



# I-9 User Guide

Online I-9 & E-Verify  
Process

Updated June 2023



## Table of Contents

Online I-9 & E-Verify Process	2
I-9 Compliance	3
Section 1 – Employee Information	4
Accessing the System	11
New Hire Center	13
Section 2 – Employer Review	16
Photo Matching	22
Terminations	33
Special Circumstances	33

## Online I-9 and E-Verify Process

### About Electronic I-9s and E-Verify

- Implemented to automate the process of documenting that each new employee is authorized to work in the United States
- Complies with mandate from the Governor of Virginia to process all new hires and rehires through E-Verify
- E-Verify allows employers to automatically determine eligibility of their employees to work in the United States
- Online I-9 Management system is hosted by external vendor
- Electronic I-9s are stored in a central database
- Eliminates the need to complete a paper I-9 and submit to HR

### What is an I-9?

- A form used to document verification of identity and employment eligibility of all employees (both citizen and non-citizen) hired to work in the United States after November 6, 1986
- Required to comply with the Federal Immigration Reform and Control Act
- Regulated by the U.S. Citizenship and Immigration Services (USCIS) division of Department of Homeland Securities (DHS)

### Some Penalties for Non-Compliance

- Employers who violate the law may be subject to:
  - Civil fines
  - Criminal penalties (when there is a pattern or practice of violations)
  - Debarment from government contracts
  - A court order requiring the payment of back pay to the individual discriminated against
  - A court order requiring the employer to hire the individual discriminated against
- More information is available at: <http://www.uscis.gov/i-9-central/penalties>

# I-9 Compliance

## Is an I-9 Required?

I9 HISTORY QUERY		Settings	Insert	Delete
Citizenship	Y US Citizen			
I9 Expires Date		I9 Ind/Status	Received	Complete
Empl Signed Date	09/11/2019	Dept Signed Date	09/23/2019	
Empl Hired Date	09/23/2019	Department	025800 VP-Human Resources	
Comments		E-Verify Case Number	2019266201512GA	
Voiced?	<input type="checkbox"/>			

- Open Banner form PZII9HS for the employee
- Does the employee have an E-Verify case number?
  - If NO, continue with I-9 process
  - If YES, open Banner form PWIEMPV
- Review job start/end dates/last paid date
- If there is a break in service or break in pay for more than one year, a new I-9 must be completed
- For non-residents, the employment authorization documents could have changed - review carefully
- Contact HR with questions if an I-9 is needed

## PWIEMPV

Original Hire Date/	09/23/2019
VA State Hire Date	
Separation Date	
Adj. Service Date/	09/25/2019
Leave Accrual	
Last Paid Date	07/01/2020

TIPS: You can find the Last Paid Date on page PWIEMPV

## Section 1: Employee Information

- Section 1 should be completed and signed by employee on or before the first day of work
- Employee will receive two emails from [donotreply@equifax.com](mailto:donotreply@equifax.com). One will have the link to the New Hire Center and the other will have the password to login. The password is only valid for the original login.

\*Please note, wage employees must have a job in Banner before they will be sent to the New Hire Center and receive these email\*

ONLINE NEW HIRE PACKET

**Welcome to the New Hire Center!**

This site provides access to to your required new hire documents.

To begin, enter your login ID and Password.

Please enter your User ID and Password. This information is only used to identify your account and it is protected by industry standard SSL encryption.

\*required fields

Login ID\*

PASSWORD\*

LOG IN

2022 Equifax, Inc., All rights reserved  
Privacy Policy | Terms of Use

- Once logged in, employee will need to complete all forms in the New Hire Center before completing section 1 of the I9.

VIRGINIA TECH

My Account

**WELCOME TO VIRGINIA TECH!**

We are excited to welcome you as you begin your new position at Virginia Tech!

You are now ready to begin completing your online New Hire Packet. This system allows you to quickly and easily complete required documents and should take approximately 20-30 minutes to complete. Please plan to complete all required documents in the packet prior to your first day of employment and preferably within the same day.

Any changes to addresses made on the Personal Information screen will only be used in this system. Changes must be made in Hokie Spa after the first day of employment to update official Virginia Tech records.

If you require assistance, please contact the HR Service Center at 540-231-9331 between the hours of 8 a.m. and 5 p.m. or email [hr.servicecenter@vt.edu](mailto:hr.servicecenter@vt.edu)

Foreign National new hires: Please note that the W4 you fill out during the onboarding process may change once Payroll reviews all the appropriate documentation

9 Forms to Complete

**Personal Information**

Emergency Contacts

EEO/Veteran

503 New Hire Survey (Federal Contractors)

Selective Service Form

Tax Withholdings

Form I-9

VA Pregnancy Accommodation Notice Poster

CONTINUE >

## Section 1:



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

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 10/31/2022

▶ **START HERE.** 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.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** 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.

#### Section 1. Employee Information and Attestation

[I-9 Instructions in English](#) [I-9 Instrucciones en Español](#)

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) ?	First Name (Given Name) ?	Middle Initial ?	Other Last Names Used (if any) ?	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Address (Street Number and Name) ?	Apt. Number ?	City or Town ?	State ?	Zip Code ?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?			
<input type="text"/>	<input type="text"/>			
Employee's E-mail Address (Optional) ?	Employee's Telephone Number (Optional) ?			
<input type="text"/>	<input type="text"/>			

#### Citizenship Attestation

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

#### TIPS:

- All fields are required EXCEPT:
  - Other Names
  - Apt. Number
  - Email Address
  - Telephone Number
- If the employee does not have a Middle Name, enter N/A
- Foreign nationals without a Social Security number- check the “SSN Applied For” button below the Social Security number field

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

- 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) [?](#)
  - 4. An alien authorized to work until [?](#) (expiration date, if applicable, mm/dd/yy) [?](#)  
- 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 [?](#)
- OR
- 2. Form I-94 Admission [?](#)
- OR
- 3. Foreign Passport Number [?](#)
- Country of Issuance [?](#)

### Preparer and/or Translator Certification [?](#)

- I did not use a preparer or translator.
- A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.

