailto:customerservice@hireright.com). If you have questions about the content of the I-9 employment eligibility form, please call 1-866-521-6995. Customer Support hours are: Sundays 5:00 PM - Fridays 9:00 PM (Pacific Time).

5. The employee completes Section 1 by entering his Employee Information and Citizenship or Immigration Status information, and then clicks proceed. All fields indicated with an asterisk are required fields and will throw an error if not completed. Optional fields are not validated.

**HireRight.**

Save Form | Print | Clear Form | Help | Live Chat | Change Password | Cancel & Discard

**1 EMPLOYMENT ELIGIBILITY VERIFICATION**

✓ [Directions](#)

➔ [Employee Information and Attestation Worksheet](#)

Section 1 Review and E-Sign by Employee

[Form I-9 Instructions](#)

[List of Acceptable Documents](#)

[Who is Issued This Document?](#)

[Sample Document Images](#)

[Information on Receipts](#)

**Section 1 - Employee Information and Attestation Worksheet**

Fields marked with an \* are required

**Preparer and/or Translator Assisted Completion**

If you are the employee and you did not use a preparer or translator, you must select this option:

I did not use a Preparer or Translator \*

If one or more preparers or translators assist the employee in completing Section 1, the preparer or translator must select this option. Also, for Parents or legal guardians attesting to the identity of minors (individuals under 18) and individuals attesting to the identity of certain employees with disabilities must select this option:

A preparer(s) and/or translator(s) assisted the employee in completing Section 1 \*

**Information Required for ABC Technical, A Sales Demo Company**

**Employee Information**

Your Last Name: \*

Your First Name: \*

I certify that I do not have any middle initial (if checked "N/A" will be displayed in the Middle Initial field of Section 1)

I certify that I have not used any other last names (if checked "N/A" will be displayed in the Other Last Names Used field of Section 1)

Your E-mail Address:

Your Telephone Number: + 1  ext.

Your Country: \*

Your Address: \*

I certify that I do not have any apartment number (if checked "N/A" will be displayed in the Apt. Number field of Section 1)

Your City: \*

Your State: \*

Your Zip/Postal Code: \*

Your Date of Birth: \*  /  /

**Citizenship or Immigration Status**

What is your citizenship or immigration status? \*

Your Social Security Number: \*

Re-enter Social Security Number: \*

I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9. \*

Proceed to Form I-9 Complete **5**

6. Employee then reviews the information entered into the Form I-9.

7. Employee must give electronic consent by first entering their full name and date of birth. Depending on your account configuration, the employee may or may not have mouse signature ability. However, all employees must click the attestation statements and click the **Electronically Sign/E-Sign & Save** button to finish.

8. When you are finished, click the **Save Form** button.

**HireRight.**

Save Form | Print | Clear Form | Help | Live Chat | Change Password | Cancel & Discard

**8**

**1 EMPLOYMENT ELIGIBILITY VERIFICATION**

- ✓ Directions
- ✓ Employee Information and Attestation Worksheet
- **Section 1 Review and E-Sign by Employee**

**Section 1 Review & E-Sign by Employee**

Fields marked with an \* are required

**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.)

Last Name (Family Name) Moore	First Name (Given Name) John	Middle Initial N/A	Other Last Names Used (if any) N/A
Address (Street Number and Name) 123 Main Street	Apt. Number N/A	City or Town Irvine	State CA
	ZIP Code 12345		
Date of Birth (mm/dd/yyyy) **/**/****	U.S. Social Security Number ***-**-1111	Employee's E-mail Address N/A	Employee's Telephone Number N/A

**6**

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 boxes):

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) N/A

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) N/A  
Some aliens may write "N/A" 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: N/A  
OR  
2. Form I-94 Admission Number: N/A  
OR  
3. Foreign Passport Number: N/A  
Country of Issuance: N/A

OR Code - Section 1  
Do Not Write in This Space

Signature of Employee \_\_\_\_\_ Today's Date (mm/dd/yyyy) \_\_\_\_\_

**7**

**Electronic Signature of Employee**

First Name: \*

Last Name: \*

E-mail Address:

Month & Day of Birth: \*

Click mouse button and draw your signature below

**Not all accounts have "mouse signature" functionality enabled. The employee can still give electronic consent by using the "Electronically Sign" button below.**

*John Moore*

**All four attestation statements MUST be reviewed and checked off for an electronic signature to be valid.**

Clear

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. \*

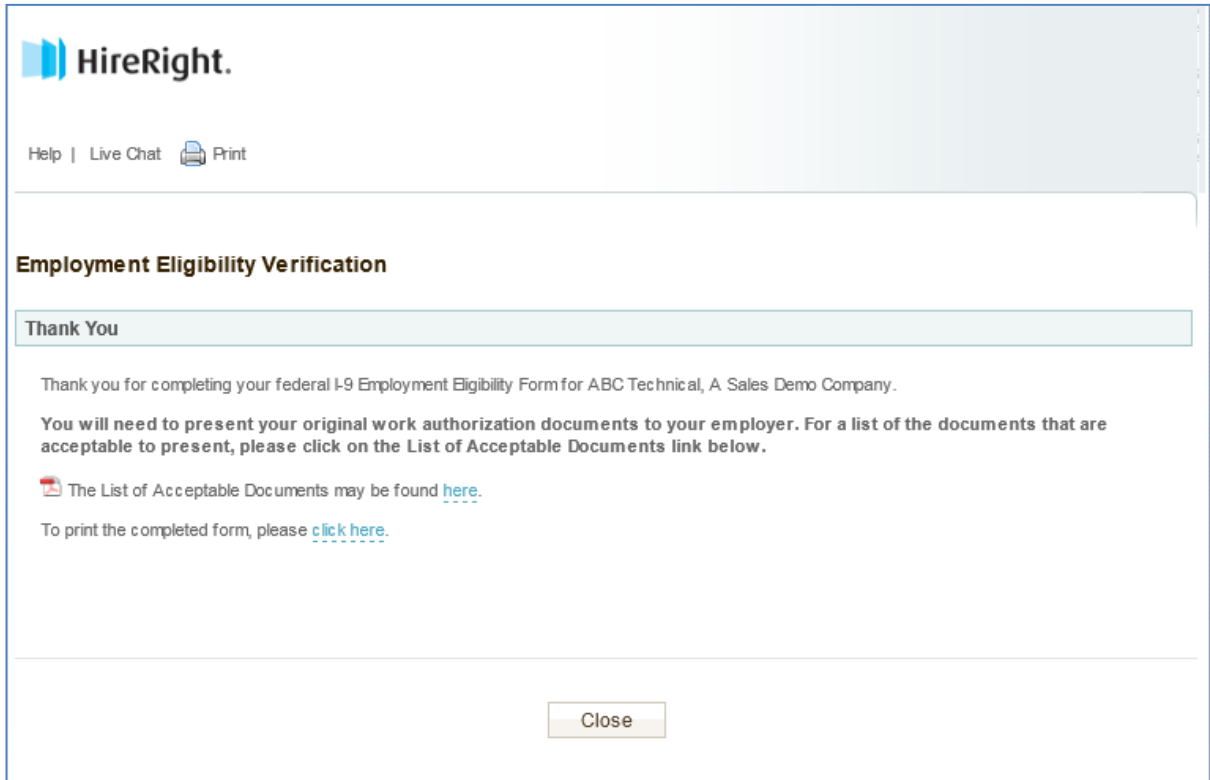
I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. \*

I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employee Information and attestation Worksheet. \*

I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. \*

Back | **E-Sign & Save** | Decline

9. A confirmation message appears. The employee's task is complete. The employer may now find this employee's completed Section 1 under the Pending Employer tab under Manage I-9 Forms of your HireRight account.



The screenshot shows a confirmation message from HireRight. At the top left is the HireRight logo. Below it are links for 'Help | Live Chat' and a 'Print' icon. The main heading is 'Employment Eligibility Verification'. Below this is a 'Thank You' section. The text reads: 'Thank you for completing your federal I-9 Employment Eligibility Form for ABC Technical, A Sales Demo Company. You will need to present your original work authorization documents to your employer. For a list of the documents that are acceptable to present, please click on the List of Acceptable Documents link below.' There are two blue links: 'here' and 'click here'. At the bottom center is a 'Close' button.

## EMPLOYER REVIEW AND VERIFICATION - COMPLETING SECTION 2

Before completing Section 2, the Employee **MUST** have already completed and signed Section 1.

Employees must present unexpired original documentation that shows their identity and employment authorization. Ensure that any document the employee presents is on the *List of Acceptable Documents* or is an acceptable receipt.

Physically examine each document to determine if it reasonably appears to be genuine and to relate to the employee presenting it. If the employer rejects a document, he or she should allow the employee to present other documentation from the *List of Acceptable Documents*.

### To Verify I-9 Docs

1. Login to your account and click **Manage I-9 Forms**.
2. Click on the **Pending Employer** tab.
3. Select the employee record.
4. Right click on the employee record and select **Verify I-9 Docs** from the menu **or** Click on the employee record and select **Verify I-9 Docs** from the **More Options** menu on the toolbar above.

The screenshot displays the HireRight 'Manage I-9 Forms' interface. On the left, a sidebar contains a search bar and a navigation menu with 'Manage I-9 Forms' highlighted by a red circle '1'. The main area shows a table of employee records under the 'Pending Employer' tab, which is highlighted by a red circle '2'. The table has columns for 'First Name', 'Last Name', 'SSN', 'Date', and 'Next Action'. A record for 'John Moore' is selected, and a right-click context menu is open over it, with 'Verify I-9 Docs' highlighted by a red circle '4'. A red circle '3' points to the right-click action. The table also shows other tabs like 'Completed', 'E-Verify Duplicate', etc., and a toolbar with 'New', 'Print', 'Additional Columns', and 'More Options'.

### The Employer Review & Verification Worksheet Opens

## The Employer Review & Verification Worksheet Opens

Ensure that any document the employee presents is on the Lists of Acceptable Documents or is an acceptable receipt. Physically examine each document to determine if it reasonably appears to be genuine and to relate to the employee presenting it. Additional guides, including the official I-9 Instructions and the List of Acceptable Documents are available on the left-hand side for your convenience

5. Select the List A or the List B&C tab depending on the document(s) the employee provided.  
**Employee is required to provide information for either; one document under the tab List A, or a document for each of List B and C.**
6. Select the Document Type(s) that most accurately represents the document(s) the employee provided.

Save Form | Print | Clear Form | Help | Live Chat | Cancel & Discard

### 1 EMPLOYMENT ELIGIBILITY VERIFICATION

- ✓ Directions
- ✓ Employee I-9 Information
- **Employer Review and Verification Worksheet**
- Section 2 Review and E-Sign
- Form I-9 Instructions
- List of Acceptable Documents
- Who is Issued This Document?
- Sample Document Images
- Information on Receipts

## Section 2 - Employer or Authorized Representative Review and Verification Worksheet

Fields marked with an \* are required

**Employee Name:** John Moore  
**Citizenship Status:** Citizen of the United States

The employee must present original documents, with the exception that the employee may present a certified copy of a birth certificate. The employer must physically examine the actual document or documents presented by the employee and determine if they reasonably appear on their face to be genuine and to relate to the employee presenting them. If the document(s) do not reasonably appear on their face to be genuine or to relate to the person presenting them, the employer must not accept them. In such circumstances, the employer should allow the employee to choose any other document(s) the employee wants to present from the "Lists of Acceptable Documents" for review and, if appropriate, acceptance, by the employer.

This employer participates in the federal employment eligibility program called E-Verify. The E-Verify program requires that you may accept List B documents, only if they include a photograph. Please ensure that the new hire shows you a document with a photograph and select below which document they showed to you. Please note that all documents presented by the new hire must be unexpired.

**List A** | **List B & C**

### Document A

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 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.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Title: \* U.S. Passport

Issuing Authority: \* U.S. Department of State

I certify that the issuing authority entered matches exactly to that of the document presented. \*

Document #: \* B123456

Expiration Date (if any): \* 01 / 01 / 2027

**This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document.**

7. Enter the required information indicated by the red asterisk (\*): State, Document Title, Issuing Authority, Document Number(s) and Expiration Date (if any) from the original document(s) the employee presented. Document Title and Issuing Authority must be typed exactly as it appears on the face of the document.

Repeat steps 6 and 7 for Document C if you chose List B&C in Step 5 above.

**Document A**

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 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.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Title: \*

Issuing Authority: \*

I certify that the issuing authority entered matches exactly to that of the document presented. \*

Document #: \*

Expiration Date (if any): \*  /  /

**This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document.**

**Section 2 Additional Information**

Check here if there is additional information you need to document on the I-9 Form

The additional information area is provided for employers to use in documenting any additional notes employers are required to document regarding provided documentations, such as an extension on a work visa. Click the checkbox to add additional information.

**Employment Information**

**8**  I attest under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee and that the information entered above reflects the information that appears on the original document(s) presented by the employee. I certify that the information entered above can be used to complete Section 2 of the I-9 form. \*

Employee Start Date: \*  /  /  [Use Today's Date](#)

Business Name: \*

Your First Name: \*

Your Last Name: \*

Title: \*

Email Address: \*

**Business Address \***

Address:

City:

State:

Zip/Postal Code:

**9**

**10**

8. Click the "I attest under penalty of perjury, that I have examined the documents presented by the above-named employee....." Box.
9. Enter or confirm "Employment" information not already pre-populated in the **Employment Information** area.

10. Click "Proceed to Form I-9 Completion."

11. Review Section 2 Information.

Save Form | Print | Clear Form | Help | Live Chat | Cancel & Discard

**1 EMPLOYMENT ELIGIBILITY VERIFICATION**

- ✓ Directions
- ✓ Employee I-9 Information
- ✓ Employer Review and Verification Worksheet
- **Section 2 Review and E-Sign**

### Section 2 Review & E-Sign

**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 "Lists of Acceptable Documents.")*

<b>Employee Info from Section 1:</b>	Last Name (Family Name) Moore	First Name (Given Name) John	M.I. N/A	Citizenship/Immigration Status 1
--------------------------------------	----------------------------------	---------------------------------	-------------	-------------------------------------

List A Identity and Employment Authorization	OR List B Identity	AND List C Employment Authorization
Document Title U.S. Passport	Document Title N/A	Document Title N/A
Issuing Authority U.S. Department of State	Issuing Authority N/A	Issuing Authority N/A
Document Number B123456	Document Number N/A	Document Number N/A
Expiration Date (if any)(mm/dd/yyyy) 01/01/2027	Expiration Date (if any)(mm/dd/yyyy) N/A	Expiration Date (if any)(mm/dd/yyyy) N/A
Document Title N/A	Additional Information QR Code - Sections 2 & 3 Do Not Write in This Space	
Issuing Authority N/A		
Document Number N/A		
Expiration Date (if any)(mm/dd/yyyy) N/A		
Document Title N/A		
Issuing Authority N/A		
Document Number N/A		
Expiration Date (if any)(mm/dd/yyyy) N/A		

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (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 the employee is authorized to work in the United States.  
 The employee's first day of employment (mm/dd/yyyy): 01/04/2017 (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date(mm/dd/yyyy)	Title of Employer or Authorized Representative Manager
Last Name of Employer or Authorized Representative Johnson	First Name of Employer or Authorized Representative Samantha	Employer's Business or Organization Name I9DNEW
Employer's Business or Organization Address (Street Number and Name) 1234 Main Street	City or Town Orange	State CA
		ZIP Code 12345

11



12. Enter your Full Name – the email address will be pre-populated and validated upon submission.

13. Read and check the four attestation statement checkboxes.

Electronic Signature of Employer

12 First Name: \* Samantha  
Last Name: \* Johnson  
E-mail Address: sjohnson@abccompany.com

Hold down left mouse button and draw your signature below

Clear

13  CERTIFICATION - I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed documents(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. \*

I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employer Review and Verification Worksheet. \*

I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. \*

I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. \*

Back E-Sign, Save & Run E-Verify 14 Decline

14. Click the **E-Sign, Save & Run E-Verify** button to finish. The Form I-9 is electronically stored in your account.

**NOTE:** Some accounts will NOT have the mouse signature functionality enabled, however, by clicking the four attestation buttons and the **E-Sign & Save** button, the document will be considered "SIGNED."

A confirmation message appears.

Help | Live Chat | Print

I-9 Employment Eligibility Form

Thank You

Thank you for your submission for John Moore.

Order Details

Electronic I-9 Form	Submitted
E-Verify Case Status	Submitted

View E-Verify Report View I-9 Form Upload Supporting Documents Close Window

**NOTE FOR E-VERIFY CUSTOMERS:**

If E-Verify is part of your I-9 solution, the following will also occur:

- Employee data is automatically sent to the E-Verify Check system for verification.
- E-Verify Check will respond with a case number.
- Report will display a unique E-Verify case number and status.
- E-Verify Check will typically provide a response within 5 minutes, with one of two types of results:
  - Tentative Non-Confirmation** – requires additional steps for verifying employee's authorization to work
  - Authorized (SSA Authorized or Employment Authorized)**

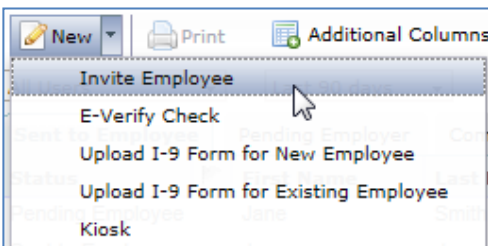
## DESIGNATING A HIRING MANAGER TO COMPLETE SECTION 2

Federal law requires that the employee completes Section 1 of the Form I-9 by his or her first day of work for pay. Employees may complete Section 1 at any time between acceptance of a job offer and their first day of work for pay.

