Completing and verifying the Form I-9 Employment Eligibility Verification

What is the Form I-9?

Form I-9 is required by federal law. It is used for verifying the identity and employment authorization of individuals hired for employment in the United States.

When should I complete the Form I-9?

Section 1 of the Form I-9 must be completed on or before the first day of employment. Section 2 of the Form I-9 must be completed by the department contact immediately following the employee completing Section 1. HR is required to enter the Form I-9 in E-verify within three (3) business days of the employee’s first day of employment.

Please note: NCSSM is at risk of significant fines for non-compliance if the Form I-9 is not completed on or before a new hire’s first day of employment or is not entered in E-verify within three (3) business days of the employee’s first day of employment.

The employee has worked for NCSSM in the past and previously completed a Form I-9, do they need to complete a new one?

HR will need to verify if the employee has a valid Form I-9 on file. Form I-9’s do expire, so having one on file does not automatically mean it is still valid. To verify, please email hr@ncssm.edu.

What are the steps to complete the Form I-9?

1. Have the employee complete Section 1 of the Form I-9 on or before the first day of employment.
2. Schedule a time to meet with the employee in person to physically inspect their original identity and employment authorization document(s) on or before the first day of employment. If a remote agent is needed to complete the
Form I-9, please refer to the *Form I-9 Remote Hire Processing* guidance on My NCSSM.

3. Physically inspect the identity and employment authorization documents(s) supplied to certify the documents presented are valid and reasonably appear to be genuine and relate to the employee presenting them. Make copies of the front and back of the documents supplied to be sent with the Form I-9 to HR.

   *NOTE: If an employee presents a U.S. passport, you must copy both the front page and the back barcode page.*

4. Once you have physically inspected and copied the original document(s), complete Section 2 of the Form I-9.

If you have any Form I-9 related questions, please email hr@ncssm.edu and a member of the HR Team will be able to assist.

**Additional Resources for familiarity and compliance with the Form I-9**

- Form I-9 Instructions
- Form I-9 Resources
- Form I-9 Acceptable Documents
- Using an Authorized Representative to Complete Form I-9
- How to complete and correct Form I-9
- Remote hire instructions form I-9
- I-9 Preparer Training
- Form I-9 Workshop