

# Insufficient Form I-9 Documentation

## Instructions for I-9 Manager

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With the adoption of Illinois Public Act 103-0879, certain information must be provided to employees if their work authorization documents are not acceptable or insufficient to complete Form I-9. I-9 Managers must review work authorization documents and ensure that they are unexpired, original, and reasonably relate to the employee.

If you must reject an employee's documentation because it does not fulfill Form I-9 requirements, complete the second page of this guide and provide it to the employee by email. The employee may also choose to present different acceptable documentation.

If you have questions about whether a document may be accepted for Form I-9, contact your central HR office for guidance.

| Document Issue                               | How Employee Can Correct                                                                                                                                                                                                                                                  |
|----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Document is Not on Acceptable Documents List | Only documents on the Acceptable Documents List from USCIS may be used for Form I-9. The employee may present any List A document, or any one List B and one List C document.                                                                                             |
| Document is Not Original                     | The employee must obtain and present an original copy of the document, or present different documentation.                                                                                                                                                                |
| Document is Expired                          | The employee must obtain a renewed, current copy of the document from the original issuing agency. (In limited circumstances, an employee may present <a href="#">proof of an extension of their work authorization</a> ; contact your central HR office for assistance.) |
| Name on Document Does Not Match              | If the employee does not have an explanation for the difference in name (such as marriage, divorce, or a legal name change) the employee must have the document re-issued in their current legal name.                                                                    |
| Photograph on Document Does Not Match        | If the discrepancy is due to an error at the issuing agency, the employee should request a corrected document from the issuing agency. Otherwise, the employee must present a different acceptable document.                                                              |

| Central HR Office Contacts                                                                   |                                                                                                         |                                                                                   |                                                                                                                        |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Illinois HR</b><br>217-333-2137<br><a href="mailto:ihr@illinois.edu">ihr@illinois.edu</a> | <b>UIC HR</b><br>312-996-0840<br><a href="mailto:uicwelcomecenter@uic.edu">uicwelcomecenter@uic.edu</a> | <b>UIS HR</b><br>217-206-6652<br><a href="mailto:uishr@uis.edu">uishr@uis.edu</a> | <b>System HR</b><br>217-333-2600<br><a href="mailto:systemhrservices@uillinois.edu">systemhrservices@uillinois.edu</a> |

# Insufficient Form I-9 Documentation

## Instructions for Employee

Federal law requires that employers complete Form I-9 with new employees, which includes new employees presenting documentation to prove their authorization to work in the United States. Documentation must be original (not a photocopy or photograph), unexpired, and reasonably appear genuine and to relate to you.

While completing Form I-9 as required by law, your I-9 Manager was not able to accept one or more of the documents that you presented because it does not meet the requirements for Form I-9 documentation.

Under Illinois Public Act 103-0879, we must provide the following information to you, so that you understand what you can do to correct the issue. If your position is covered by a collective bargaining agreement, you may also choose to include a bargaining unit representative in any future meetings concerning your Form I-9 documents.

|                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date</b>                                                                                                                                                                                                                    |
| <b>Employee Name</b>                                                                                                                                                                                                           |
| <b>Type of Document(s)</b>                                                                                                                                                                                                     |
| <b>Reason Document Was Not Accepted</b><br><input type="checkbox"/> Not on Acceptable Documents List <input type="checkbox"/> Not Original <input type="checkbox"/> Expired <input type="checkbox"/> Name/Photo Does Not Match |

## Correcting Insufficient Documentation

- **Document is Not on Acceptable Documents List:** You must present documents which are on the USCIS Acceptable Documents List (<https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>). If the document you presented is not on this list, you must provide different documentation.
- **Document is Not Original:** You must provide an original document. Photocopies and photographs of the document cannot be accepted for Form I-9. If you do not have the original document, contact the original issuing agency to request a new one.
- **Expired Document:** You must provide an unexpired document. Contact the agency which originally issued the document to renew and update it.
- **Name or Photo Does Not Match:** The document you present must appear to relate to you in name and appearance. You must use your full legal name in Section 1 of Form I-9. If your document contains an error, you must contact the issuing agency to request a correction.

You may also present any alternative documentation which meets requirements of the USCIS Form I-9 Acceptable Documents list (<https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>). Documentation must be original (not a photocopy or photograph), unexpired, and reasonably appear genuine and to relate to you.

If you have any questions, ask your hiring manager, or contact your university's central HR office below.

| Central HR Office Contacts                                                                   |                                                                                                             |                                                                                   |                                                                                                                        |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
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