The job of the “Hiring Manager” is to ensure that the employee completes Section 1 of the Form I-9 in time, and that you review the employee’s document and complete Section 2 of the Form I-9 within three (3) business days of the first day of work for pay.

**EXAMPLE:** If the employee begins work on Monday, you MUST complete Section 2 by Thursday.

The term Hiring Manager is used as a generic term for the person who will be validating the employee’s I-9 Section 2 documentation (from Lists A or B and C). When a user invites an employee to complete Section 1, the Hiring Manager option will display if the permission is enabled for the account.



The Hiring Manager field allows you to grant a **non-HireRight user or an existing HireRight user** temporary access to complete Section 2 for this specific Form I-9.

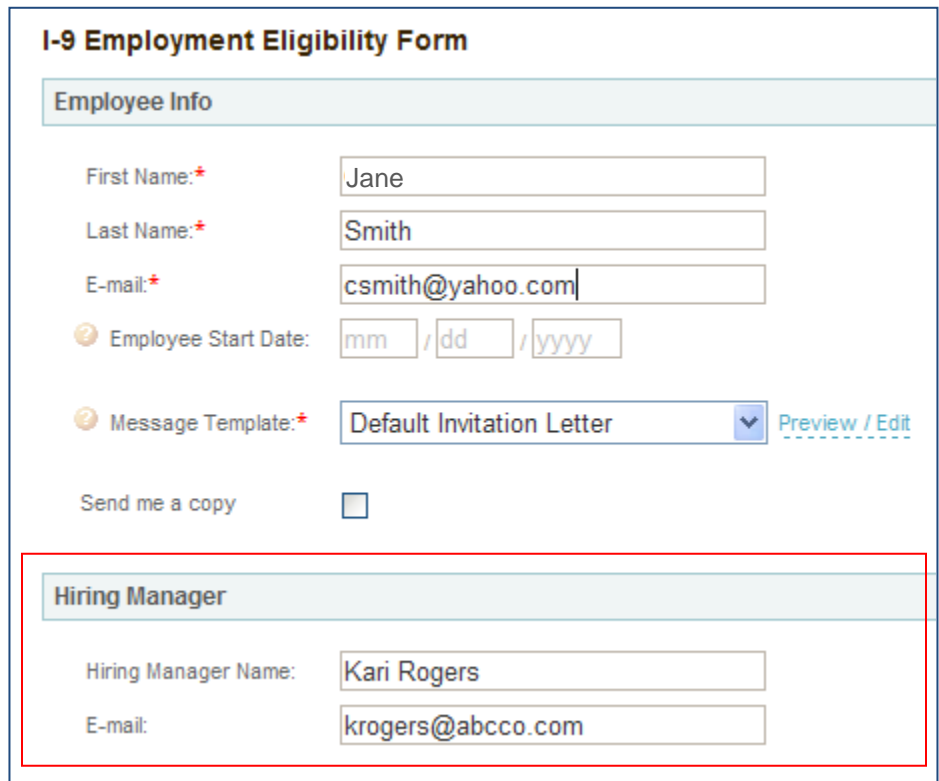
If you enter a name and email address in the Hiring Manager fields, that person will be sent a notification once the employee has completed Section 1 of the electronic Form I-9. The Hiring Manager will then use the information provided in the email to access and complete Section 2 of the electronic I-9.

The request will go to the Pending Employer tab once Section 1 is

completed. The I-9 Form Initiator, and any other user with applicable permissions, will be able to view the status of the Form I-9.

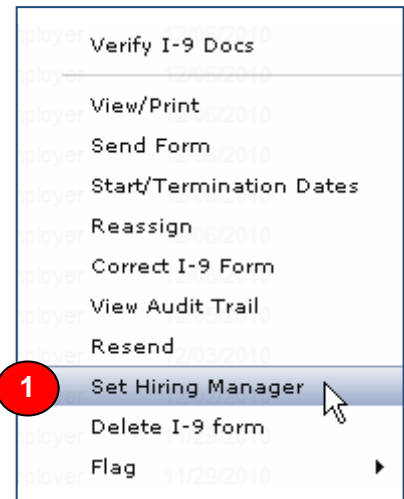
(See the Job Aid entitled “*Hiring Manager Access and I-9 Form Completion*” for more information on what the process will be for the Hiring Manager upon receipt of the email notification.)

In certain circumstances, a user may wish to designate a Hiring Manager to an Form I-9 later after the Form I-9 process has been initiated.

A screenshot of the 'I-9 Employment Eligibility Form' interface. The form is divided into two main sections: 'Employee Info' and 'Hiring Manager'. The 'Employee Info' section includes fields for 'First Name' (Jane), 'Last Name' (Smith), 'E-mail' (csmith@yahoo.com), 'Employee Start Date' (mm/dd/yyyy), and 'Message Template' (Default Invitation Letter). There is a 'Send me a copy' checkbox and a 'Preview / Edit' link. The 'Hiring Manager' section, highlighted with a red border, includes fields for 'Hiring Manager Name' (Kari Rogers) and 'E-mail' (krogers@abcco.com).

## To Set a Hiring Manager:

1. Right click on the desired record and select “Set Hiring Manager.”



2. Enter a Hiring Manager name and E-Mail address.

### I-9 Employment Eligibility Form

#### Set Hiring Manager

Employee:	Jane Smith
Initiating Requestor:	Dan Doss
Created:	12/06/2010

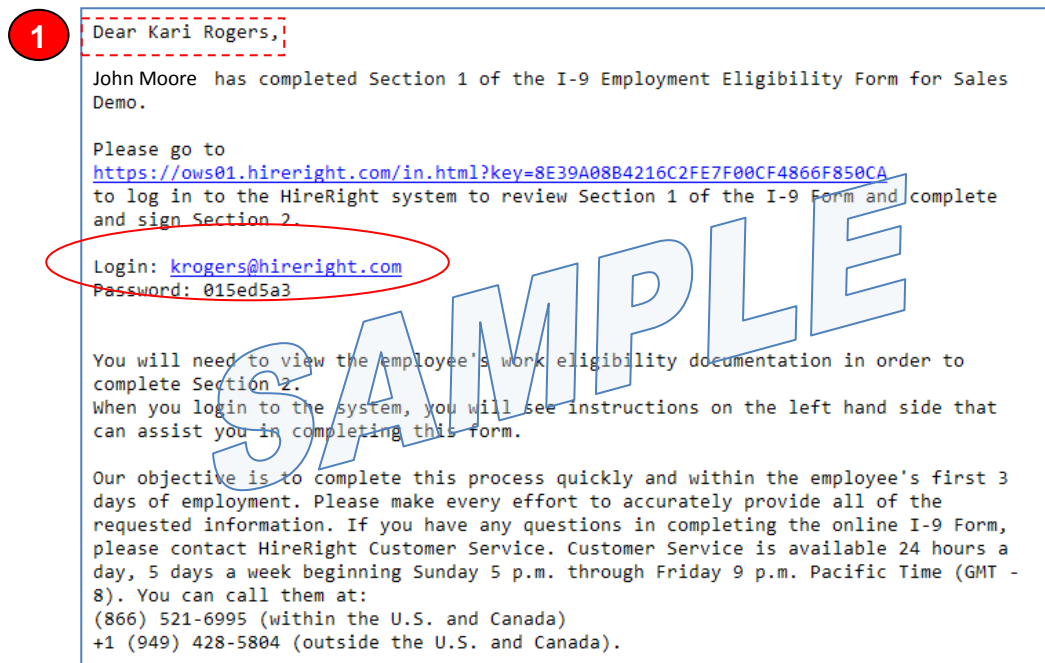
Name:

E-mail:

3. Click Submit.

## HIRING MANAGER ACCESS AND COMPLETION OF SECTION 2

1. The Hiring Manager (Kari Rogers in the sample below) is advised via email that the employee has completed Section 1 of the electronic Form I-9. The Hiring Manager uses the information provided to access and complete Section 2 of the electronic I-9.



2. The Hiring Manager accesses the form using the Employee information contained in the email:

HireRight. | Applicant Center

Login

User Name:  Your e-mail address

Password:  [Forgot your password?](#)

Login **2**

3. The Hiring Manager resets the password to securely access and complete the Employer section of the online form.

HireRight. | Applicant Center

Change Password

Choose a password that is at least 8 characters, not similar to your e-mail address, includes a lowercase letter, an uppercase letter and a number.

**3** New Password:

Confirm Password:

If you forget your password, we'll help you reset it using this question and answer.

Secret Question:

Secret Answer:

**4** Save

4. Click **Save** to complete Section 2.

## The Employer Review & Verification Worksheet Opens

Ensure that any document the employee presents is on the Lists of Acceptable Documents or is an acceptable receipt. Physically examine each document to determine if it reasonably appears to be genuine and to relate to the employee presenting it. Additional guides, including the official I-9 Instructions and the List of Acceptable Documents are available on the left-hand side for your convenience

5. Select the List A or the List B&C tab depending on the document(s) the employee provided. **Applicant is required to provide information for either; one document under the tab List A, or a document for each of List B and C.**
6. Select the Document Type(s) that most accurately represents the document(s) the employee provided.

Save Form | Print | Clear Form | Help | Live Chat | Cancel & Discard

### 1 EMPLOYMENT ELIGIBILITY VERIFICATION

- ✓ Directions
- ✓ Employee I-9 Information
- **Employer Review and Verification Worksheet**
- Section 2 Review and E-Sign
- Form I-9 Instructions
- List of Acceptable Documents
- Who is Issued This Document?
- Sample Document Images
- Information on Receipts

## Section 2 - Employer or Authorized Representative Review and Verification Worksheet

Fields marked with an \* are required

**Employee Name:** John Moore  
**Citizenship Status:** Citizen of the United States

The employee must present original documents, with the exception that the employee may present a certified copy of a birth certificate. The employer must physically examine the actual document or documents presented by the employee and determine if they reasonably appear on their face to be genuine and to relate to the employee presenting them. If the document(s) do not reasonably appear on their face to be genuine or to relate to the person presenting them, the employer must not accept them. In such circumstances, the employer should allow the employee to choose any other document(s) the employee wants to present from the "Lists of Acceptable Documents" for review and, if appropriate, acceptance, by the employer.

This employer participates in the federal employment eligibility program called E-Verify. The E-Verify program requires that you may accept List B documents, only if they include a photograph. Please ensure that the new hire shows you a document with a photograph and select below which document they showed to you. Please note that all documents presented by the new hire must be unexpired.

**List A** | List B & C

### Document A

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 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.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Title: \* U.S. Passport

Issuing Authority \* U.S. Department of State

I certify that the issuing authority entered matches exactly to that of the document presented. \*

Document #: \* B123456

Expiration Date (if any): \* 01 / 01 / 2027

**This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document.**

Employment Information

7. Enter the required information indicated by the red asterisk (\*): State, Document Title, Issuing Authority, Document Number(s) and Expiration Date (if any) from the original document(s) the employee presented. Document Title and Issuing Authority must be typed exactly as it appears on the face of the document. Repeat steps 6 and 7 for Document C if you chose List B&C in Step 5 above.

Employment Information

8
 I attest under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee and that the information entered above reflects the information that appears on the original document(s) presented by the employee. I certify that the information entered above can be used to complete Section 2 of the I-9 form. \*

Employee Start Date: *	01 / 04 / 2017 <a href="#">Use Today's Date</a>
Business Name: *	ABC Company
Your First Name: *	Samantha
Your Last Name: *	Johnson
Title: *	Manager
Email Address: *	sjohnson@abccompany.com

**Business Address \***

Address:	1234 Main Street
City:	Orange
State:	California ▼
Zip/Postal Code:	12345

9

10

8. Click the “I attest under penalty of perjury, that I have examined the documents presented by the above-named employee.....” Box.
9. Fill in all any missing “Employment” information not already pre-populated in the **Employment Information** area.
10. Click “**Proceed to Form I-9 Completion.**”

11. Review Section 2 Information

Save Form | Print | Clear Form | Help | Live Chat | Cancel & Discard

**1 EMPLOYMENT ELIGIBILITY VERIFICATION**

- ✓ [Directions](#)
- ✓ [Employee I-9 Information](#)
- ✓ [Employer Review and Verification Worksheet](#)
- [Section 2 Review and E-Sign](#)

### Section 2 Review & E-Sign

**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 "Lists of Acceptable Documents.")*

<b>Employee Info from Section 1:</b>	Last Name (Family Name) Moore	First Name (Given Name) John	M.I. N/A	Citizenship/Immigration Status 1
--------------------------------------	----------------------------------	---------------------------------	-------------	-------------------------------------

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title U.S. Passport		Document Title N/A		Document Title N/A
Issuing Authority U.S. Department of State		Issuing Authority N/A		Issuing Authority N/A
Document Number B123456		Document Number N/A		Document Number N/A
Expiration Date (if any)(mm/dd/yyyy) 01/01/2027		Expiration Date (if any)(mm/dd/yyyy) N/A		Expiration Date (if any)(mm/dd/yyyy) N/A
Document Title N/A		Additional Information QR Code - Sections 2 & 3 Do Not Write in This Space		
Issuing Authority N/A				
Document Number N/A				
Expiration Date (if any)(mm/dd/yyyy) N/A				
Document Title N/A				
Document Title N/A				
Issuing Authority N/A				
Document Number N/A				
Expiration Date (if any)(mm/dd/yyyy) N/A				

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (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 the employee is authorized to work in the United States.  
 The employee's first day of employment (mm/dd/yyyy): 01/04/2017 (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date(mm/dd/yyyy)	Title of Employer or Authorized Representative
<b>Johnson</b>		<b>Manager</b>
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
<b>Johnson</b>	<b>Samantha</b>	<b>I9DNEW</b>
Employer's Business or Organization Address (Street Number and Name)	City or Town	State
<b>1234 Main Street</b>	<b>Orange</b>	<b>CA</b>
		ZIP Code
		<b>12345</b>

11



12. Enter your Full Name.

13. Check the four attestation checkboxes.

Electronic Signature of Employer

12 First Name: \* Anabelle  
Last Name: \* Lee  
E-mail Address: alee@abcco.com

Hold down left mouse button and draw your signature below

Clear

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

I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employer Review and Verification Worksheet. \*

I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. \*

I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. \*

Back E-Sign, Save & Run E-Verify 14 Decline

14. Click the **E-Sign, Save & Run E-Verify** button to finish. The Form I-9 is electronically stored in your account.

**NOTE:** Some accounts will NOT have the mouse signature functionality enabled, however, by clicking the four attestation buttons and the **E-Sign, Save & Run E-Verify** button below, the document will be considered "SIGNED."

A confirmation message appears.

Help | Live Chat | Print

I-9 Employment Eligibility Form

Thank You

Thank you for your submission for John Moore.

Order Details

Electronic I-9 Form	Submitted
E-Verify Case Status	Submitted

View E-Verify Report View I-9 Form Upload Supporting Documents Close Window

**NOTE FOR E-VERIFY CUSTOMERS:**

If E-Verify is part of your I-9 solution, the following will also occur:

- Employee data is automatically sent through the E-Verify Check system, which uses the Social Security Administration (SSA) and Department of Homeland Security (DHS) to validate employment eligibility.
- E-Verify Check will respond with a case number.
- Report will display a unique E-Verify case number and status.
- E-Verify Check will typically provide a response within 5 minutes, with one of two types of results:
  - Tentative Non-Confirmation** – requires additional steps for verifying employee’s authorization to work
  - Authorized (SSA Authorized or Employment Authorized)**



## RECEIPTS FOR LOST, STOLEN, OR DAMAGED DOCUMENTS

When an employee is unable to present a required document (or documents), the employee can present an acceptable “receipt” in lieu of a document from the Lists of Acceptable Documents.

This functionality only covers a receipt showing that the employee has applied to replace a document that was lost, stolen, or damaged per USCIS guidelines. Please refer to the “Information on Receipts” link on the left hand side of the page in Section 2 or Section 3 for additional guidelines.


Receipts for a replacement of lost, stolen, or damaged documents can be presented by all employees. A receipt fulfills the verification requirements of the document for which the receipt was issued (can be List A, List B, or List C) and is valid 90 days from date of hire or, for reverification, the date employment authorization expires. At the end of the receipt validity period, the employee must present the actual document for which the receipt was issued.



1. If you are presented with a receipt that meets the above requirements, simply check the check box indicating “The employee has presented a Receipt for the replacement of a lost, stolen, or damaged document” for the List A, List B, or List C document that was presented by the employee. Complete the rest of Section 2, electronically sign, and click submit.