Last Name (Family Name) <a href="#">?</a>		First Name (Given Name) <a href="#">?</a>	
<input type="text" value="Reed"/>		<input type="text" value="Lauren"/>	
Address (Street Number and Name) <a href="#">?</a>	City or Town <a href="#">?</a>	State <a href="#">?</a>	Zip Code <a href="#">?</a>
<input type="text" value="NEC 300 Turner St"/>	<input type="text" value="Blacksburg"/>	<input type="text" value="VA"/> <a href="#">?</a>	<input type="text" value="24061"/>

Add Preparer

### TIPS:

- Employee attests to citizenship
  - If number 4, An alien authorized to work until, is selected the new hire should indicate the “authorized to work until date” on the i9. The date should be listed on their form I-20, DS2019, or another form of work authorization.
- If someone other than employee prepares section 1 on behalf of employee, the Preparer and/or Translator Certification must be completed

## Preparer and/or Translator Certification

I did not use a preparer or translator.

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

*Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.*

Last Name (Family Name) 

First Name (Given Name) 

Address (Street Number and Name) 

City or Town 

State 

Zip Code 

Add Preparer

### Saved Preparers

Last Name (Family Name) 

First Name (Given Name) 

Address (Street Number and Name) 

City or Town 

State 

Zip Code 

Edit

Delete

Cancel

Continue

- Click Add Preparer to save the information
- Click Continue to save

**TIPS:**

- Review the data for accuracy
- Scroll to bottom of page
- Employee signs the form by checking the attestation box
- Employee’s initials must correspond to the name as it was keyed (not case sensitive)
- If the employee has multiple first names and/or last names, only enter the first, first name initial and the first, last name initial
- Click Continue

## EMPLOYEE REVIEW

[I-9 Instructions in English](#) [I-9 Instrucciones en Español](#)

This information should be reviewed and completed by the employee who prepared the I-9 form.

Hokie A Bird

Date of Birth: 01/01/1991

U.S. Social Security Number: 100-00-0000

Address: North End Center Blacksburg, VA 24061

Work Status: A Citizen of the United States

### EMPLOYEE ELECTRONIC SIGNATURE

I attest that I have read, understand, and agree to the statements appearing in the form I-9 in addition to the following:

By providing your signature below, you:

- By checking this checkbox, I attest that I have read, understand, and agree to the statements appearing on the Form I-9 above in addition to the following:
- Agree to electronically sign this document.
  - Understand 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.
  - Understand that the employer may electronically verify your work authorization with the United States Government.

Your Initials:<sup>\*</sup>

Date: 07-23-2020

Cancel

Back Continue

## NEXT STEPS

 [Print this page](#)

### You're almost done...

Click the continue button at the bottom of the screen to finish.

#### THINGS YOU NEED TO REMEMBER

[English](#) | [Spanish](#)

You will need to provide a receipt code to your employer or employer's agent upon request.

#### RECEIPT CODE

XXXXXXXXXX

EMAIL RECEIPT CODE

Please remember to bring this with you to your appointment!

#### TIPS:

- Print the receipt code page if section 2 will be completed by a remote completer. The remote completer will need the receipt number to pull up the I9.
- New Hire will receive an email confirmation once Section 1 has been completed
- Scroll to bottom of page to review acceptable documents to present for completing Section 2

## ACCEPTABLE DOCUMENTS

Please remember to bring **ORIGINAL**, unexpired documentation to your appointment as follows - a List A document OR one document each from List B and List C. List A documents establish identity and authorization to work in the United States, while list B documents establish identity only and List C documents establish work authorization only. Examples of each are listed below:

If your employer participates in the Department of Homeland Security's E-Verify program to verify employees work authorization please note that any identity document you present must contain a photograph.

When you completed Section 1 of the Form I-9 you provided your electronic signature, which will be applied to Further Action Notices issued through the E-Verify program. Such notices are issued when there is a tentative non-confirmation (TNC) due to a discrepancy in the information and you decide to contest/not consent the TNC issued by either the Social Security Administration or Department of Homeland Security.

### LIST A DOCUMENTS

- U.S. Passport or U.S. Passport Card

### LIST B DOCUMENTS

- Driver's License Issued by State or Possession with Photo
- ID Card Issued by State or Possession with Photo
- ID Card Issued by Federal, State, Possession or Local Government with Photo
- School ID Card with Photo
- Voter's Registration Card with Photo
- U.S. Military Card
- Military Dependent's ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal Document with Photo
- Canadian Driver's license

### LIST C DOCUMENTS

- Social Security Account Number Card Without Employment Restriction
- Original Birth Certificate or Certified Copy with Official Seal
- Form FS-545 - Certification of Birth Abroad from Dept. of State
- Form DS-1350 - Certification of Report of Birth from Dept. of State
- Form FS-240 - Consular Report of Birth Abroad from Dept. of State
- Native American Tribal Document
- Form I-197 - U.S. Citizen ID Card
- Form I-179 - ID Card for Use of Resident Citizen in the U.S.
- Employment authorization document issued by DHS (US Citizen or Non-Citizen)

« BACK

CONTINUE »

- Click continue to finish section 1

### TIPS:

- List A document to prove identity and work authorization OR List B document to prove identity AND List C document to prove work authorization
- A full list of acceptable documents can be found at <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>
- All documents must be original. Only exception is certified copy of birth certificate
- All documents must be unexpired by the first day of work. For Foreign Nationals, Transfer Pending documents may not be used
- Must present a document with a photo
- Reminder – employee must present original documentation within three business days of starting work

## Getting access the I9 System

For employees needing access to the I9 system for processing purposes, departments need to complete the following steps:

- Employer access only – for I9 access, complete the following steps:
- Online Banner HR access request form on [computing.vt.edu](http://computing.vt.edu) ([https://banweb.banner.vt.edu/vt/prod/vtirm.irm\\_forms\\_main.entry](https://banweb.banner.vt.edu/vt/prod/vtirm.irm_forms_main.entry))
- Login and select Add/Change Administrative System Access
- Enter employee’s ID and select Request additional access
- Select Human Resources and check the Online I-9 option
- Submit electronic form
- Print copy for signature approval
- Must be signed by employee AND dean, director, or department head
- Send a signed copy to the HR Apps Team through the HR Dropbox (The dropbox link is located on [hr.vt.edu](http://hr.vt.edu))

## Completing Section 2 of the I9

This section focuses on how to search for employees and complete section 2 of the I-9

The Immigration Reform and Control Act of 1986 requires employers to verify the identity and work authorization of all individuals hired after Nov. 6, 1986, whether they are U.S. citizens or not.

