

Tips for Completing the I-9 Form

- Do not complete Section 1 for the employee. – Unless assistance is needed, then you must complete the Preparer Translation Certification for you help. –**But they still must sign**
- The Social Security block is optional in section 1 and may be left blank.
- Check to make sure employee has checked appropriate box in attestation section pertaining to their status.
- Please make sure Passports and Social Security Cards are signed.
- Please make sure the employee does not complete Section 2.
- Do not use whiteout. If a mistake occurs simply cross out the error, initial and date it, and write in the correct information.
- Make sure the Document, Issuing Authority, Document number and expiration date are all documented on the correct lines.
- LIST A:
 - Passport should be signed by the employee. The issuing authority for a Passport can vary, and the Passport is usually issued by an AGENCY not USA. For instance, the issuing authority may be Seattle Passport Agency, National Passport Center, etc. The second Document # Line in Section 2 under List A is used only for additional information relating to international employees.
- LIST B & C:
 - For a driver's license, the issuing authority is the state where the driver's license was issued or School.
 - The issuing authority for a Social Security Card can be found on the seal or the ring on the front of the card. The Social Security Card should be signed.

Section 1-Employee Information and Verification:

- To be completed by employee within first 3 days of employment.
- You are responsible for reviewing/ensuring the hired employee has *properly completed* Section 1.

Section 2-Employer Review and Verification:

- Must be completed in person within **three days** of employees start date by an authorized I-9 Partner.
- The List of Acceptable documents should be used as a guide for completing the I-9. Employees may choose *one* item from List A or *one item from both* List B and C. Employer *may not* specify which documents employee uses for I-9 verification. The employee must present the **original** document(s) for verification. You must accept any document(s) presented by the individual which appear, on its face value, to be genuine and related to the person presenting the documents. Please note that a certified copy of a Birth Certificate can be accepted.
- Documents must bear a signature as required, such as the Passport or SS Card
- Certification Section - This section has to be fully completed. Including date employee began employment, make sure to sign the I-9 form, add date on which the I-9 was completed, include your department name and campus box as address and legibly print your name. Please do not use nicknames, or your first name only, rather, *print your name as it appears in PeopleSoft HRMS*.

Section 3-Updating and Re-verification

- This section should be left blank if the employee is a new hire. This section is completed by Human Resources to update an international employee's work authorization.

State of Colorado Affirmation Form

- The Affirmation form must be completed and submitted with the I-9 and supporting documents verified.

I-9 Check List

When the I-9 is complete, please forward the following to Human Resources:

- The *original* I-9, fully completed
- A copy of “The List of Acceptable Documents” –can be copied to back of I-9
- Photocopy of the documents which the employee has presented for verification
- Affirmation form

Human Resources Contact Information

Rosie Compean, Human Resources

Email: Rosie.Compean@colorado.edu

Phone Number: 303-492-6893

Campus Box: 565UCB