List A List B & C

**Document A**


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 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.

**1**  The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.   
The receipt is valid for 90 days from the date of hire


Document Type: \*  U.S. Passport 

Document Title \* U.S. Passport

I certify that the document title entered matches exactly to that of the document presented. \*

Issuing Authority \* U.S. Department of State 

I certify that the issuing authority entered matches exactly to that of the document presented. \*

Document #: \*  12345678

Expiration Date (if any): \* 08 / 23 / 2016

90-Days Remaining



At this time a timer is started. The employee now has 90 days to bring in a hard copy of an original acceptable document.

30-Days Remaining



After 60 days, a reminder email message will be sent to the employer saying that they have 30 days remaining.



If your company participates in E-Verify, and if the employee presents a receipt showing that he or she applied to replace a document that was lost, stolen or damaged, a case **cannot** be created in E-Verify. You must wait until the employee presents the actual document for which the receipt was presented before you can create a case in E-Verify for the employee.

- Notice that when you view the Electronic Form I-9 (by right-clicking and selecting "View/Print") you'll see the word **Receipt** in red, indicating that a receipt was accepted in lieu of an original. The expiration date will display the expiration date of the receipt (90 days after the employee's start date).

## Section 2 Review & E-Sign

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

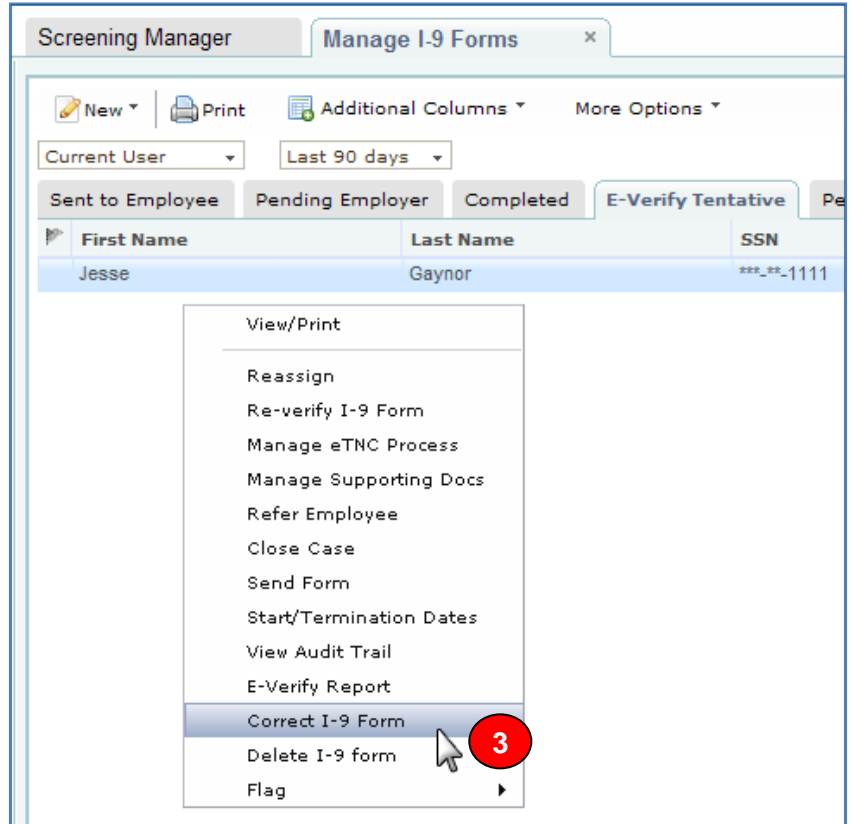
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1:	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status

List A	OR	List B	AND	List C
Identity and Employment Authorization		Identity		Employment Authorization
Document Title U.S. Passport		Document Title N/A		Document Title N/A
Issuing Authority U.S. Department of State		Issuing Authority N/A		Issuing Authority N/A
Document Number B123456 <b>RECEIPT</b> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">2</span>		Document Number N/A		Document Number N/A
Expiration Date (if any)(mm/dd/yyyy) 01/01/2027		Expiration Date (if any)(mm/dd/yyyy) N/A		Expiration Date (if any)(mm/dd/yyyy) N/A
Document Title	Additional Information QR Code - Sections 2 & 3			

- When the employee presents the actual document, use the **“Correct I-9 Form”** command to open the employee’s Form I-9 and correct Section 2.

Note: The “Corrections” User Permission must be enabled.



- Check the box next to **“Actual document presented”**, and enter a new document number and expiration date. Then click “Next.”

**NOTE:** A red message will initially be displayed, indicating that the system is still waiting for an actual document to be presented.

List A | List B & C

Document A

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 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.

**The employee presented a RECEIPT on Section 2. Please select the checkbox below once the employee presents the actual document.**

Actual document presented

Document Type: \*

Document Title \*

I certify that the document title entered matches exactly to that of the document presented. \*

Issuing Authority \*

I certify that the issuing authority entered matches exactly to that of the document presented. \*

Document #: \*

Expiration Date (if any): \*  /  /

5. Review the information in the Correction Review page. Notice the old value, and the new value indicating your changes. Briefly describe the reason for the change.

- If an E-Verify case is not needed, then click “**Submit Changes.**”
- For E-Verify Users: If you need to create an E-Verify case for this employee, click “**Save and Run E-Verify.**”

### Correction Review

**Correction Review**

Please review the changes you have made carefully. Once you are sure you want to accept these changes and update this I-9 form, click Submit Changes. If you do not wish to commit these changes, click Cancel.

If you wish to go back to the previous page and update your corrections, click on menu to the left.

Field	Old Value	New Value	Reason/Change Summary*
Document A: Receipt Presented	Receipt	Document	<input type="text"/>
Document A: Expiration Date(U.S. Passport)	08/23/2016	01/02/2025	<input type="text"/>

⏪ B

**5**

## Additional Info

The Electronic Form I-9 will also be updated. The red "Receipt" text will be removed and the new expiration date will be included from the Actual Document.

**Section 2 Review & E-Sign**

**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 "Lists of Acceptable Documents.")*

Employee Info from Section 1:	Last Name (Family Name)	First Name (Given Name)	MI.	Citizenship/Immigration Status

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title U. S. Passport		Document Title N/A		Document Title N/A
Issuing Authority U. S. Department of State		Issuing Authority N/A		Issuing Authority N/A
Document Number B123456		Document Number N/A		Document Number N/A
Expiration Date (if any)(mm/dd/yyyy) 01/01/2027		Expiration Date (if any)(mm/dd/yyyy) N/A		Expiration Date (if any)(mm/dd/yyyy) N/A
Document Title	Additional Information QR Code - Sections 2 & 3			

The I-9 Audit Trail will record everything that is required by USCIS to properly document receipts for lost, stolen, or damaged documents.

I-9 Form Annotations/Notes **Audit Trail**

**I-9 Employment Eligibility Form**

Below you will find the list of actions and any changes made for this I-9 form.

Date	Action	Who												
07/27/2016 11:50:45 PST	Section 1 Submitted	John Moore (New Hire) MMDD: 0101 IP Address:												
07/27/2016 15:07:35 PST	Section 2 Submitted	Annabelle Lee E-Mail Address: al@demo.email IP Address:												
08/01/2016 10:32:40 PST	Form Corrections Section 2	Annabelle Lee E-Mail Address: al@demo.email IP Address:												
	<table border="1"> <thead> <tr> <th>Field</th> <th>Old Value</th> <th>New Value</th> <th>Reason/Change Summary</th> </tr> </thead> <tbody> <tr> <td>Document A: Receipt Presented</td> <td>12345678 Receipt</td> <td>12345678 Actual document</td> <td>lost document replaced</td> </tr> <tr> <td>Document A: Expiration Date</td> <td>08/23/2016</td> <td>01/02/2025</td> <td>new exp. date</td> </tr> </tbody> </table>	Field	Old Value	New Value	Reason/Change Summary	Document A: Receipt Presented	12345678 Receipt	12345678 Actual document	lost document replaced	Document A: Expiration Date	08/23/2016	01/02/2025	new exp. date	
Field	Old Value	New Value	Reason/Change Summary											
Document A: Receipt Presented	12345678 Receipt	12345678 Actual document	lost document replaced											
Document A: Expiration Date	08/23/2016	01/02/2025	new exp. date											
08/01/2016 10:33:20 PST	Note added	Annabelle Lee												


# INSTRUCTIONS FOR NOTARIES – COMPLETING SECTION 2

A Form I-9 is required to be completed for every new employee by the federal government in order to comply with employment eligibility law. The form must be completed by all employees when starting a new job.

The new employee has already completed Section 1 of the form. Notaries are often asked to complete Section 2 of the form when the employee is not located close to their employer. This document explains how to complete the form.

## Completing Section 2 of the Form I-9

1. The employee will present you with a paper copy of the Form I-9. Section 1 (Page 1) will already be completed or you will access an electronic version that has been emailed to you.

		<b>Employment Eligibility Verification</b> Department of Homeland Security U.S. Citizenship and Immigration Services			USCIS <b>Form I-9</b> OMB No. 1615-0047 Expires 08/31/2019	
		<p>► <b>START HERE:</b> Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.</p> <p><b>ANTI-DISCRIMINATION NOTICE:</b> It is illegal to discriminate against work-authorized individuals. Employers <b>CANNOT</b> specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.</p>				
<p><b>Section 1. Employee Information and Attestation</b> <i>(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.)</i></p>						
Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Moore		John		N/A	N/A	
Address (Street Number and Name)			Apt. Number	City or Town	State	ZIP Code
123 Main Street			N/A	Irvine	CA	92617
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address		Employee's Telephone Number		
01/01/1981	111-11-1111	N/A		(123) 123-4567		
<p>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.</p> <p>I attest, under penalty of perjury, that I am (check one of the following boxes):</p>						
<input checked="" type="checkbox"/> 1. A citizen of the United States						
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>						
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): N/A N/A						
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): N/A Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>						
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.						QR Code - Section 1 Do Not Write In This Space
1. Alien Registration Number/USCIS Number: N/A						
OR						
2. Form I-94 Admission Number: N/A						
OR						
3. Foreign Passport Number: N/A						
Country of Issuance: N/A						
Signature of Employee				Today's Date (mm/dd/yyyy)		
John Moore				1/5/2017		
<p><b>Preparer and/or Translator Certification (check one):</b></p> <input checked="" type="checkbox"/> I did not use a preparer or translator. <input type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1. <i>(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)</i>						
<p>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.</p>						
Signature of Preparer or Translator					Today's Date (mm/dd/yyyy)	
Last Name (Family Name)			First Name (Given Name)			
Address (Street Number and Name)			City or Town	State	ZIP Code	

**Completing Section 2 of the Form I-9**


- The employee will present you with documents that prove identity and that they are authorized to work in the United States. Please complete Section 2 based on the documentation provided by the Employee. Please see the attached **List of Acceptable Documents** to identify which documents are List A, List B and List C.

**NOTE:** Issuing Authority is the organization that issued the document (for example, the Department of Motor Vehicles for a Driver's License).

- In the **CERTIFICATION** section, enter the **Employee's Start Date** (you may need to ask the employee for this date). Sign and print your name and provide your business information, as you are the person completing the form.

Optionally, you can provide your Notary stamp on the form.

- Give the completed form to the employee.



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

**USCIS**  
**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 "Lists of Acceptable Documents.")*

Employee Info from Section 1	Last Name (Family Name) Moore	First Name (Given Name) John	M.I. N/A	Citizenship/Immigration Status 1
------------------------------	----------------------------------	---------------------------------	-------------	-------------------------------------

<b>2</b>	<b>OR</b>	<b>AND</b>
<b>List A</b>	<b>List B</b>	<b>List C</b>
<b>Identity and Employment Authorization</b>	<b>Identity</b>	<b>Employment Authorization</b>
Document Title U.S. Passport Issuing Authority U.S. Department of State Document Number B123456 Expiration Date (if any)(mm/dd/yyyy) 01/01/2027	Document Title N/A Issuing Authority N/A Document Number N/A Expiration Date (if any)(mm/dd/yyyy) N/A	Document Title N/A Issuing Authority N/A Document Number N/A Expiration Date (if any)(mm/dd/yyyy) N/A
Document Title N/A Issuing Authority N/A Document Number N/A Expiration Date (if any)(mm/dd/yyyy) N/A	Additional Information	QR Code - Sections 2 & 3 Do Not Write In This Space
Document Title N/A Issuing Authority N/A Document Number N/A Expiration Date (if any)(mm/dd/yyyy) N/A		
Document Title N/A Issuing Authority N/A Document Number N/A Expiration Date (if any)(mm/dd/yyyy) N/A		

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

The employee's first day of employment (mm/dd/yyyy) **3** 01/04/2017 (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date(mm/dd/yyyy)	Title of Employer or Authorized Representative Manager
Last Name of Employer or Authorized Representative Johnson	First Name of Employer or Authorized Representative Samantha	Employer's Business or Organization Name ABC Company
Employer's Business or Organization Address (Street Number and Name) 1234 Main Street		City or Town Orange
		State CA
		ZIP Code 12345

Form I-9 11/14/2016 N Page 2 of 4



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

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

<b>Employee Name from Section 1:</b>	Last Name (Family Name) Mooze	First Name (Given Name) John	Middle Initial N/A
<b>Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)</b>			
<b>A. New Name (if applicable)</b>		<b>B. Date of Rehire (if applicable)</b>	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)
<b>C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.</b>			
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	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative	

**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.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by 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		1. 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
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-768)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and 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.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. 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				

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.



## Managing Your Uploaded Supporting Documents

To help you maintain E-Verify compliance and aid in the E-Verify photo matching requirement of storing copies of supporting documents, HireRight offers the ability to have an Upload Supporting Documents feature activated within your account.

Supporting Documents can only be uploaded to your account if the "Upload Supporting Documents" feature has already been activated within your account. If your account does not currently have this feature enabled, or if you need to add this permission for additional users, please contact your HireRight Representative. This feature does incur an additional charge due to document storage costs.

It is recommended that HireRight E-Verify participants store E-Verify-required copies of Supporting Documents within the HireRight I-9 system to help keep your company in compliance with E-Verify rules. As a result, if you have the "Upload Supporting Documents" feature activated within your account, the new system enhancements that will be released along with the E-Verify Photo Tool Upgrade will automatically be implemented for the users with the "Upload Supporting Documents" permission UNLESS you contact your Account Manager to opt out. If your company decides to store E-Verify Supporting Documents **outside** of the HireRight system, please contact your Account Manager to opt out.

- **Require Users to Upload Supporting Documents for E-Verify** - After E-Verify photo matching has completed, the system will prompt the user to upload a PDF file of the employee's supporting document. Uploading Supporting Documents does incur an additional charge. This is an optional feature you may opt-out of if your company chooses to not store supporting documents in the HireRight I-9 system.

**I-9 Employment Eligibility Form**

**Upload Supporting Documents**

**Per E-Verify Photo Matching requirements, you are required to upload a PDF copy of the Supporting Document for this employee.**

Please note that only PDF documents are accepted for upload.  
The documents you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will appear in the list.

File To Upload:  No file chosen

Document Type:

**List of Supporting Documents**

If you are unable to upload a supporting document at this time, simply click the "close" button to exit.

- **New supporting document notification** – An email notification will be sent if an employee does not have a required supporting document on file as a result of E-Verify photo matching. By default, this notification will send to the I-9 Form Initiator. Uploading Supporting Documents does incur an additional charge. This is an optional feature you may opt-out of if your company chooses to not store supporting documents in the HireRight I-9 system. If you would prefer to not receive this notification OR would like to have the notification sent to a different user, please contact your Account Manager.

- **New status in I-9 dashboard** – After E-Verify has been completed, you are able to view and identify within the I-9 Dashboard which employees may require a supporting document on file due to E-Verify photo matching requirements. This is located under the Next Action column, and the message ‘Supporting Document Needed’ will display. Uploading Supporting Documents does incur an additional charge. If you do not see the “Next Action” column, be sure to right click on the column headings and select it to show.

The screenshot shows a web interface for an I-9 dashboard. At the top, there are navigation options: 'New', 'Print', 'Additional Columns', and 'More Options'. A 'Refresh' button is on the right. Below this, there are filters for 'All Users' and 'Last 7 days'. The main area is a table with columns for 'Sent to Employee', 'Pending Employer', 'Completed', 'E-Verify Tentative', 'Pending Info Review', 'Pending Photo Match', and 'Final Non-Confirmation'. The table has a header row with columns: 'First Name', 'Last Name', 'SSN', 'E-Verify Status', 'Date', 'Next Action', and 'Type'. Two rows of data are shown: Mickey Mouse (SSN: \*\*\*-\*\*-2754, Date: 03/28/2011, Next Action: Supporting Document Needed, Type: I-9 Form) and Donald Duck (SSN: \*\*\*-\*\*-1111, Date: 03/30/2011, Next Action: -, Type: I-9 Form). The 'Next Action' cell for Mickey Mouse is circled in red.