Employers comply with this mandate by completing an I-9 form for all newly hired employees.

### I-9

- User Guide +
- Resources +
- Frequently Asked Questions +
- Common Errors to Avoid +

### New Hire Center

North End Center, Suite 2300 (0318)  
300 Turner Street NW  
Blacksburg, VA 24061

Hours 8 a.m.-5 p.m.  
Phone 540-231-9331  
Fax 540-231-3830  
Email [hrservicecenter@vt.edu](mailto:hrservicecenter@vt.edu)

Login to New Hire Center

HR representative and recruiter list

PageUp internal site

PageUp Canvas training site

- Click on Login to New Hire Center

## Consent to Information Release

**Consent to Information Release**

Equifax is requesting information about you from Virginia Tech.  
[More information ↴](#)

Information to be Shared	
Assurance Profile	<a href="https://refeds.org/assurance/IAP/local-enterprise">https://refeds.org/assurance/IAP/local-enterprise</a> <a href="https://refeds.org/assurance/IAP/low">https://refeds.org/assurance/IAP/low</a>
VT username	<input type="text"/>
ID number	<input type="text"/>

Terms of Use | © 2021 Virginia Polytechnic Institute and State University

- Each time an I9 processor logs in, the Consent to Information Release screen will appear. Verify the VT Username and ID number, then click the Share button