First Name	Last Name	SSN	E-Verify Status	Date	Next Action	Type
Mickey	Mouse	***-**-2754	Employment Authorized	03/28/2011	Supporting Document Needed	I-9 Form
Donald	Duck	***-**-1111	Employment Authorized	03/30/2011	-	I-9 Form

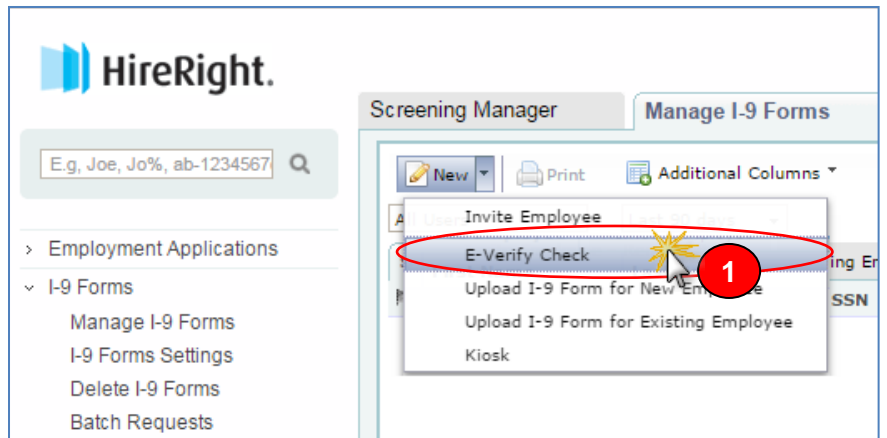
- **Supporting Document Management Report** –This report will enable you to compare what Section 2 document was entered into the system and view a list of supporting documents that were uploaded for each employee. Easily track and manage employees who are required to have a supporting document on file as a result of E-Verify photo matching. This report will only be available to users who have access to Management Reports and if the “Upload Supporting Documents” feature is enabled for the account.

# SUBMITTING AN E-VERIFY (ONLY) CHECK

For employers that do not need to initiate an I-9 but do need to run an E-Verify Check.

## To Submit an E-Verify Check

1. From the **Manage I-9 Forms** tab, select the **E-Verify Check** menu option from the **New** pull-down menu.



2. Working from the paper I-9 form completed by the Employee, enter the information from the paper form.

**Employee I-9 Information**

**Warning**

Please note that by completing the form below you are performing an E-Verify Check ONLY. Employers must still complete Form I-9 for each newly hired employee.

**Employee Information** 2

Employee Last Name: \*

Employee First Name: \*

Employee Middle Initial: \*

I certify that the employee does not have any middle initial (if checked "N/A" will be displayed in the Middle Initial field of Section 1)

Employee Other Last Names Used (if any): \*

I certify that the employee has not used any other last names (if checked "N/A" will be displayed in the Other Last Names Used field of Section 1)

Employee E-mail Address:

Employee Telephone Number: + 1  ext.

Employee Date of Birth: \*  /  /

**Citizenship or Immigration Status**

What is the employee's citizenship or immigration status? \*  3

Employee's Social Security Number: \*

**Employer Review**

3. Enter the employees **Citizen or Immigration Status** by using the pull-down menu.

4. Select **List A** or **List B&C**.

5. Enter all required information. Fields indicated by a red asterisk are required fields.

6. Click **Submit I-9 Verification**.  
Information will be submitted to E-Verify for verification and a record can be found.

**Employer Review**

4 List A List B & C

**Document B**

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 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.

Note: This employer participates in E-Verify. Any List B document presented to an employer participating in E-Verify MUST contain a photo.

Document Title: \* Drivers license issued by state/territory

State: \* Oregon

Issuing Authority: \* Oregon

I certify that the issuing authority entered matches exactly to that of the document presented. \*

Document #: \* A12345678 [Format help](#)

Document Expiration Date: mm / dd / yyyy

I certify the document the employee presented does not have an expiration date

**Document C**

Document Title: \* Social Security Card (Unrestricted)

Issuing Authority: \* Social Security Administration

I certify that the issuing authority entered matches exactly to that of the document presented. \*

Document #: \* 111-11-1111

Document Expiration Date: mm / dd / yyyy

I certify the document the employee presented does not have an expiration date

Employee Start Date: \* 01 / 01 / 2017 [Use Today's Date](#)

Submit I-9 Verification 6

A NEW employee record is created and placed in the Completed tab. Notice the E-Verify Status is "In Progress."

Screening Manager Manage I-9 Forms

New Print Additional Columns More Options

Current User Last 90 days

Sent to Employee	Pending Employer	Completed	E-Verify Tentative	Pending Info Review	Pending Photo Match
Last Name	First Name	Type	E-Verify Status	Date	
Draper	LeAnn	I-9 Form Upload	In Progress	10/24/2017	

## What Happens Next?

- E-Verify will respond with a unique Case Number.
- The E-Verify report will display the Case Number and status.
- E-Verify will typically provide a response within 15 seconds.

## Results

E-Verify will respond with one of two types of results:

- **Tentative** – requires additional steps for verifying an Employee’s authorization to work
- **Final** – E-Verify has made a final determination status

## Possible Statuses

- **Final:**
  - ✓ Employment Authorized
  - ✓ DHS/SSA Final Non-Confirmation
  - ✓ DHS/SSA Employment Non-Authorized
  - ✓ DHS/SSA No-Show
- **Temporary:**
  - ✓ DHS/SSA Tentative Non-Confirmation
    - Please reference the “How to Handle a Tentative Non-Confirmation Status” Job Aid for further instructions.
  - ✓ DHS/SSA Tentative Non-Confirmation – Photo Mismatch
    - Please reference the “E-Verify Photo Tool” Job Aid for further instructions.
  - ✓ DHS/SSA Verification in Process
    - Note: This status means that additional time is needed from E-Verify to provide a final status. No action is needed on your part at this time in the process.
  - ✓ DHS/SSA Case in Continuance
    - Note: This status means that additional time is needed from E-Verify to provide a final status. No action is needed on your part at this time in the process.
  - ✓ DHS/SSA Institute Additional Verification
    - Note: This status means that E-Verify has instituted additional verification procedures to verify the new hire’s employment eligibility and that resolution of the status may take some extra time. No action is needed on your part at this time in the process.

# USING HIRERIGHT'S E-VERIFY PHOTO MATCHING TOOL

As mandated by the U.S. Department of Homeland Security, all customers using HireRight's E-Verify solution are required to conduct an E-Verify Photo Match when certain documents are provided.

## What does the E-Verify Photo Matching Tool do?

Using HireRight's E-Verify Photo Matching Tool, you will be verifying that the photo displayed in E-Verify is identical to the photo on the document that the employee presented to you in Section 2 of the I-9 Form. Once E-Verify is initiated, a window will appear that prompts users to compare the photo on the employee's documentation with a photo displayed on HireRight's E-Verify screen. This helps ensure that the documents provided are valid.

The photo matching prompt automatically occurs when an employee presents any of the following documents as proof of employment eligibility:

- U.S. Passport or Passport card - active for HireRight customers on 4/29/2011
- Permanent Resident Card (Form I-551) - active for HireRight customers on 12/3/2010
- Employment Authorization Document (Form I-766) - active for HireRight customers on 12/3/2010

The screenshot shows a web form with two tabs: "List A" and "List B & C". Under "List A", there is a section titled "Document A" with instructions: "Employers or their authorized representative must complete and sign Section 2 within 3 business days 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." Below this, there is a checkbox for "The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document." The "Document Type:" dropdown menu is set to "Permanent Resident Card or Alien Registration Receipt Card (Form I-551)", which is circled in red. Below this, there is a red warning box: "Citizenship and/or immigration status noted by the employee in Section 1 of the Form I-9 is inconsistent with the documents selected to complete Section 2 of the Form I-9. Please examine the document(s) to ensure they reasonably appear on their face to be genuine and to relate to the person presenting them. If so, proceed by asking the employee to clarify and/or correct the discrepancy, if any. See Matrix for additional explanation." Below the warning box, there are input fields for "Document Title \*" (Permanent Resident), "Issuing Authority: \*" (Department of Homeland Security), "Document #: \*" (123456789), and "Expiration Date (if any): \*" (12 / 12 / 2025). There is also a checkbox for "The document the employee presented does not have an expiration date". At the bottom, a red arrow points to a red-bordered box containing the text: "This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document."

When the employee presents one of the above documents and the I-9 Form information entered by the employer matches DHS records, the employee's photo automatically displays on HireRight's E-Verify screen.

**NOTE:** If an employee presents a U.S. Passport (or Passport Card), Permanent Resident Card, or Employment Authorization Document, E-Verify requires that **the employer must make a copy of that document and keep it on file with the I-9 Form.** If you prefer to not keep a paper copy, you may scan and upload a PDF file to the HireRight system using the Manage Supporting Documents feature (provided this permission is activated for your account).

## Avoiding Discrimination

Employees have the right to present any acceptable documentation to complete the I-9 Form. Employers may not require an employee to present a specific document. Employers must accept the documents the new employee chooses to present as long as they appear to be genuine and relate to the person presenting them. Otherwise, employers may violate federal law prohibiting discrimination in the verification process.



- Form I-766 (Employment Authorization Card)





## E-Verify Photo Matching Tool Process

1. In HireRight's I-9 and E-Verify interface, photo matching may be required when an employee presents one of the following documents in Section 2:

- U.S. Passport or Passport card - active for HireRight customers on 4/29/2011
- Permanent Resident Card (Form I-551) - active for HireRight customers on 12/3/2010
- Employment Authorization Document (Form I-766) - active for HireRight customers on 12/3/2010

**NOTE:** As of 12/3/2010, Alien number (#) will no longer be accepted as a Document number (#) for I-551 and I-766 documents that are entered within the HireRight E-Verify system.

List AList B & C

**Document A**

Employers or their authorized representative must complete and sign Section 2 within 3 business days 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.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Type: Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

**Citizenship and/or immigration status noted by the employee in Section 1 of the Form I-9 is inconsistent with the documents selected to complete Section 2 of the Form I-9. Please examine the document(s) to ensure they reasonably appear on their face to be genuine and to relate to the person presenting them. If so, proceed by asking the employee to clarify and/or correct the discrepancy, if any. See [Matrix](#) for additional explanation.**

Document Title \* 1

Issuing Authority: \*

Document #: \*

Expiration Date (if any): \*  /  /   The document the employee presented does not have an expiration date

**This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document.**

2. An E-Verify Photo Match is activated once you click "**Submit I-9 Verification**"

**Employer Review**

Document Title: \*

Document #: \*

Document Expiration Date:  /  /

Employee Start Date: \*  /  /

2 Submit I-9 Verification

Once the E-Verify Check is initiated, a screen will return from E-Verify that includes a photograph (usually within 15 seconds). Simply compare the photo displayed by E-Verify to the photo on the employee's document and determine if the photos are reasonably identical. This means that the photos should be identical, but you should take into account minor variances in shading and detail between the two photos based upon the age and wear of the employee's document, the quality of your computer monitor, and the watermark on the photo in E-Verify to protect it from unlawful use.

**SAMPLE RETURNED MESSAGE FROM E-VERIFY (USUALLY WITHIN 15 SECONDS.)**

**I-9 Employment Eligibility Form**

**E-Verify Photo Matching and Comparison**

E-Verify has returned a photograph of your new employee edede3 edede.

Please compare the photo displayed below from E-Verify to the photo on the document the employee presented in Section 2 to determine if the photos are reasonably identical. The photos should be identical but you should take into account minor variances in shading and detail based upon the age and wear of the document and the quality of your computer display.

**Please Note:** Do NOT compare the photo displayed by E-Verify to the employee directly - this step was already completed during Section 2.

Does the photograph above match the photograph on the document presented by the employee?

Yes No **3**

**Submit** **4**

3. Select **Yes** or **No** to the question: "Does the photograph above match the photograph on the documented presented by the employee?"
  - Yes- the photo on the employee's document matches the photo displayed by E-Verify. Clothing, hair style, facing direction and appearance on the card should be identical to the photo displayed by E-Verify.
  - No - the photo on the employee's document is not identical to the photo displayed in E-Verify.

**NOTE:** If 'No Photo on this Document' appears, select Yes.

**Do not compare the photo displayed by E-Verify to the employee directly. The direct comparison between the document and the individual happens during Section 2 of the I-9 Form completion, prior to using E-Verify.**

4. Click **Submit** once you have verified that the photograph on the screen matches the photograph given to you.

## Don't Get Stuck! – Some Troubleshooting Tips

### What If the Photos Don't Match?

In the cases when the photo that is returned to you from E-Verify doesn't match the photo that was given to you by the employee, you must select **NO** when prompted "Does the photograph above match the photograph on the document presented by the employee?"

In these cases, E-Verify may return a Tentative Non-Confirmation (TNC) for this employee. When you refer the employee through the TNC process, you will be instructed to **send photocopies** of the document and physically mail them to USCIS. Instructions are displayed for you when you refer the employee within the HireRight system.

### Document # vs. Alien #\*

The **Document number** (shown as Card # on the Employment Authorization Card) should be three (3) letters followed by ten (10) numbers, and the alien number is a nine (9) digit number typically found on the card as A#. As of 12/3/2010, Alien number (#) will no longer be accepted as a Document number (#) for I-551 & I-766.

### Document Numbers

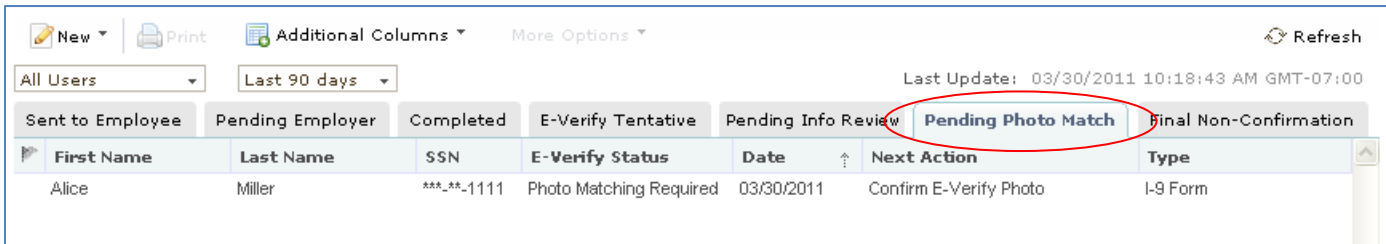


\* Images may vary from documents shown here based on document issue date.

## What if the Photo Match screen never appears or my browser crashes?

Large document sizes can cause timeouts. On occasion, the E-Verify service may be delayed in returning the photo. A message regarding a timeout could appear on the Thank You page, or an email notification may be sent to alert you of a Pending Photo Match that has not yet been completed.

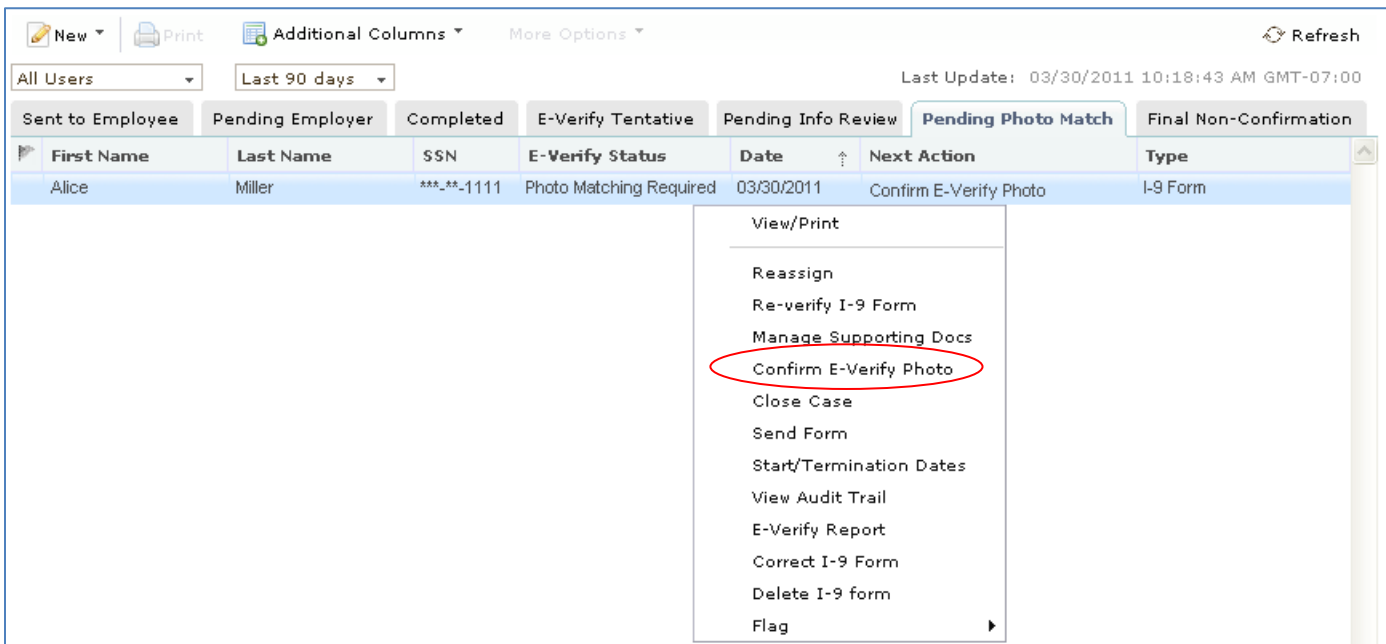
There is a corresponding E-Verify “work queue” tab on the Manage I-9 Forms Dashboard; named *Pending Photo Match*.



First Name	Last Name	SSN	E-Verify Status	Date	Next Action	Type
Alice	Miller	***-**-1111	Photo Matching Required	03/30/2011	Confirm E-Verify Photo	I-9 Form

### Pending Photo Match

In order to continue processing the E-Verify check for this employee, right click and select “Confirm E-Verify Photo” to re-start the E-Verify photo matching process.



First Name	Last Name	SSN	E-Verify Status	Date	Next Action	Type
Alice	Miller	***-**-1111	Photo Matching Required	03/30/2011	Confirm E-Verify Photo	I-9 Form

- View/Print
- Reassign
- Re-verify I-9 Form
- Manage Supporting Docs
- Confirm E-Verify Photo
- Close Case
- Send Form
- Start/Termination Dates
- View Audit Trail
- E-Verify Report
- Correct I-9 Form
- Delete I-9 form
- Flag

## Review E-Verify Information Process

In some instances, a case status of 'Review E-Verify Information' occurs and you will see a screen appear to review and update the employee's information. This means that a discrepancy was found in the information that was submitted compared to the information that is maintained in the E-Verify database.

A 'Review E-Verify Information' occurs for reasons including typographical errors and/or incorrect information provided on the I-9 Form. You are required to review the data in the screen provided, correct the information if necessary, and resubmit to E-Verify.

### I-9 Employment Eligibility Form

**Review E-Verify Information: Confirm information is correct**

Please check the information below to ensure it is correct. Make any updates as necessary.

Last Name: \*

First Name: \*

Middle Initial:

Maiden Name:

Social Security Number: \*

Date of Birth: \*  /  /

### What if the screen never appears or my browser crashes during this process?

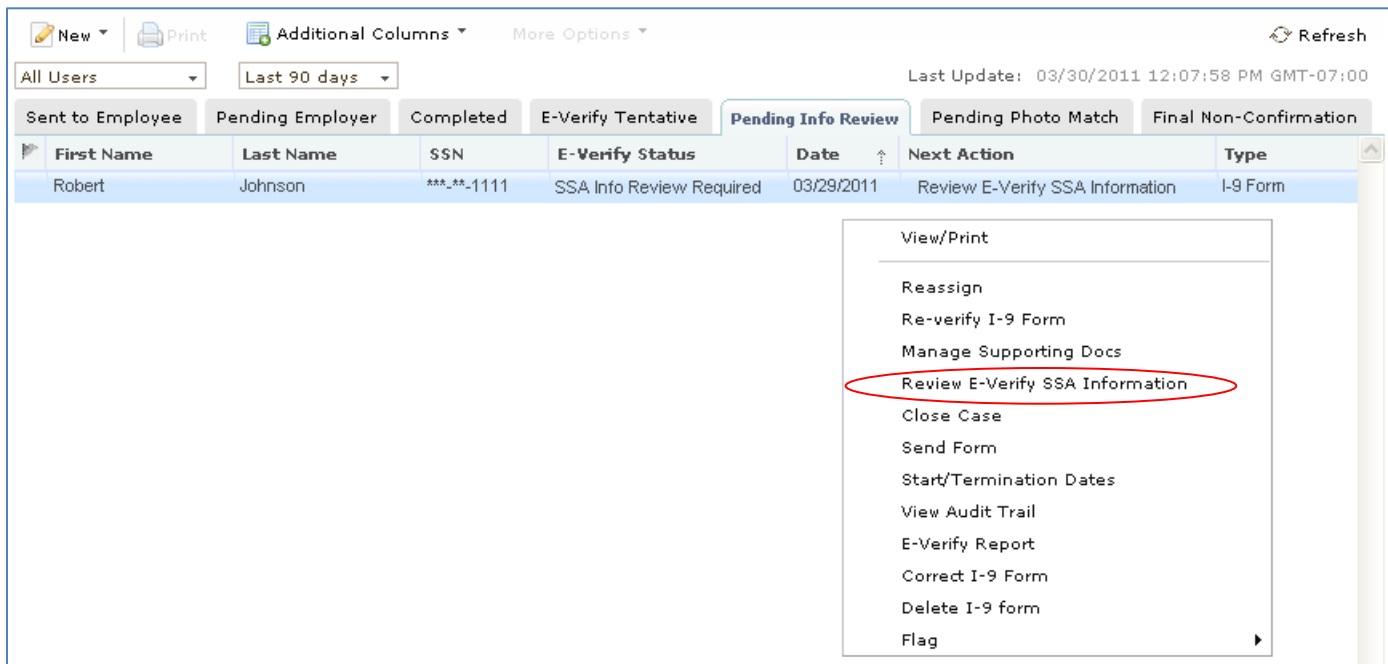
On occasion, if the E-Verify service experiences problems in returning the 'Review E-Verify Information' screen, the process will time-out. In the event should this occur, an email notification will be sent to alert you of a Pending E-Verify Information Review status.

There is a corresponding E-Verify "work queue" tab on the Manage I-9 Forms Dashboard; named *Pending Info Review*.

New   Print   Additional Columns   More Options   Refresh							
All Users		Last 90 days		Last Update: 03/30/2011 11:37:24 AM GMT-07:00			
Sent to Employee	Pending Employer	Completed	E-Verify Tentative	Pending Info Review	Pending Photo Match	Final Non-Confirmation	
First Name	Last Name	SSN	E-Verify Status	Date	Next Action	Type	
Robert	Johnson	***-**-1111	SSA Info Review Required	03/29/2011	Review E-Verify SSA Information	I-9 Form	

## Pending Info Review

In order to continue processing the E-Verify check for this employee, right click and select “Review E-Verify SSA/DHS Information” to re-start the ‘Review E-Verify Information’ process.



The screenshot shows the E-Verify system interface. At the top, there are navigation options: New, Print, Additional Columns, and More Options. A dropdown menu is set to 'All Users' and a date filter is set to 'Last 90 days'. The 'Last Update' is 03/30/2011 12:07:58 PM GMT-07:00. The main area has several tabs: Sent to Employee, Pending Employer, Completed, E-Verify Tentative, Pending Info Review (selected), Pending Photo Match, and Final Non-Confirmation. Below the tabs is a table with columns: First Name, Last Name, SSN, E-Verify Status, Date, Next Action, and Type. The table contains one row for Robert Johnson, with SSN \*\*\*.\*\*-1111, E-Verify Status SSA Info Review Required, Date 03/29/2011, Next Action Review E-Verify SSA Information, and Type I-9 Form. A context menu is open over the table, listing various actions: View/Print, Reassign, Re-verify I-9 Form, Manage Supporting Docs, Review E-Verify SSA Information (circled in red), Close Case, Send Form, Start/Termination Dates, View Audit Trail, E-Verify Report, Correct I-9 Form, Delete I-9 form, and Flag.

### Once You Click Submit

Employee data is automatically sent to E-Verify.

- E-Verify will respond with a unique Case Number.
- The E-Verify report will display the Case Number and status.
- E-Verify will respond with one of two types of statuses:
  1. **Temporary** – A temporary status DOES NOT mean that the employee is not authorized to work. Temporary statuses require additional action from the employer to address the status to the employee and the employee has to then follow up with DHS or SSA. The employee CAN continue to work while the temporary status is being resolved.
  2. **Final** – Final statuses indicate whether or not the employee is legally authorized to work in the United States. The employee will either continue to work or be terminated based upon a final status.

**NOTE:** If the status is temporary, use the instructions provided and the letter templates linked in the E-Verify Report to guide the employee in initiating a resolution. See the Tentative Non-Confirmation Job Aids for more information.

# HOW TO HANDLE A “TENTATIVE NON-CONFIRMATION” STATUS

Most of the time, E-Verify Checks come back from the Department of Homeland Security (DHS) and the Social Security Administration (SSA) with a status of “Employment Authorized”. On rare occasions, a check will be returned with a status of “Tentative Non-Confirmation (TNC)” where the employee’s information could not be verified against what was provided by the Employee.

## Upon Receipt of a “Tentative Non-Confirmation” status:

1. Login to your account and click **Manage I-9 Forms**.
2. Click the **E-Verify Tentative** tab.
3. **Select the employee** that has the “Tentative Non-Confirmation” status and **right-click**.
4. **Select E-Verify Report** from the drop-down menu.

Here you can review: the applicant’s report, the details around the DHS/SSA status, instructions for taking steps to resolve, and copies of the letters that need to be reviewed with the Employee.

5. Print and review the DHS or SSA Further Action Notice letter with the employee to determine and document if the employee wishes to contest.
6. Employee and employer **MUST** sign and date the letter. Keep the signed original on file and give the Employee a copy.

If Employee **DOES NOT CONTEST**, file the signed **Further Action Notice** Letter in the Employee's file and close the case.

### To Close a Case:

1. From Manage I-9 Forms, **select the record and right-click** to open the actions menu.
2. Click **Close Case**.

Sent to Employee	Pending Employer	Completed	E-Verify Tentative	Pending Info Review	Pending Photo
First Name	Last Name	SSN	E-Verify Status	Date	
Bob	Sponage	***-**-7864	SSA Tentative Non-Confirmat	11/12/20	
Customer	Submission	***-**-1111	SSA Tentative Non-Confirmat	11/12/20	
Schwartzman	Wendy	***-**-1111	SSA Tentative Non-Confirmat	11/12/20	
john	internationalorder	***-**-5555	SSA Tentative Non-Confirmat	11/12/20	
John	Doe	***-**-1111	SSA Tentative Non-Confirmat	11/13/20	
John	Doe	***-**-1111	SSA Tentative Non-Confirmat	11/13/20	
FirstNm	LastNm	***-**-1111	SSA Tentative Non-Confirmat	11/18/20	
test	inviteemployee	***-**-1111	SSA Tentative Non-Confirmat	11/22/20	
Prem	testing1016	***-**-5555	SSA Tentative Non-Confirmat	11/22/20	
Prem	KT1017	***-**-4321	SSA Tentative Non-Confirmat	11/26/20	
Gabby	Cortez	***-**-1111	SSA Tentative Non-Confirmat	11/13/20	
Prem	EETHruKiosk1216	***-**-1111	SSA Tentative Non-Confirmat	12/16/20	
Prem	PrepTranTest1216	***-**-3333	SSA Tentative Non-Confirmat	12/16/20	
Prem	RT1212	***-**-3445	SSA Tentative Non-Confirmat	12/16/20	
Linda	Morgan	***-**-1111	SSA Tentative Non-Confirmat	12/16/20	
Prem	DuEVTTest1216	***-**-6789	SSA Tentative Non-Confirmat	12/16/20	
Prem	Testing1216	***-**-3333	SSA Tentative Non-Confirmat	12/16/20	
Amex	Test	***-**-6789	SSA Tentative Non-Confirmat	12/16/20	

3. Select if the employee still works for your company or not AND whether you've provided a notification of a TNC.
4. Then click the **Close Case** button.

**Employment Eligibility Verification**

Close Case

Verification Status: SSA TENTATIVE NONCONFIRMATION

Have you (the employer) provided a notification of the Tentative Non-Confirmation (TNC) to the employee?

Yes

No

Please select from the options below.

Employee still works for the employer.

Employee does not work for the employer.

Close Case

View

Reassign

Re-verify I-9 Form

Manage Supporting Docs

Refer Employee

**Close Case**

Send Form

*This formalizes the Employee's choice not to contest, giving the Employer the ability to proceed with terminating employment.*



If Employee **DOES CONTEST**, you will need to “Refer the Employee.”

## To Refer an Employee:

1. From Manage I-9 Forms, **select the record and right-click** to open the actions menu.

Sent to Employee	Pending Employer	Completed	E-Verify Tentative	Pending Info Review	Pending Photo
First Name	Last Name	SSN	E-Verify Status	Date	
Bob	Sponage	***-**-7884	SSA Tentative Non-Confirmat	11/12/20	
Customer	Submission	***-**-5555	SSA Tentative Non-Confirmat	11/12/20	
Schwartzman	Wendy	***-**-1111	SSA Tentative Non-Confirmat	11/12/20	
john	internationalorder	***-**-5555	View/Print	12/20	
John	Doe	***-**-1111	Reassign	13/20	
John	Doe	***-**-1111	Re-verify I-9 Form	13/20	
FirstNm	LastNm	***-**-1111	Manage Supporting Docs	18/20	
test	inviteemployee	***-**-1111	Refer Employee	22/20	
Prem	testing1016	***-**-5555	Close Case	22/20	
Prem	KT1017	***-**-4321	Send Form	23/20	
Gabby	Cortez	***-**-1111	Start/Termination Dates	16/20	
Prem	EETHruKiosk1216	***-**-1111	View Audit Trail	16/20	
Prem	PrepTranTest1216	***-**-3333	E-Verify Report	16/20	
Prem	RT1212	***-**-3445	Correct I-9 Form	16/20	
Linda	Morgan	***-**-1111	Edit Flex Fields	16/20	
Prem	DuEVTest1216	***-**-6789	Delete I-9 form	16/20	
Prem	Testing1216	***-**-3333	Flag	16/20	
Amex	Test	***-**-6789		16/20	

2. Click **Refer Employee**.

3. If you have spoken to the employee about the TNC and provided the Further Action Notice, click the **Refer** button. The timeline for resolution will now be monitored automatically. At that point, the employee must take action within 8 business days.

### I-9 Employment Eligibility Form

Confirm Employee Referral

By selecting Refer below, you are indicating that you have spoken to the employee about this Tentative Non-Confirmation status and the employee has been provided the Further Action Notice. **If you have not spoken to the employee, click Cancel.**

Selecting Refer below will start the 8 federal working days the employee is allowed to make initial contact with the SSA or DHS and generate a "Referral Date Confirmation" letter. Please print and provide Referral Date Confirmation letter to the employee.

**3**

4. The E-Verify generated “Referral Date Confirmation” letter will appear in a new window.

HireRight pre-populates the **Referral Date Confirmation** letter with the employee information. Make sure that you and the employee receive a copy. If the information is not pre-populated, be sure to enter the information requested before printing.

**E-Verify**

**Referral Date Confirmation**

U.S. Department of Homeland Security Tentative Nonconfirmation (DHS TNC)

E-Verify Case Verification Number: **4**

Employee Name:

Your employer referred your E-Verify case to DHS after you decided to contest (take action to resolve) a DHS Tentative Nonconfirmation (DHS TNC). This document confirms that your case was referred to DHS.

**What you should do**

Call DHS within 8 Federal Government working days, by (MM/DD/YYYY), to begin to resolve the DHS TNC. If you have not received the DHS TNC Further Action Notice from your employer, contact your employer immediately to obtain this notice.

The DHS TNC Further Action Notice includes information about your E-Verify case and which documents you need when you contact DHS. You must have the DHS TNC Further Action Notice when you contact DHS.

If you do not take action within 8 Federal Government working days, by (MM/DD/YYYY), a Final Nonconfirmation will be issued and your employer may terminate your employment. Employers must allow you to contest a DHS TNC and may not take adverse action against you because of the DHS TNC while you are contesting the DHS TNC and your E-Verify case is pending.

**For More Information**

If you have questions about what to do, contact E-Verify at 888-897-7781 (TTY: 877-875-6028) or email [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter. For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

Upon successful completion of the referral process (clicking the Refer button), the **Referral Date Confirmation** letter will be available alongside the Further Action Notice on the E-Verify report.

**Report - Dana Demo**

**I-9 Employment Eligibility** Pending

**Background Verifications**  
 Download PDF

**Employment Eligibility**  
 English E-Verify Notices  
 SSA Tentative Non-Confirmation Letter  
 SSA Referral Letter  
 DHS Further Action Notice  
 DHS Referral Date Confirmation

**Spanish E-Verify Notices**  
 SSA Tentative Non-Confirmation Letter  
 SSA Referral Letter  
 DHS Further Action Notice  
 DHS Referral Date Confirmation

**E-mail Applicants**

**Miscellaneous**  
 Reviewer's Comments

**Applicant Reports**  
 WE-060316-5N7W7  
 I-9 Employment Eligibility (1/1)

**Case Verification Number Received**  
 The Case Verification Number for this employee's I-9 employment eligibility check is: TST00219998149X  
 Please note that a case verification number alone does not indicate work eligibility.