## New Hire Center Welcome Screen

Welcome

BILLBOARD MESSAGE

Welcome to Webmanagerrrr

**EQUIFAX**

**I-9 Anywhere**

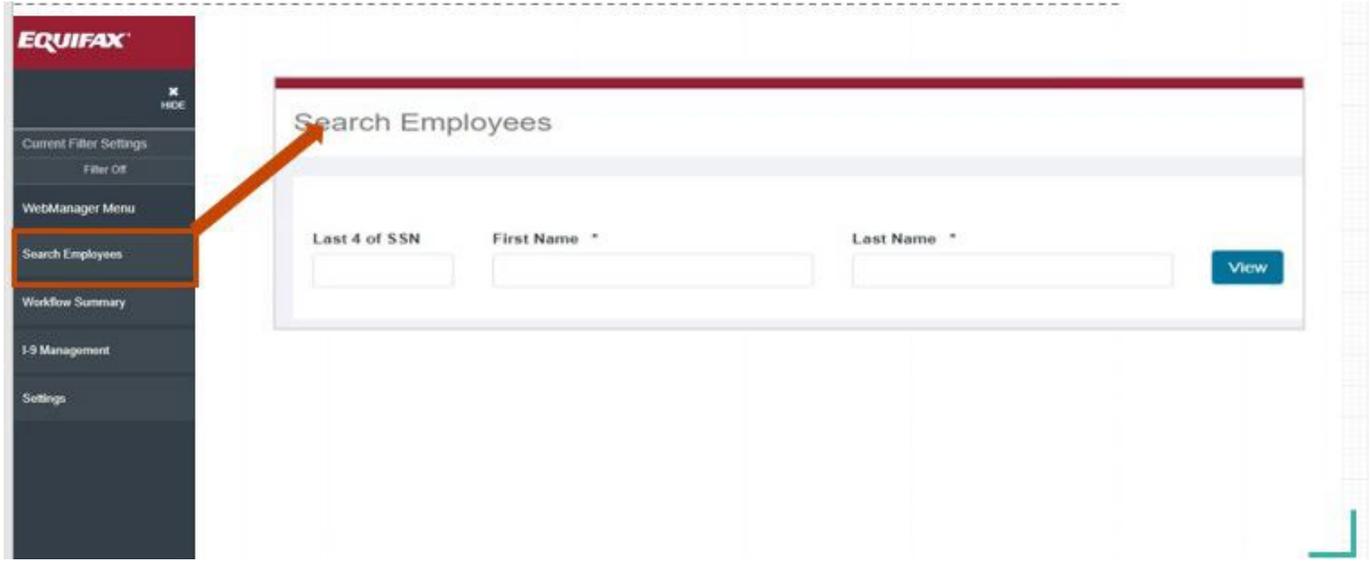
Get your I-9s d

Tap into our extensiv

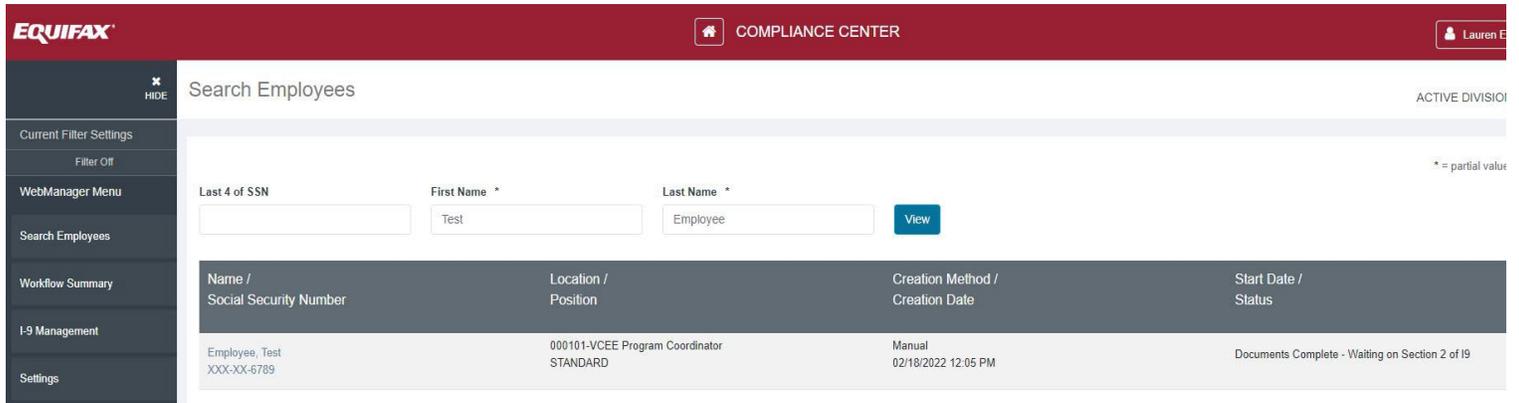
I-9 Anywhere deliver

Get Started

- Click on Search Employee to verify all forms have been completed and Section 2 is ready to be completed



- Enter First and Last Name, then press View



- Verify Status says Document Complete - Waiting on Section 2 of I9
- Click on the Name

HIDE

### Summary

Current Filter Settings

Filter Off

WebManager Menu

Search Employees

Workflow Summary

I-9 Management

Settings

Employee, Test

Packet Information Documents Tasks Notes Workflow History Activities

Reference ID 1832607

#### Employee Info

Social Security Number XXX-XX-6789

Full Name Employee, Test

Street Address 111 Main Street  
Blacksburg, VA 24060

Telephone Number (340) 123-4566

E-mail Address amandahill@vt.edu

Location 000101-VCEE Program Coordinator

Position STANDARD

Hire Type BENEFITS

Start Date

Edit Hire Packet

Complete I-9

Print ACA

Click Complete I9

#### Packet Info

Creation Date 2/18/2022 12:05 PM

Created By

Creation Method Manual

Workflow State Documents Complete - Waiting on Section 2 of 19

#### Tax Credit Eligibility

I-9 Status Pending

I-9 Section 2 Completion In-Office Completion

ACA Status

## Section 2 - Employer Review and Verification

Virginia Tech is a demo employer-&gt;

Please enter the employment information and the document(s) presented by the employee.  
The employee must provide a photo ID to prove their identity.

Employee: Hokie Bird \* First Day of Work: 4/25/2022 Location: 007000-Accounting & Information Systems

Employee ID:  Visa Type:

## \* Select the set of document(s) presented by the employee:

The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document. Sometimes, you must accept a receipt in lieu of a List A, List B, or a List C document if the employee presents one. New employees who choose to present a receipt(s) must do so within three business days of their first day of employment. Receipts are not acceptable if employment lasts less than three business days. Acceptable Section II documents should match the citizenship status selected by the employee in Section I and the corresponding applicable List A or List B and C documents. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base).

 List A

List A proves identity AND work authorization:

 Receipt (e.g., replacement) [What's This?](#) List B and C

List B proves identity:

 Receipt (e.g., replacement) [What's This?](#)

List C proves work authorization:

 Receipt (e.g., replacement) [What's This?](#) Employee terminated before completing I-9  **COVID-19 Exception**

The Department of Homeland Security (DHS) announced flexibility regarding Employment Verification (Form I-9) regulations due to COVID-19. Recognizing that companies and organizations are working remotely, DHS is allowing employers to inspect Section 2 documents remotely (e.g. over video link, fax or email, etc.) and to obtain, inspect and retain copies (rather than originals) of those documents until such time as normal business operations resume.

This policy will remain in effect for 60 days until December 31, 2021 or until three business days after termination of the National Emergency, whichever comes first. This time frame could be extended by the government in a future announcement if necessary.

For more information, including eligibility details, please view the [DHS website](#).

This employee's documents will be reviewed virtually. I wish to use the COVID-19 exception.

- Verify the start date is the first day the employee began working. If the date listed is not the first day of physical work, please update this date.
- Enter the VT ID. Do not include dashes
- Visa type is not applicable to US Citizen

\* Select the set of document(s) presented by the employee:

The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document. Sometimes, you must accept a receipt in lieu of a List A, List B, or a List C document if the employee presents one. New employees who choose to present a receipt(s) must do so within three business days of their first day of employment. Receipts are not acceptable if employment lasts less than three business days. Acceptable Section II documents should match the citizenship status selected by the employee in Section I and the corresponding applicable List A or List B and C documents. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base).

List A

List A proves identity AND work authorization:  Receipt (e.g., replacement) [What's This?](#)

U.S. Passport or U.S. Passport Card

List B and C

List B proves identity:  Receipt (e.g., replacement) [What's This?](#)

List C proves work authorization:  Receipt (e.g., replacement) [What's This?](#)

Employee terminated before completing I-9

Cancel Back Continue

- Select the document(s) presented by employee
- Select documents from valid list of options provided in drop down list. The list provided will be based on the citizenship status indicated in Section 1
- If employee is terminated before completing I-9, choose that option and continue
- Click Continue to save

## Section 2 - Employer Review and Verification

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

List A document - U.S. Passport or U.S. Passport Card

Issuing Authority:  
U.S. Department of State [Sample Document](#)

Passport #:

Expiration Date (mm/dd/yyyy):

[Cancel](#) [Back](#) [Continue](#)

- Examine documents and record verification information
- Complete all fields provided
- Click Continue to save

## TIPS:

- Fields may vary depending on documents presented
- Click on Sample Document link to view valid examples of selected document type
- Do not include dashes in Document number
- If there is no Document number, include several zeros

## Employer Review

Please review the following information as it was entered. You can make changes to the information by clicking on the link below the information.  
After verifying that the information is correct, complete the signature block at the bottom of the page.