**SSA Tentative Non-Confirmation Status Received - Employee Referral Required.**  
 A status of "SSA Tentative Non-Confirmation" has been received on this employee for the I-9 employment eligibility check. Please download and print the SSA Tentative Non-Confirmation Letter and Referral and present these documents to the employee to either contest this status and be referred to the appropriate agency for resolution, or agree to this status. This status alone does not indicate that this employee is not authorized to work in the USA. This status indicates that the employee has an issue that needs to be resolved with the Social Security Administration in order to determine final work authorization status.

**E-Verify Response from DHS**  
 06/03/16 - 04:26:01 DHS responded with SSA TENTATIVE NONCONFIRMATION. The citizenship status selected for this employee does not match SSA records. First name: Dana. Last name: Demo.

## Monitoring Status

HireRight automatically checks the E-Verify system for an updated status of the record on an hourly basis. Once the DHS/SSA has updated the record, it will be reflected in your account in either the **Completed** (Authorized) tab or the **Final Non-Confirmation** tab.

*Employment Authorized Status = No Further Action Required*

HireRight. Julie Lambda, I-9 Demo Account | [Switch Back](#) | [Sign Out](#)

Screening Manager Manage I-9 Forms

E.g. Joe, Jo%, ab-1234567

All Users Last 90 days Refresh Refreshed 10 seconds ago

Sent to Employee	Pending Employer	Completed	E-Verify Tentative	Pending Info Review	Pending Photo Match	Final Non-Confirmation
First Name	Last Name	SSN	E-Verify Status	Date	Next Action	Type
Steve	Roberts	***-**-1111	Employment Authorized	12/05/2013	Receipt Provided - Enter Actu	I-9 Form
James	Thompson	-	Employment Authorized	01/31/2014	Update SSN	I-9 Form Upload
James	Thompson	-	Employment Authorized	02/01/2014	Update SSN	I-9 Form Upload

*Final Non-Confirmation Status = YOU must "Close the Case" – See Instructions above for "Closing a Case"*

HireRight. Julie Lambda, I-9 Demo Account | [Switch Back](#) | [Sign Out](#)

Screening Manager Manage I-9 Forms

E.g. Joe, Jo%, ab-1234567

All Users Last 90 days Refresh Refreshed 6 minutes ago

Sent to Employee	Pending Employer	Completed	E-Verify Tentative	Pending Info Review	Pending Photo Match	Final Non-Confirmation
First Name	Last Name	SSN	E-Verify Status	Date	Next Action	Type
James	Thompson	-	Final Non-Confirmation	01/31/2014		I-9 Form Upload
Gab	Gab	***-**-5252	Final Non-Confirmation	01/22/2014		I-9 Form Upload
Steve	Roberts	***-**-1111	Final Non-Confirmation	12/05/2013		I-9 Form

## UPDATING THE FORM I-9 – COMPLETING SECTION 3 REVERIFICATION

To update a Form I-9, you will use the “Re-verify I-9 Form” function. You may update a Form I-9 in the following instances:

- An employee has a legal name change
- Work authorization documentation has expired and needs to be updated
- An employee is rehired within 3 years from when the Form I-9 was originally completed.

**NOTE:** If the Form I-9 was not initially completed electronically, the paper form may be imaged and uploaded to the HireRight system. Once complete, you have the ability to perform an electronic re-verification as shown below.

### To Re-verify a Form I-9

1. Use the “Search” feature to locate the employee’s Form I-9 you need to update.
2. Right-click on the employee record and choose **Re-Verify I-9 Form**.

OR

3. Select the employee and choose **Re-verify I-9 Form** from the **More Options** pull-down menu on the toolbar.

The screenshot shows the HireRight interface for managing I-9 forms. At the top, there is a navigation bar with the HireRight logo, a user account indicator 'I-9 Demo Account | Switch Back | Sign Out', and a 'Screening Manager' tab. Below this is a 'Manage I-9 Forms' tab. The main area contains a toolbar with 'New', 'Print', 'Additional Columns', and 'More Options' (highlighted with a red dashed box and a red circle '3'). Below the toolbar are filters for 'Current User' and 'Last 90 days'. A table of employee records is displayed with columns: First Name, Last Name, SSN, Status, Date, Type, and Next Action. The table has several rows, with the row for 'Nell Moore' selected and highlighted in blue. A red circle '1' is next to this row. A red callout box with the text 'Right Click' and a mouse cursor icon points to the 'Nell Moore' row. A context menu is open over the 'Nell Moore' row, listing various actions: View/Print, Send Form, Start/Termination Dates, E-Verify Report, Manage Supporting Docs, Reassign, Resubmit E-Verify Case, Re-verify I-9 Form (highlighted with a yellow starburst and a red circle '2'), View Audit Trail, Correct I-9 Form, Edit Flex Fields, Delete I-9 form, and Flag.

First Name	Last Name	SSN	Status	Date	Type	Next Action
Joan	Moore	***-**-1111	Completed	10/24/2013	I-9 Form Upload	Resubmit E-Verify
Steve	Fryn	***-**-1111	Completed	10/24/2013	I-9 Form Upload	Resubmit E-Verify
Nell	Moore	***-**-1111	Completed	10/24/2013	I-9 Form	Resubmit E-Verify
John	Moore			10/22/2013	I-9 Form	Resubmit E-Verify

**NOTE:**

Some accounts will display an option box at this time, asking whether you wish to send the form to a Hiring Manager or Update Myself. This is a custom feature so **not all users will see this box display**. After you make your selection, click **Submit**.

- 4. Select the purpose of the reverification, then enter the updated information.
- 5. Click the **"I attest..."** checkbox.
- 6. Click the **Proceed to Form I-9 Completion** button.

**I-9 Employment Eligibility Form**

**Form I-9 Updating and Re-Verification (Section 3) Options**

Who will be updating Section 3 of this form?

Update Myself

Send to Hiring Manager

Save Form | Print | Clear Form | Help | Live Chat | Cancel & Discard

**1 EMPLOYMENT ELIGIBILITY VERIFICATION**

- ✓ Directions
- **Updating and Reverification Worksheet**
- Section 3 Review and E-Sign

**Section 3 - Reverification and Rehires Worksheet**

Fields marked with an \* are required

**Employee Name:** Nell Moore  
**Citizenship Status:** Citizen of the United States

**Information Required for ABC Company**

Location \* Irvine

**To be completed and signed by employer or authorized representative**

**Purpose of Reverification**

- Employee Name Change
- Employee Rehire
- Employee Work Authorization renewal

**Employee's New Name**

Last Name: Thorne  
First Name: Nell  
Middle Initial:

**Document**

List A List C

If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Title: \* U.S. Passport  
Document #: \* B123456  
Expiration Date (if any): \* 01 / 01 / 2024

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. I certify that the information entered above can be used to complete Section 3 of the Form I-9. \*

**4** { Purpose of Reverification, Employee's New Name, Document fields

**5** { I attest... checkbox

**6**

7. Enter your Full name first and Last Name

**NOTE:** Some accounts will NOT have the mouse signature functionality enabled, however, by clicking the four attestation buttons and the **Electronically Sign** button below, the document will be considered "SIGNED."

8. Click the **"I attest..."** checkboxes (4)

9. Click the **Electronically Sign** button to finish. The form is electronically stored in your account.

### Complete and Electronically Sign Form I-9, Section 3

Fields marked with an \* are required

<b>Employee Name from Section 1:</b>	Last Name (Family Name) Moore	First Name (Given Name) Nell	Middle Initial N/A
--------------------------------------	----------------------------------	---------------------------------	-----------------------

**Section 3. Reverification and Rehires** (To be completed and signed by employer or authorized representative.)

<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>
Last Name (Family Name) Thorne	First Name (Given Name) Nell	Middle Initial N/A	Date (mm/dd/yyyy) N/A

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title U.S. Passport	Document Number B123456	Expiration Date (if any) (mm/dd/yyyy) 01/01/2024
---------------------------------	----------------------------	---

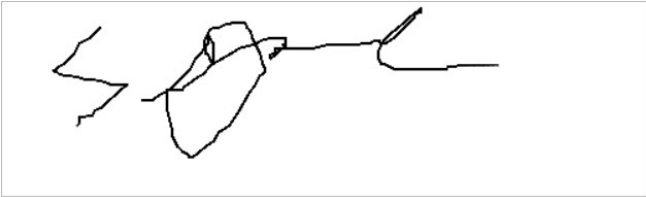
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative Samantha Johnson	Today's Date (mm/dd/yyyy) 02/04/2017	Name of Employer or Authorized Representative Samantha Johnson
--	---	---

**Electronic Signature of Employer**

First Name: \*   
Last Name: \*   
E-mail Address:

Hold down left mouse button and draw your signature below



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

I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employer Review and Verification Worksheet. \*

I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. \*

I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. \*

A confirmation message appears.

### Employment Eligibility Verification

**Thank You**

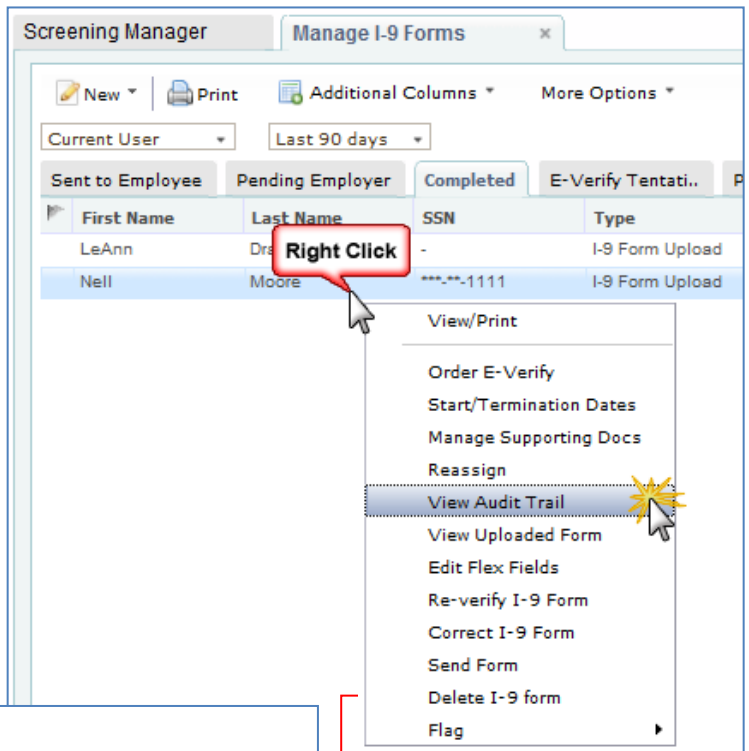
Thank you for completing the federal I-9 Employment Eligibility Form.

Information will appear in Section 3 of the employee's Form I-9.

<b>Employee Name from Section 1:</b>		Last Name (Family Name) Moore	First Name (Given Name) Neil	Middle Initial N/A
<b>Section 3. Reverification and Rehires</b> (To be completed and signed by employer or authorized representative.)				
<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>	
Last Name (Family Name) Thorne	First Name (Given Name) Neil	Middle Initial N/A	Date (mm/dd/yyyy) N/A	
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.				
Document Title U.S. Passport	Document Number B123456	Expiration Date (if any) (mm/dd/yyyy) 01/01/2024		
<b>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.</b>				
Signature of Employer or Authorized Representative Samantha Johnson	Today's Date (mm/dd/yyyy) 02/04/2017	Name of Employer or Authorized Representative Samantha Johnson		

To confirm re-verification was completed, you can right-click and select **"View Audit Trail"**.

**NOTE :** If it is necessary to perform an additional re-verification, the edited information will appear on section 3 of a blank Form I-9 attached to the bottom of the original Form I-9. Be sure to continue to scroll down to view your edits.



I-9 Employment Eligibility Form		
Audit Trail		
Below you will find the list of actions and any changes made for this I-9 form.		
Date	Action	Who
12/30/2016 11:09	Section 1 Submitted	Neil Moore (New Hire) IP Address: 10.11.2.74 MMDD: 0314
12/31/2016 11:12	Section 2 Submitted	Samantha Johnson IP Address: 10.11.2.74 E-Mail Address: sjohnson@abccompany.com
2/04/2017 11:26	<b>Form Reverified</b>	Samantha Johnson IP Address: 10.11.2.74 E-Mail Address: sjo

Print      Close

## DESIGNATING A HIRING MANAGER TO COMPLETE SECTION 3

### To Designate a Hiring Manager to Complete Section 3:

Start by locating the form that needs to be updated or re-verified from the Completed tab.

1. Right-click on the employee record and choose **Re-Verify I-9 Form**.

**OR** select the employee then choose **Re-verify I-9 Form** from the **More Options** pull-down menu on the toolbar.

If the record is older than 90-days, you will need to use the Search function to find the desired record.

The screenshot shows the 'Screening Manager' interface with the 'Manage I-9 Forms' tab selected. A table lists employee records with columns for 'First Name', 'Last Name', 'E-Verify Status', and 'Date'. The record for 'PAO-GE VANG' is highlighted. A 'More Options' dropdown menu is open, showing various actions. The 'Re-verify I-9 Form' option is highlighted with a red box and a red circle with the number '1'. A red callout bubble with 'Right Click' and a mouse cursor points to the 'Re-verify I-9 Form' option.

First Name	Last Name	E-Verify Status	Date
PAO-GE	VANG	-	04/29/2010
PAO-GE	VANG	-	04/29/2010
HELEN M	HUGELEN	-	-
HELEN M	HUGELEN	-	-
HELEN M	HUGELEN	-	-
Collin	Johnson	-	-
Michelle	Westling	-	-
Alex	Ruzu	-	-
Joe	Jones	***-**-1111	In Progress
Upload	Test	-	-
bobby	test1-EV63517	-	-
bobby	test2-EV64167	-	-
Wendy	NoSSN	***-**-1111	-
John	Jones	***-**-1111	-

2. Click **Send to Hiring Manager**.
3. Enter the Hiring Manager's **name** and **e-mail address**.
4. Click **Submit**.

The HireRight system sends the Hiring Manager an e-mail with login credentials.

The Hiring Manager then logs in using the directions in the e-mail to update the Form I-9.

**Note:** You will receive an e-mail notification when the Hiring Manager has completed Section 3 of the Form I-9.

The screenshot shows the 'I-9 Employment Eligibility Form' with the 'Form I-9 Updating and Re-Verification (Section 3) Options' section. The question 'Who will be updating Section 3 of this form?' has two radio button options: 'Update Myself' and 'Send to Hiring Manager'. The 'Send to Hiring Manager' option is selected with a green dot and a red circle with the number '2'. Below this, there are two text input fields: 'Hiring Manager Name: \*' with the value 'Kari Rogers' and a red circle with the number '3', and 'E-mail: \*' with the value 'krogers@hireright.com'. At the bottom, there is a 'Submit' button with a red circle with the number '4' next to it.

# MAKING CORRECTIONS TO THE FORM I-9

Sometimes the Form I-9 may need to be edited after it has been signed. For example:

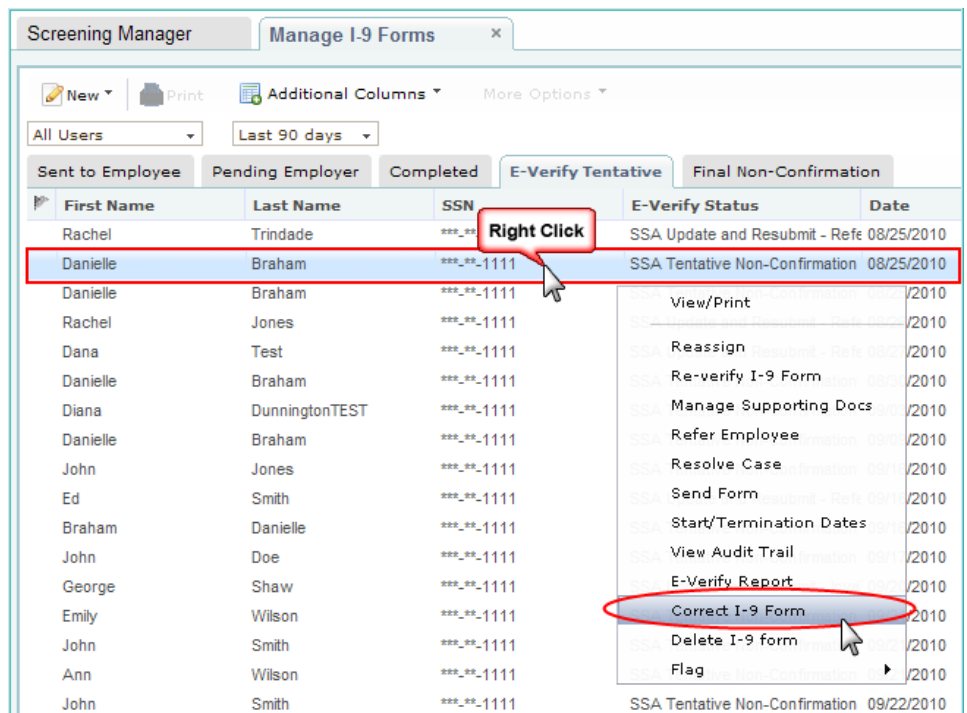
- Mistakes or typos may have been made on the form by either the Employee or the Employer
- The Employee may not have been issued a Social Security Number (SSN) when they completed the form initially. Later, the Social Security Administration issues an SSN
- The Employee presented a receipt for a lost or stolen document
- Section 3/Reverification was completed in error

The proper I-9 corrections permissions must be enabled within your account. Any field within the Form I-9 is able to be corrected. All Form I-9 corrections will be stored in the Audit Trail.

## To Make Corrections:

Open the “**Manage I-9 Forms**” tab in your HireRight Account:

1. Locate and **right-click on the form** you want to correct.



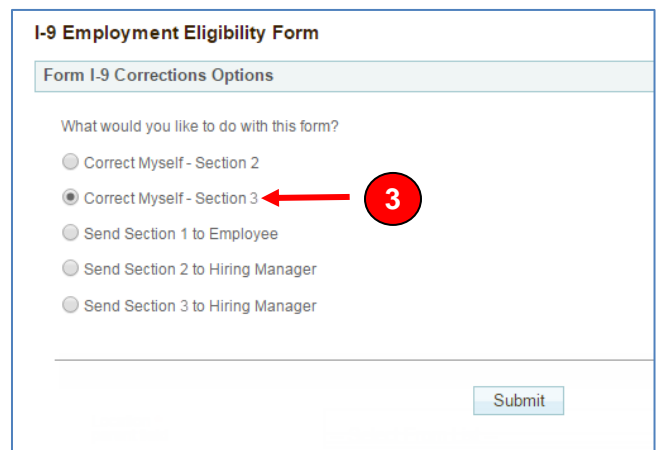
2. From the pull-down menu choose **Correct I-9 Form**. Depending on your permissions, a dialog box will open with several options.

3. Choose the appropriate radio button regarding who will make the correction(s), by clicking the appropriate radio button. In this example, we'll select “**Correct Myself – Section 3.**” Then click **Submit**.

Notice the option to “**Send Section 3 to the Hiring Manager.**”

If you choose to send the form to the Employee or the Hiring Manager, you will be required to enter a name and email address.

If an Employee has more than one Section 3 completed, you will be required to select which Section 3 to correct based on its completion date.





## Complete the “Updating and Reverification Worksheet”

4. Make the needed corrections.  
In this example, we’re entering the “Employee’s New Name.”

The screenshot shows the 'Section 3 - Reverification and Rehires Worksheet' in a web browser. At the top, there are navigation links: Save Form, Print, Clear Form, Help, Live Chat, and Cancel & Discard. On the left, a sidebar shows 'EMPLOYMENT ELIGIBILITY VERIFICATION' with a '1' icon, and a list of links including 'Directions', 'Updating and Reverification Worksheet', and 'Section 3 Review and E-Sign'. Below these are links for 'Form I-9 Instructions', 'List of Acceptable Documents', 'Who is Issued This Document?', 'Sample Document Images', and 'Information on Receipts'. The main content area is titled 'Section 3 - Reverification and Rehires Worksheet' and includes a note: 'Fields marked with an \* are required'. It shows 'Employee Name: Nell Moore' and 'Citizenship Status: Citizen of the United States'. A section titled 'Information Required for ABC Company' has a 'Location' dropdown set to 'Irvine'. Below this is a section 'To be completed and signed by employer or authorized representative' with a 'Purpose of Reverification' section containing three checkboxes: 'Employee Name Change' (checked), 'Employee Rehire' (unchecked), and 'Employee Work Authorization renewal' (checked). A red dashed box highlights the 'Employee's New Name' section, which has callout '4'. It contains fields for 'Last Name: Thorne', 'First Name: Nell', and 'Middle Initial:'. Below this is a 'Document' section with callout '5', showing 'List A' and 'List C' tabs. It includes a checkbox for 'The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.' and fields for 'Document Title: U.S. Passport', 'Document #: B123456', and 'Expiration Date (if any): 01 / 01 / 2024'. A callout '6' points to a checkbox: '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. I certify that the information entered above can be used to complete Section 3 of the Form I-9.' At the bottom right, a callout '7' points to a 'Proceed to Form I-9 Complete' button.

5. Re-enter the necessary List A or List C documentation information.

6. Check the “I attest under penalty of perjury...” checkbox.

7. Click “Proceed to Form I-9 Completion.”

8. Review the corrections made in Section 3.

9. Enter your Full name first and Last Name

**NOTE:** Some accounts will NOT have the mouse signature functionality enabled, however, by clicking the four attestation buttons and the **Electronically Sign** button below, the document will be considered "SIGNED."

10. Click the "I attest..." checkboxes (4)

11. Click the **Electronically Sign** button to finish. The form is electronically stored in your account.

Save Form | Print | Clear Form | Help | Live Chat | Cancel & Discard

**1 EMPLOYMENT ELIGIBILITY VERIFICATION**

Complete and Electronically Sign Form I-9, Section 3

Fields marked with an \* are required

[Directions](#)  
[Updating and Reverification Worksheet](#)  
[Section 3 Review and E-Sign](#)

[Form I-9 Instructions](#)  
[List of Acceptable Documents](#)  
[Who is Issued This Document?](#)  
[Sample Document Images](#)  
[Information on Receipts](#)

**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):
Thorne Nell N/A	01/01/2017

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):
U.S. Passport	B123456	01/01/2024

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

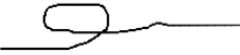
Electronic Signature of Employer or Authorized Representative

First Name: \*

Last Name: \*

E-mail Address:

Hold down left mouse button and draw your signature below



Clear

- CERTIFICATION - I attest, under the 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. \*
- I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Updating and Reverification Worksheet. \*
- I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. \*
- I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. \*

Back | E-Sign & Save | Decline

A confirmation message appears.

**Employment Eligibility Verification**

**Thank You**

Thank you for completing the federal I-9 Employment Eligibility Form.

Close

## Notes:

- **Section 1 or 2 Corrections:** If you previously ran an E-Verify request on this employee and a Tentative Non-Confirmation status was returned, you will see the option to **“Save and Run E-Verify”**. This will resubmit the E-Verify check using the updated I-9 information.
- **Section 3 Corrections:** If you created a Section 3 (e.g. Reverification) in error, you may permanently delete the Section 3 entry. The details of that action will record in the Audit Trail.  
**Once a Section 3 entry is deleted, it cannot be restored.**
- **Exit Without Saving:** If you would like to exit the corrections process without submitting your changes, click Cancel. No changes will be made to the Form I-9 and nothing will be recorded in the Audit Trail.

## About the I-9 Audit Trail:

To view the Audit Trail, go to the “Manage I-9 Forms” tab. Locate and right click on the form you want to view. Select “View Audit Trail” from the menu.

The HireRight system maintains an audit trail of all form actions and any corrections made to the form, including:

- Old and new values.
- The Date changes were made.
- The name of the user who made the change.

I-9 Form   Annotations/Notes   **Audit Trail**   Supporting Documents

### I-9 Employment Eligibility Form

Below you will find the list of actions and any changes made for this I-9 form.

Date	Who	Action	Details
01/09/2017 10:37:27 PST	James Cobbs(New Hire)	Section 1 Submitted	MMDD: 0101 IP Address: [REDACTED]
01/09/2017 10:37:28 PST	HireRight System	Email "Notice of Section 1 Completion" sent.	E-Mail Address: "Samantha Johnson"
01/09/2017 10:42:18 PST	Samantha Johnson	Section 2 Submitted	E-Mail Address: sjohnson@abccompany.com IP Address: [REDACTED]
01/09/2017 10:42:19 PST	HireRight System	Email "Notice of I-9 Form Completion" sent.	E-Mail Address: "Samantha Johnson"
01/09/2017 10:42:22 PST	Samantha Johnson	E-Verify Request Submitted	E-Mail Address: sjohnson@abccompany.com IP Address: [REDACTED]
01/09/2017 10:46:47 PST	Samantha Johnson	Form Corrections Section 2	E-Mail Address: sjohnson@abccompany.com IP Address: [REDACTED]

Field	Old Value	New Value	Reason/Change Summary
Document A	B123456	C123456	Incorrectly entered

All corrections that an Employee or Hiring Manager enters will be viewable in the electronic Form I-9 as well as the Audit Trail. A notification will not be sent when a correction is made, so periodically check the Audit Trail to confirm the changes have been successfully submitted.

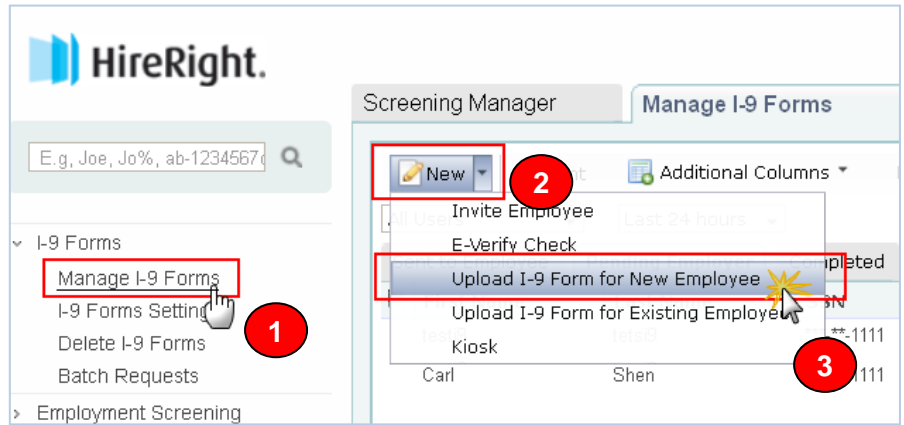
# UPLOAD FORM I-9 FOR NEW EMPLOYEE AND INITIATE E-VERIFY

The HireRight I-9 Solution can store scanned images of the Form I-9, however, you must have a completed Form I-9 before uploading the form to your HireRight account.

**Before you begin** scan and save the paper Form I-9 (document) as a PDF.

## To Upload a Form I-9:

1. Click **Manage I-9 Forms** from the left-side *I-9 Forms* menu
2. Click the **New** button.
3. Click **Upload I-9 Form**. The **Upload I-9 Form** screen displays.



4. Click the **Browse** button and locate the Form I-9 (in .pdf format).
5. Click **Upload**. A confirmation message appears when successful upload is complete.

**To Initiate an E-Verify Check:** Click the 'Create an E-Verify Check for this employee' checkbox.

6. Enter the associated **Employee Information** data from the paper form in the fields provided (required fields have a red asterisk).

**TIP:** The more information you can provide creates a more detailed employee record and improves the HireRight system's ability to deliver detailed reports.

Scroll down and enter the Section 2, documentation information (List A, or List B and C.)

### Upload I-9 Form for New Employee

**Warning**

The documents you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will be available for downloading via "View Uploaded Form" action.

**Create an E-Verify Case**

Create an E-Verify Case for this employee

You must not use E-Verify to verify your current workforce unless your company has been awarded a federal contract that contains the FAR E-Verify clause. E-Verify does not allow any other type of employer to verify its current workforce.

**Upload I9 Form**

Please locate the I-9 Form you would like to upload and click the "upload" button before continuing. Only PDF files are accepted.

File to Upload: \* Choose File No file chosen Upload

**Employee Information**

Employee Last Name: \*

Employee First Name: \*

I certify that the employee does not have any middle initial (if checked "N/A" will be displayed in the Middle Initial field of Section 1)

I certify that the employee has not used any other names (if checked "N/A" will be displayed in the Other Names Used field of Section 1)

Employee E-mail Address:

Employee Telephone Number: + 1  ext.

Employee Country: \*

Employee Address: \*

I certify that the employee does not have any apartment number (if checked "N/A" will be displayed in the Apt. Number field of Section 1)

Employee City: \*

Employee State: \*

Employee Zip/Postal Code: \*

Employee Date of Birth: \*  /  /

7. Enter the employees **Citizen or Immigration Status** by using the pull-down menu.

8. Select **List A** or **List B&C**.

9. Enter all required information. Fields indicated by a red asterisk are required fields.

10. Click **Submit I-9 Verification**. Data and form will be uploaded to your HireRight account. If your account is setup with E-Verify, the employee data will be sent to the DHS for verification.

The screenshot shows the I-9 verification form with several sections and callouts:

- Citizenship or Immigration Status:** A dropdown menu is set to "Citizen of the United States" (callout 7). Below it, the "Employee's Social Security Number" is entered as "111-11-1111".
- Employer Review:** Two tabs are visible: "List A" and "List B & C". "List B & C" is selected and circled in red (callout 8).
- Document B:** This section is highlighted with a red bracket and callout 9. It includes a yellow note: "Note: This employer participates in E-Verify. Any List B document presented to an employer participating in E-Verify MUST contain a photo." The form fields are: Document Type: "Driver's license"; State: "Oregon"; Document Title: "Oregon Driver License"; Issuing Authority: "Oregon"; Document #: "A123456"; Document Expiration Date: "12 / 12 / 2025". There are two checkboxes for certification, both checked.
- Document C:** This section includes: Document Type: "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"; Document Title: "Social Security Card"; Issuing Authority: "Social Security Administration"; Document #: "123-45-6789"; Document Expiration Date: "mm / dd / yyyy"; Employee Start Date: "11 / 23 / 2016"; Termination Date: "mm / dd / yyyy". There are two checkboxes for certification, both checked.
- Submit I-9 Verification:** A button at the bottom right is highlighted with a yellow starburst and callout 10.

11. Your upload has been accepted and the NEW employee record is created and placed in the Completed tab.

Screening Manager Manage I-9 Forms

New Print Additional Columns More Options

Current User Last 90 days

Sent to Employee Pending Employer **Completed** E-Verify Tentative Pending Info Review Pending Photo Match Final Non-Confirmation

Last Name	First Name	Type	E-Verify Status	Date	Employee Status	Requestor
Draper	LeAnn	I-9 Form Upload	In Progress	10/24/2013	Active	J. Lambla

**Right Click**

- View/Print
- Order E-Verify
- Start/Termination Dates
- Manage Supporting Docs
- Reassign
- View Audit Trail
- View Uploaded Form**
- Edit Flex Fields
- Re-verify I-9 Form
- Correct I-9 Form
- Send Form
- Delete I-9 form
- Flag

**To View the Uploaded Form I-9:**

**A.** Right click on the record.

**B.** Select "View Uploaded Image"

**Employment Eligibility Verification**

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

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 03/31/2016

▶ **START HERE.** Read Instructions carefully before completing this form. The instructions must be available during completion of this form.  
**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**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.)

Last Name (Family Name) <b>DRAPER</b>		First Name (Given Name) <b>LEANN</b>		Middle Initial <b>M.</b>	Other Names Used (if any)	
Address (Street Number and Name) <b>123 FERRY ST.</b>			Apt. Number	City or Town <b>SALEM</b>	State <b>OR</b>	Zip Code <b>97311</b>
Date of Birth (mm/dd/yyyy) <b>12/31/1975</b>	U.S. Social Security Number <b>000-00-0000</b>	E-mail Address <b>leannD@email.com</b>		Telephone Number		

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)

Signature of Employee: **LeAnn Draper** Date (mm/dd/yyyy): **11-07-2013**

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.)

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

Signature of Preparer or Translator: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_

Address (Street Number and Name) \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

STOP Employer Completes Next Page STOP

Form I-9 03/08/13 N



# HOW TO UPLOAD AN IMAGED FORM I-9 FOR AN EXISTING EMPLOYEE

The HireRight I-9 Solution can store scanned images of the Form I-9. Before you begin scan and save the paper form (document) as a PDF.

## To Upload a Form I-9:

1. Click **Manage I-9 Forms** from the left-side I-9 Forms menu
2. Click the **New** button.
3. Click **Upload I-9 Form for Existing Employee**.

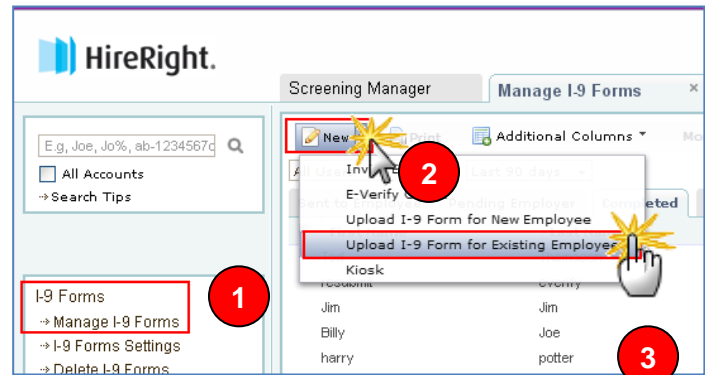
The **Upload I-9 Form for Existing Employee** screen displays.

**NOTE** – Only specific federal contractors are allowed to run E-Verify checks on existing employees. Do NOT “Create an E-Verify Case on an existing employee” unless you are a federal contractor with an E-Verify FAR clause.

4. Click the **Browse** button and locate the Form I-9 (in .pdf format).
5. Click **Upload**. A confirmation message appears when successful upload is complete.
6. Enter the associated **Employee Information** data from the paper form in the fields provided (required fields have a red asterisk).