[C] Corrected field

<b>Name:</b> Hokie a Bird	<b>Other Names Used:</b>	<b>U.S. Social Security Number:</b> 123-45-6789	<b>Date of Birth:</b> 01/01/1991
<b>Address:</b> 123 Hokie Lane	<b>City,State &amp; Zip</b> Blacksburg, VA 24060	<b>E-mail Address:</b>	<b>Telephone Number:</b>
<b>Employment Date:</b> 07/01/2020			<b>Work Status:</b> A Citizen of the United States
<b>Alien Registration Number/USCIS Number:</b>	<b>I-94 #:</b>	<b>Receipt Due Date</b>	<b>Receipt Due Document</b>
<b>Alien Work Until Date:</b>	<b>Reverification Due Reason:</b>	<b>Foreign Passport Number:</b>	<b>Country of Issuance:</b>
<b>Obtained I-94 from USCIS:</b>		<b>Receipt Code:</b>	<b>I9 Data Id:</b>
<b>Group:</b> None	<b>Location:</b> DEFAULT		

[Change Information](#)

## Document Information Summary

**List A document:** U.S. Passport or U.S. Passport Card  
**Issuing Authority:** U.S. Department of State  
**Passport #:** 505050500

**Expiration Date (mm/dd/yyyy):** 01/01/2021

Employer Electronic Signature ([English](#) | [Español](#))

\*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):** 7/1/2020

I also attest to the following:

- I understand the employee's work authorization may be verified electronically with the United States government.
- If the employee's work authorization is verified with the United States government, I authorize my Section 2 electronic signature to be automatically applied to the documents provided to the employee should the employee contest/not contest the verification results.
- I am not using government verifications for pre-screening purposes or discriminating against any employee who receives a tentative nonconfirmation response.

I have read and agree with the certification statement above.

[Cancel](#) [Back](#) [Continue](#)

- Carefully review all information entered
- Check the box stating you have read and agree with certification statement
- Click Continue to save

## E-Verify Status

- Unique case number is assigned to I-9
- I-9 verified against SSA and DHS databases
- Receive initial status response within seconds
- How to proceed depends on E-Verify status. One of the following messages will appear:
  - Employment authorized
    - Employment authorized - with additional verification optional
    - Employment authorized - with additional verification requested automatically
  - Photo matching required
  - Current I-9 is not eligible for verification
  - SSA or DHS tentative non-confirmation; this status will be handled by the Central HR I9 Coordinators
- Temporary initial responses, requiring more time or more steps include:
  - Initial verification not processed
    - Review/Edit employee data (may indicate minor error/typo)
  - DHS verification in process
  - SSA or DHS continuance
  - DHS referral to SSA
  - SSA/DHS case incomplete

**TIPS:**

- I-9 was successfully added
- Next action depends on E-Verify response
- Always click “View Case Details” to take appropriate action

Employee Detail

The I-9 was successfully added.

E-Verify  
Current Status: Initial Verification not processed. The service will continue trying to process the transaction.  
This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.

Name: David A. Cook	Other Names Used:	U.S. Social Security Number: XXX-XX-4234 <a href="#">Change SSN</a>	Date of Birth: 12/03/1935
Address: X	City, State & Zip X, MS 12345	E-mail Address:	Telephone Number:
Employment Date: 07/01/2020			Work Status: A Citizen of the United States
Alien Registration Number/USCIS Number:	I-94 #:	Receipt Due Date	Receipt Due Document
Reverification Due Date:	Reverification Due Reason:	Foreign Passport Number:	Country of Issuance:
Obtained I-94 from USCIS:		Receipt Code: dkb9dbv6t	I9 Data Id: 395055
Group: None	Location: DEFAULT <a href="#">Change Location</a>	Previous Locations:	
Form I-129 Filing Date:	Audit Report: <a href="#">View/Download</a>		

Section 3   New I-9   **Upload Paper I-9**   Send to E-Verify   Receipt Update

E-Verify

Origination Date:   Reason for Delay:

Current Status Date:

Current Status:  
Initial Verification not processed. The service will continue trying to process the transaction.

Photo Matching Document:  
N/A

[History](#)   [Refresh](#)

I-9 MANAGEMENT

E-Verify History - Case Number: 2020205032125CD

Initial Verification (07/22/2020)

Name: David A Cook	Social Security #: XXX-XX-4234	Birth Date: 12/03/1935	Employment Date: 07/01/2020
Work Status: A Citizen of the United States	Alien Registration Number/USCIS Number:	I-94 #:	Passport #:
Passport Country of Issuance:	Visa #: No visa number	Document Type: Driver's License Issued by State or Possession with Photo	Issuing Authority: Mississippi
Document #: 870165851	Document Expiration Date:	Initiated By: Lauren Reed	E-Verify Company ID Number: 99745
Reason for Delay: Operational or technical issue encountered.		Return Name:	Status: Employment Authorized and Auto Closed

Resolution (07/22/2020)

Resolve Option: Employment Authorized and Auto Closed  
Resolved By: Lauren Reed

[Back](#)

- E-Verify has assigned a Case Number
- Status at bottom of page shows Employment Authorized (If anything other than Employment Authorized or Manual Review is showing, please contact [I9@vt.edu](mailto:I9@vt.edu))
- Case Resolved should be displayed at bottom of page
- Logout or click Back to Compliance Center and proceed with another I-9

## Photo Matching

- Required when employee presents any of the following eligibility documents:
  - U.S. Passport or Card
  - I-551 Permanent Resident Card (green card)
  - I-766 Employment Authorization Document (EAD)
- E-Verify requires I-9 administrators to match the photo provided with the one on file with the United States Citizenship and Immigration Services (USCIS)
- A securely scanned copy of the photo document must be attached to the electronic I-9 as supporting documentation.
- DO NOT ATTACH OTHER DOCUMENTS.

## Attaching Photos

- Securely scan the image
- Save the file with a name you will recognize
- Attach the scanned image to the electronic I-9
- Open the attached document to confirm legibility
- Delete the file or encrypt it if retained
  - Do not send any scanned documents to HR

## SECTION 2 – Uploading Documents



### Section 2 - Employer Review and Verification

Please enter the employment information and the document(s) presented by the employee.

\* Required Field

The employee must provide a photo ID to prove their identity.

[Review/Change Section 1 Information](#)

[View and Print or Email Employee Receipt](#)

Employee:

Sam Adams

\* Employment Date:

7/1/2020

Location:

DEFAULT

\* Select the set of document(s) presented by the employee:

The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document. Sometimes, you must accept a receipt in lieu of a List A, List B, or a List C document if the employee presents one. New employees who choose to present a receipt(s) must do so within three business days of their first day of employment. Receipts are not acceptable if employment lasts less than three business days. Acceptable Section II documents should match the citizenship status selected by the employee in Section I and the corresponding applicable List A or List B and C documents. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base).

List A

List A proves identity AND work authorization:

Receipt (e.g., replacement) [What's This?](#)

Form I-551 - Permanent Resident Card or Alien Registration Receipt Card

List B and C

List B proves identity:

Receipt (e.g., replacement) [What's This?](#)

List C proves work authorization:

Receipt (e.g., replacement) [What's This?](#)

#### TIPS:

- Use List A to select US Passport or US Passport card, Permanent Resident Card, or Employment Authorization Document (EAD).
- Attach both the front and back of the card. This can be attached as two separate documents
- Click Continue to save

## Section 2 - Employer Review and Verification

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any. Please use optional checkbox for I551 Document Number, if DOB is on or before 8/31/1989

### List A document - Form I-551 - Permanent Resident Card or Alien Registration Receipt Card

Issuing Authority:

DHS/USCIS

[Sample Document](#)

Alien #:

21029384

The number on the document is the same

Expiration Date (mm/dd/yyyy):

The document does not have an expiration date

Document #:

LIN1928574625

No Document Number Was Provided

[Cancel](#) [Back](#) [Continue](#)

### TIPS:

- Examine the employee's document(s) and record verification data
- Enter Expiration Date (check box if there is not one)
- Click Continue to save

## E-Verify

Origination Date:

Reason for Delay:

Current Status Date:

Current Status:

Initial Verification not processed. The service will continue trying to process the transaction.

Photo Matching Document:

N/A

History

Refresh

### I-9 History

Hire/Entry	Type (click to view)	E-Verify	Actions
7/1/2020	<a href="#">Original I-9</a>		<a href="#">Attach File</a>

### Comments

Date	Short Description	Username
------	-------------------	----------

Add Comment

## TIPS:

- Get started by uploading the image file
- Select the Attach File link – Do not click on Upload I9. This will overwrite the current I9 document in the file

## Attach Document

### Instruction

**To upload a document do the following:**

1. Select the document name from the drop-down list below. If you have a document to upload that is not listed in the drop-down, select the Other option and enter the document name in the box provided.
2. Use the Browse... button to select the image file of the document to upload. The image file must be a TIF, GIF, JPG, JPEG, or PDF file.
3. Click the Upload button.
4. The document you uploaded is displayed and you must click Correct or Incorrect to proceed.
5. Upload the next document.
6. When all documents are uploaded you may click the Finished button.

Note: The maximum file size that can be uploaded is 2150 KB.

**IMPORTANT!** The documents you upload will NOT be saved until you click Finished. You may not click the Finished button unless you have:

- » Uploaded all of the required documents, or
- » Clicked the checkbox above indicating that you could not upload documents.

### Mobile App

### Uploaded Documents

SI No.	Document Name	Upload Status
1	Form I-551 - Permanent Resident Card or Alien Registration Receipt Card	

**TIPS:**

- Select document from list of valid options
- Scroll to the bottom of the page

## Uploaded Documents

Sl No.	Document Name	Upload Status
1	Form I-551 - Permanent Resident Card or Alien Registration Receipt Card	

## File Information

Select document:

Form I-551 - Permanent Resident Card or Alien Registr  Receipt

Image file to attach:

I-551 Permanent Resident card.pdf

(TIF, GIF, JPG, JPEG, PDF)

Document Name:

Form I-551 - Permanent Resident Card or Alien Registratic

First Name:

Sam

Middle Initial:

Last Name:

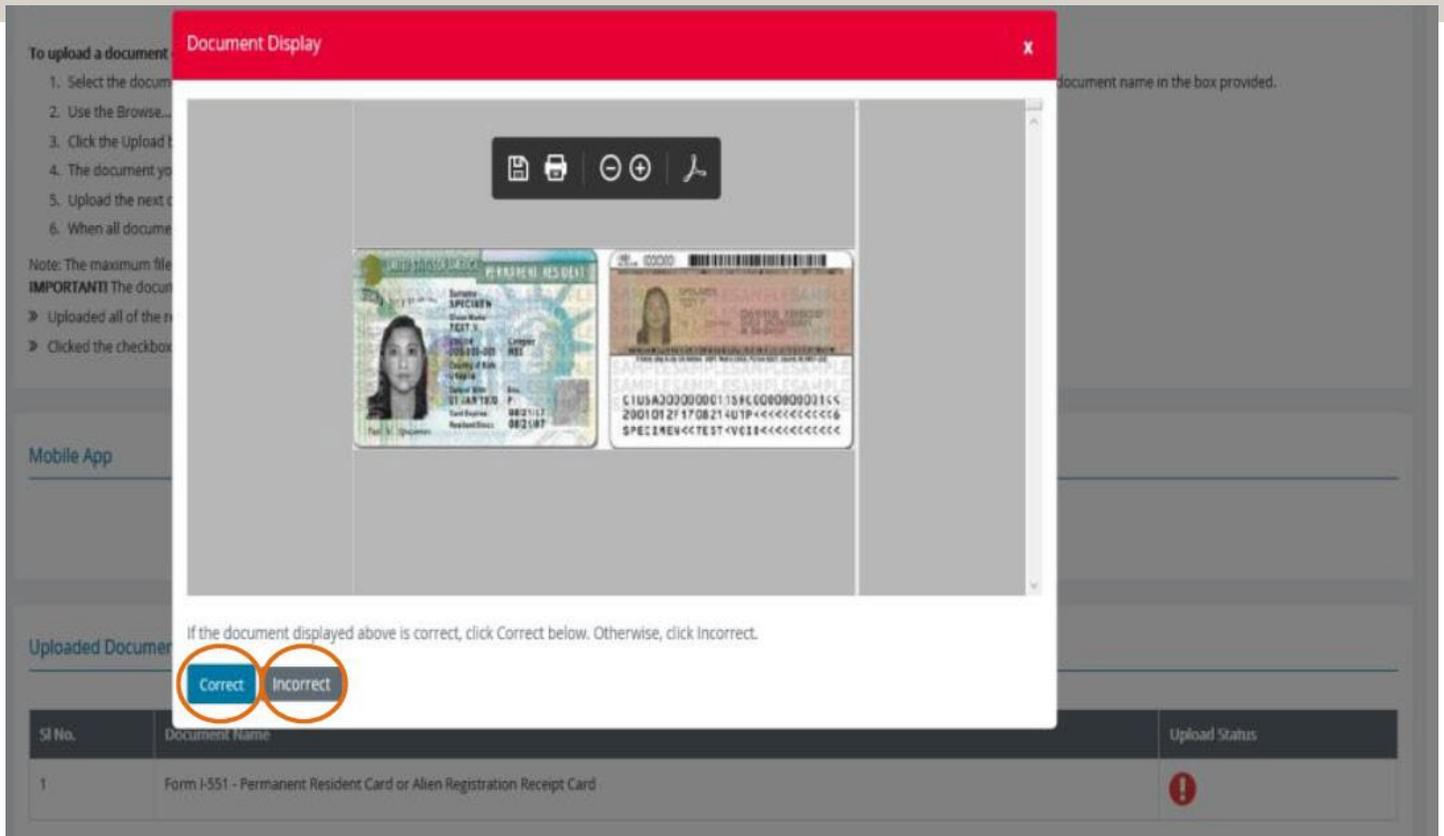
Adams

SSN:

XXX-XX-1987

### TIPS:

- Select document from list of valid options
- Be sure to use image files in one of the supported formats
- Use the Choose File button to select from your computer
- Click Upload



**TIPS:**

- An image of the attachment appears
- Select Correct if this document does not have any errors
- Select Incorrect if there are errors present

**TIPS:**

- Notice the Upload Status now shows a check mark
- Press the Finished button

Uploaded Documents

Sl No.	Document Name	Upload Status
1	Form I-551 - Permanent Resident Card or Alien Registration Receipt Card	

File Information

Select document:   Receipt

Image file to attach:  No file Chosen  
(TIF, GIF, JPG, JPEG, PDF)

Document Name:

First Name: Sam Middle Initial: Last Name: Adams SSN: XXX-XX-1987

### Employee Detail

E-Verify  
 Current Status: Photo Matching  
 This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.

<b>Name:</b> Sam Adams	<b>Other Names Used:</b>	<b>U.S. Social Security Number:</b> XXX-XX-1987 <a href="#">Change SSN</a>	<b>Date of Birth:</b> 01/07/1972
<b>Address:</b> 123 Hokie Lane	<b>City, State &amp; Zip:</b> Blacksburg, VA 24060	<b>E-mail Address:</b>	<b>Telephone Number:</b>
<b>Employment Date:</b> 07/01/2020			<b>Work Status:</b> A Lawful Permanent Resident
<b>Alien Registration Number/USCIS Number:</b> 21029384	<b>I-94 #:</b>	<b>Receipt Due Date</b>	<b>Receipt Due Document</b>
<b>Reverification Due Date:</b>	<b>Reverification Due Reason:</b>	<b>Foreign Passport Number:</b>	<b>Country of Issuance:</b>
<b>Obtained I-94 from USCIS:</b>		<b>Receipt Code:</b> rm2wtsm6f	<b>I9 Data Id:</b> 395110
<b>Group:</b> None	<b>Location:</b> DEFAULT <a href="#">Change Location</a>	<b>Previous Locations:</b>	
<b>Form I-129 Filing Date:</b>	<b>Audit Report:</b> <a href="#">View/Download</a>		

[Back](#) [Section 3](#) [New I-9](#) [Upload Paper I-9](#) [Send to E-Verify](#) [Receipt Update](#)

[History](#) [Photo Matching](#)

#### I-9 History

Hire/Entry	Type (click to view)	E-Verify	Actions
7/1/2020	<a href="#">Original I-9</a>	<a href="#">View History</a>	<a href="#">Attach File</a>
07/27/2020	<a href="#">Form I-551 - Permanent Resident Card or Alien Registration Receipt Card</a>		<a href="#">Edit Data</a> <a href="#">Delete File</a>

#### Comments

Date	Short Description	Username
------	-------------------	----------

[Add Comment](#)

**TIPS:**

- E-Verify has caught up and displays the Photo Matching status
- Click view case details or scroll to the bottom of the page

**TIPS:**

- Verify legibility and close the window



**TIPS:**

- Click the Photo Matching button to proceed

E-Verify

Origination Date: 07/13/2020  
 Reason for Delay: Initial query submitted on time.  
 FAR E-Verify Status: Covered  
 Current Status Date: 07/13/2020  
 Current Status: Photo Matching  
 Photo Matching Document: N/A

[History](#) [Photo Matching](#)

I-9 History

Hire/Entry	Type (click to view)	E-Verify	Actions
7/27/2020	<a href="#">Original I-9</a>	<a href="#">View History</a>	<a href="#">Attach File</a>

TIP

<b>Work Status:</b> A Lawful Permanent Resident	<b>Alien Registration Number/USCIS Number:</b> 000000001	<b>I-94 #:</b>
<b>Passport Country of Issuance:</b>	<b>Visa #:</b> No visa number	<b>Document Type:</b> Form I-551 - Permanent Resident Card or Alien Registration Receipt Card
<b>Document #:</b> SRC000000001	<b>Document Expiration Date:</b>	<b>Initiated By:</b> Michael Smith
<b>Reason for Delay:</b> Federal Contractor verifying an existing employee.	<b>FAR E-Verify Status:</b> Covered	<b>Return Name:</b>

### E-Verify Photo Matching

You **MUST** compare the photo below to the photo on the Form I-551 - Permanent Resident Card or Alien Registration Receipt Card presented by the employee. Do **N** directly.