**TIP:** The more information you can provide creates a more detailed employee record and improves the HireRight system's ability to deliver detailed reports.

Scroll down and enter the Section 2, documentation information (List A, or List B and C.)



## Upload I-9 Form for Existing Employee

### Warning

This page is to upload Historical I-9 Forms for an Existing Employee. By uploading an I-9 Form on this page, you certify that the information entered in the form is correct.

If Section 3/Reverification has already been completed on the paper form, please enter the most recent Citizenship Status, Document Type, and Document Expiration Date in the fields below.

The documents you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will be available for downloading via "View Uploaded Form" action.

### Create an E-Verify Case

Create an E-Verify Case for this employee

You must not use E-Verify to verify your current workforce unless your company has been awarded a federal contract that contains the FAR E-Verify clause. E-Verify does not allow any other type of employer to verify its current workforce.

### Upload I9 Form

Please locate the I-9 Form you would like to upload and click the "upload" button before continuing. Only PDF files are accepted.

File to Upload: \*

Choose File No file chosen

Upload

### Employee Information

Employee Last Name: \* Draper

Employee First Name: \* LeAnn

I certify that the employee does not have any middle initial (if checked "N/A" will be displayed in the Middle Initial field of Section 1)

I certify that the employee has not used any other names (if checked "N/A" will be displayed in the Other Names Used field of Section 1)

Employee E-mail Address: \_\_\_\_\_

Employee Telephone Number: + 1 \_\_\_\_\_ ext. \_\_\_\_\_

Employee Country: \* USA

Employee Address: \* 123 Main

I certify that the employee does not have any apartment number (if checked "N/A" will be displayed in the Apt. Number field of Section 1)

Employee City: \* Irvine

Employee State: \* California

Employee Zip/Postal Code: \* 92117

Employee Date of Birth: \* 01 / 01 / 1981

7. Enter the employees **Citizen or Immigration Status** by using the pull-down menu.

8. Select **List A** or **List B&C**.

9. Enter all required information. Fields indicated by a red asterisk are required fields.

10. Click **Submit I-9 Verification**. Data and form will be uploaded to your HireRight account.

**Citizenship or Immigration Status**

What is the employee's citizenship or immigration status? \* Citizen of the United States

Employee's Social Security Number: 111-11-1111

**Employer Review**

List A List B & C

**Document B**

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 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.

**Note:** This employer participates in E-Verify. Any List B document presented to an employer participating in E-Verify MUST contain a photo.

Document Type: \* Driver's license

State: \* Oregon

Document Title \* Oregon Driver License

I certify that the document title entered matches exactly to that of the document presented. \*

Issuing Authority: \* Oregon

I certify that the issuing authority entered matches exactly to that of the document presented. \*

Document #: \* A12345678

Document Expiration Date: \* 12 / 12 / 2024

I certify the document the employee presented does not have an expiration date

**Document C**

Document Type: \* 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

Document Title \* Social Security Card

I certify that the document title entered matches exactly to that of the document presented. \*

Issuing Authority: \* Social Security Administration

I certify that the issuing authority entered matches exactly to that of the document presented. \*

Document #: \* 123-45-6789

Document Expiration Date: \* mm / dd / yyyy

I certify the document the employee presented does not have an expiration date

Employee Start Date: \* 11 / 23 / 2016

Termination Date: mm / dd / yyyy

Submit I-9 Verification



11. Your upload has been accepted and the NEW employee record is created and placed in the Completed tab.

Screening Manager Manage I-9 Forms

New Print Additional Columns More Options

Current User Last 90 days

Sent to Employee Pending Employer **Completed** E-Verify Tentative Pending Info Review Pending Photo Match Final Non-Confirmation

Last Name	First Name	Type	E-Verify Status	Date	Employee Status	Requestor
Draper	LeAnn	I-9 Form Upload	In Progress	10/24/2013	Active	J. Lambla

**To View the Uploaded Form I-9:**

**C.** Right click on the record.

**D.** Select "View Uploaded Form"

Right Click

- View/Print
- Order E-Verify
- Start/Termination Dates
- Manage Supporting Docs
- Reassign
- View Audit Trail
- View Uploaded Form**
- Edit Flex Fields
- Re-verify I-9 Form
- Correct I-9 Form
- Send Form
- Delete I-9 form
- Flag

**Employment Eligibility Verification** USCIS Form I-9  
 Department of Homeland Security OMB No. 1615-0047  
 U.S. Citizenship and Immigration Services Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.  
**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**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.)

Last Name (Family Name) DRAPER	First Name (Given Name) LEANN	Middle Initial M.	Other Names Used (if any)
Address (Street Number and Name) 123 FERRY ST.	Apt. Number	City or Town SALEM	State OR Zip Code 97311
Date of Birth (mm/dd/yyyy) 12/31/1975	U.S. Social Security Number [ ][ ]-[ ][ ]-[ ][ ][ ]	E-mail Address leannD@email.com	Telephone Number

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)

Signature of Employee: *LeAnn Draper* Date (mm/dd/yyyy): 11-07-2013

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.)

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

Signature of Preparer or Translator: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_

Address (Street Number and Name) \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

STOP Employer Completes Next Page STOP

Form I-9 03/08/13 N

## FREQUENTLY ASKED QUESTIONS (FAQs) – UPLOADING FORM I-9

As part of our continuing commitment to keep our I-9 Solution current and updated in accordance with the changes made to the Form I-9 by USCIS, HireRight has incorporated the new Form I-9 changes from the latest release (November 2016).

**Q: After the release, can I use the old version until the official deadline to start using the new form for my new I-9s?**

A: Not in our system, but you still are able to use the paper form until the USCIS enforcement deadline (January 22, 2017), and then upload a scan of it into our system.

**Q: If one of my new hires has completed section 1 of Form I-9 before the update, and I go to complete Section 2 after the update, what happens?**

A: You will still see the old form for completion.

**Q: If one of my new hires has been sent an email to complete section 1 of Form I-9 before the update, but hasn't logged in yet to complete section 1.**

A: The I-9 will use the old version for both section 1 and section 2.

**Q: If I need to make a correction to an I-9 after the update when the form was originally completed before the update, what happens?**

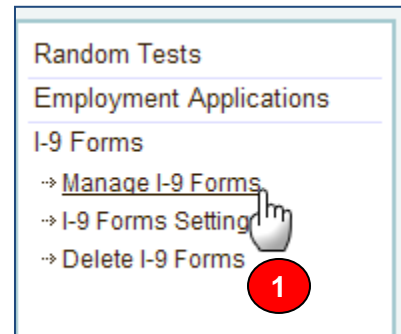
A: The corrections will be made on the new form, and will be stored alongside the original version of the old form.

## HOW TO UPLOAD SUPPORTING DOCUMENTS

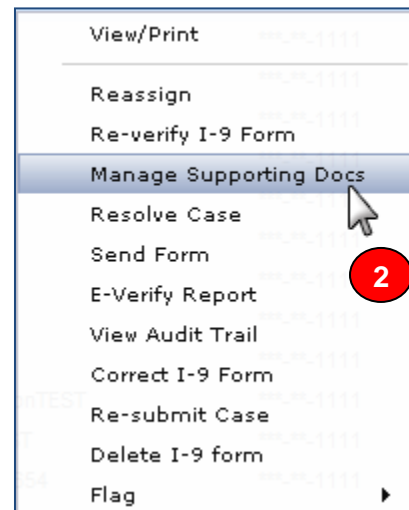
The HireRight I-9 Solution can store scanned images of I-9 supporting documents (such as images of Social Security cards). Simply scan the documents and use this feature to upload and store the files with HireRight.

**Note:** The documents you upload must be saved as PDF.

1. Login to your account and click **I-9 Forms, Manage I-9 Forms**.



2. Right-click on the applicant and select **Manage Supporting Docs**.



3. At the **Upload Supporting Documents** page, click **Browse** to locate the file on your computer you want to upload.

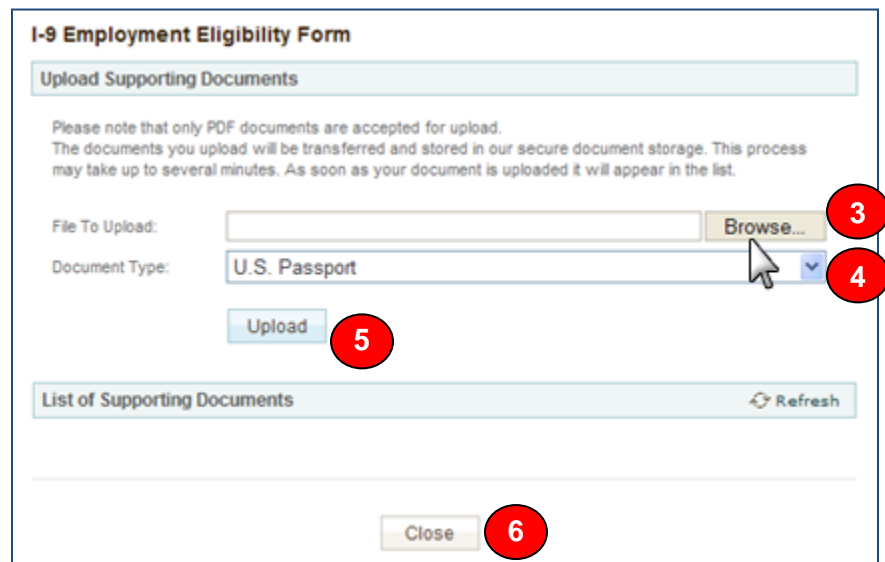
**NOTE:** Only PDF files can be uploaded.

4. Indicate the type of document you are uploading by choosing it from the **Document Type** menu. (U.S. Passport shown.)

If the document type you are uploading is not listed, choose **Other Document** and add a description in the **Document Description** field that appears.

5. Click the **Upload** button.
6. When you are finished, click **Close**.

If you would like to see the new document in the list, click the **Refresh** button.

A screenshot of the 'I-9 Employment Eligibility Form' upload page. The page title is 'I-9 Employment Eligibility Form'. Below the title is a section titled 'Upload Supporting Documents'. A note states: 'Please note that only PDF documents are accepted for upload. The documents you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will appear in the list.' There are two input fields: 'File To Upload:' with a 'Browse...' button, and 'Document Type:' with a dropdown menu showing 'U.S. Passport'. Below these fields is an 'Upload' button. At the bottom of the page is a 'List of Supporting Documents' section with a 'Refresh' button and a 'Close' button. Red circles with numbers 3 through 6 are overlaid on the 'Browse...', 'Document Type' dropdown, 'Upload' button, 'Refresh' button, and 'Close' button respectively.

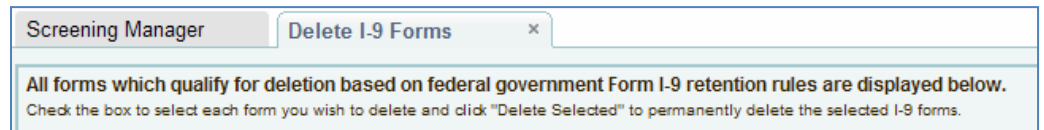
# HIRERIGHT'S I-9 SMART DELETE FUNCTIONALITY

There are a variety of reasons an employer may need to delete a Form I-9. There are also laws about how long records must be kept, even after termination. HireRight has taken these needs into consideration when designing the Deletion capabilities of the I-9 Solution.

Employers can delete forms themselves as long as they have deletion permissions enabled and the I-9 meets the requirements need to qualify for deletion.

I-9's must be kept on file for:

- 3 years after start date  
OR
- 1 year after termination,  
whichever is longer.



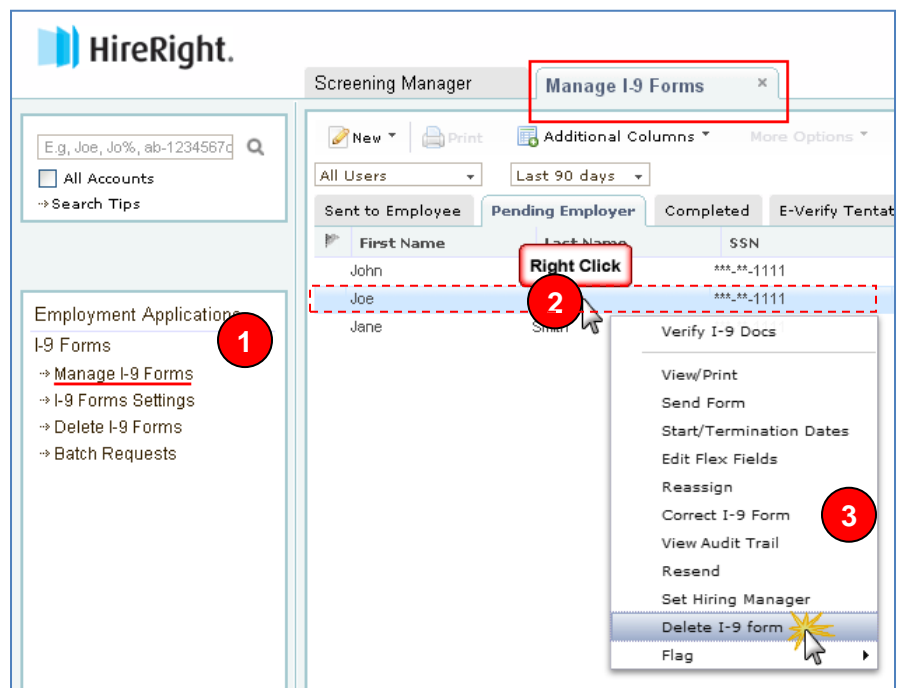
HireRight's Smart Delete functionality searches for expired I-9 docs and I-9 documents that are legally qualified to be deleted.

## To Delete a Form I-9

1. Go to "**Manage I-9 Forms**" and locate the employee's Form I-9 you wish to delete.
2. Right-click on the employee's name.
3. Click "**Delete I-9 Form**" option.

If the Form I-9 qualifies for deletion the form will be deleted.

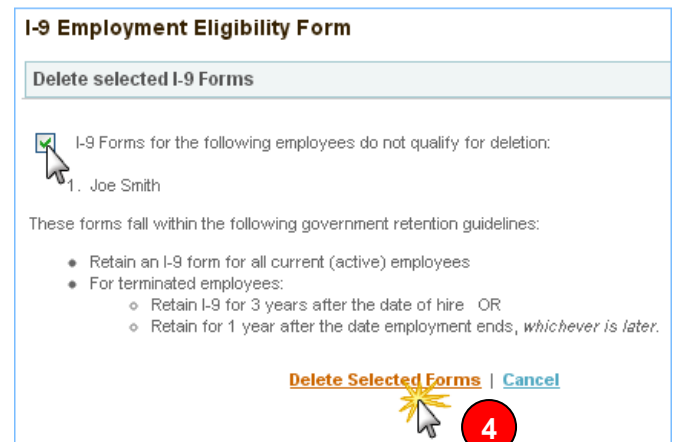
**IMPORTANT:** If the Form I-9 **does not** qualify for deletion then a pop up will appear indicating why the form does not qualify and you will **NOT** be able to delete the form.



## Delete Override

4. Users may still delete the form if they have "**Delete Override**" permission by clicking the check box and clicking "**Delete Selected Forms**". Override is typically limited to Super Users and Account Managers.

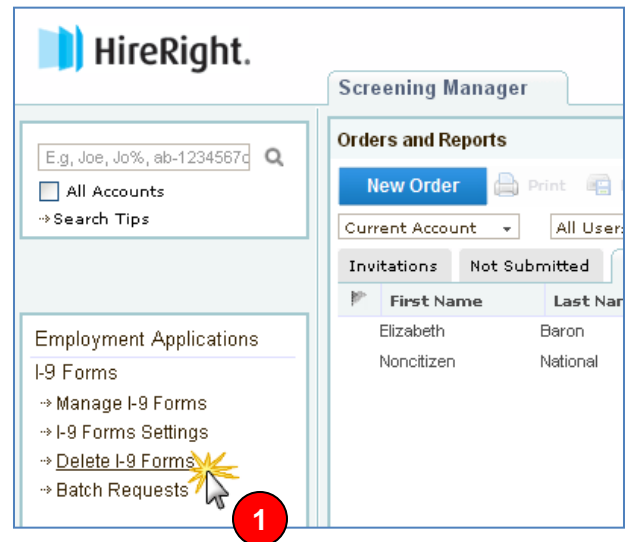
**IMPORTANT:** Users without override permissions **will not** be able to delete a record that does not qualify for deletion.



## To Delete Multiple Form I-9s that Qualify for Deletion

**IMPORTANT:** HireRight automatically will generate a list of all Form I-9s that qualify for deletion based on federal government Form I-9 retention rules, however not ALL users will have the ability to delete them. Only those users who have this permission enabled will be able to do so.

1. Go to “**Delete I-9 Forms**” and select each record you would like to delete by clicking the checkbox next to the user’s name.



2. If you would like to delete all of the records simply click the “**Select All**” checkbox at the top of the column.



3. Then click “**Delete Selected.**”