Does the photo below match the photo on the Form I-551 - Permanent Resident Card or Alien Registration Receipt Card presented by the Employee?

Note: If 'No Photo on this Document' appears below, select 'Yes' and click the **Continue** button.



[Click to Enlarge](#)

Yes. The photographs are the same.

No. The photographs are different.

**IMPORTANT!** Make sure your selection above is correct. Then, click the **Continue** button below to confirm your response with E-Verify.

**IMPORTANT!** You **MUST** retain a copy of the employee's Form I-551 - Permanent Resident Card or Alien Registration Receipt Card. To comply with this Federal govern image to the employee's electronic Form I-9 by clicking the Attach File action in the I-9 History Section on the Employee Detail page.

- Compare the photo shown to the photo on the ID card

Select Yes:

- If the photo on the document matches the photo on file
- If there is no photograph in the database
- Click Continue to proceed

Select No:

- If the photo on the ID does not match the database
- E-Verify response will be a Tentative Non-Confirmation
- Notify [I9@vt.edu](mailto:I9@vt.edu)
- Click Continue to proceed

Select No Photo Displayed:

- If not photo shows, click the No Photo Displayed button and click Continue

## E-Verify History - Case Number: 2020209193805KF

### Initial Verification (07/27/2020)

<b>Name:</b> Sam Adams	<b>Social Security #:</b> XXX-XX-1987	<b>Birth Date:</b> 01/07/1972	<b>Employment Date:</b> 07/01/2020
<b>Work Status:</b> A Lawful Permanent Resident	<b>Alien Registration Number/USCIS Number:</b> 021029384	<b>I-94 #:</b>	<b>Passport #:</b>
<b>Passport Country of Issuance:</b>	<b>Visa #:</b> No visa number	<b>Document Type:</b> Form I-551 - Permanent Resident Card or Alien Registration Receipt Card	<b>Issuing Authority:</b> DHS/USCIS
<b>Document #:</b> LIN1928574625	<b>Document Expiration Date:</b>	<b>Initiated By:</b> Lauren Reed	<b>E-Verify Company ID Number:</b> 99745

#### TIPS:

- E-Verify has assigned a Case Number
- Scroll to the bottom of the page
- Make sure the case is closed

## Terminations

- I-9 circumstances that may warrant termination
  - Employee does not present documentation to complete Section 2 within three business days of the first day of work
  - Employee refuses to furnish a Social Security Number for E-Verify purposes
  - Employee elects not to contest a negative E-Verify finding
- Complete Section 2 using the option at bottom of the Review and Verification page indicating that employee has terminated

## Special Circumstances

- SSN Applied For:
  - E-Verify requires employee's social security number (SSN) on Section 1 in order to for the I9 to be Authorized
  - Select the SSN Applied For option in the Employee Information and Verification section for someone who does not yet have a SSN. The I9 will be in a holding status until the SSN is provided
  - Employee MUST apply for an SSN and provide it to Payroll. Payroll will update the number in the I9 system and will submit to E-verify at that time

## Special Circumstances – cont'd

- Receipts:
  - Employer may be required to accept a receipt in lieu of the List A, B, or C document
  - When receipt is presented, check the “Receipt” box next to the type of identification document on Section 2; a copy of the receipt should be attached to the I9

\* Select the set of document(s) presented by the employee:

The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A -OR- 1 List B and 1 List C document. Sometimes, you must accept a receipt in lieu of a List A, List B, or a List C document if the employee presents one. New employees who choose to present a receipt(s) must do so within three business days of their first day of employment. Receipts are not acceptable if employment lasts less than three business days. Acceptable Section II documents should match the citizenship status selected by the employee in Section I and the corresponding applicable List A or List B and C documents. A full list of documents is available in the Form I-9 instructions, which are accessible in Help (Knowledge Base).

List A

List A proves identity AND work authorization:

Receipt (e.g., replacement) [What's This?](#)

List B and C

List B proves identity:

Receipt (e.g., replacement) [What's This?](#)

List C proves work authorization:

Receipt (e.g., replacement) [What's This?](#)

## Acceptable receipts an employee can present for identification

Receipt	Who may present this receipt?	Is this receipt proof of employment authorization and/or identity?	How long is this receipt valid?	What must the employee present at the end of the receipt validity period?
A receipt for a replacement of a lost, stolen, or damaged document	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) <b>** List B photo documents cannot use a receipt for E-verify purposes.</b>	90 days from date of hire or, for reverification, the date employment authorization expires	The actual document for which the receipt was issued
The arrival portion of the Form I-94 or I-94A containing a Temporary I-551 stamp and photograph	Lawful Permanent Residents	Employment authorization and identity (List A)	Until the expiration date of the Temporary I-551 stamp or, if no expiration date, one year from date of issue	The actual Form I-551 (Permanent Resident Card, or "green card")
The departure portion of Form I-94 or I-94A with an unexpired refugee admission stamp	Refugees	Employment authorization and identity (List A)	90 days from date of hire or, for reverification, the date employment authorization expires	An unexpired EAD (Form I-766) or a combination of a valid List B document and an unrestricted Social Security card

- **For Non-residents with a SSN - Always use the Non-everify location at beginning of semester!**
  - Foreign nationals must be updated in the Federal SEVIS database before being processed in E-Verify
  - If this is not done, submission to E-Verify needs to be delayed
    - If individual's "Applied for SSN" submission is automatically delayed
    - If individual has an SSN, department must manually delay submission using the "non-E-Verify" location
  - Complete Section 2 by entering the special non-E-Verify location, "000001" in the Location field
  - HR will follow up with the E-Verify process and updating the location data

**Direct any questions to: [hrrservicecenter@vt.edu](mailto:hrrservicecenter@vt.edu)**