



UNIVERSITY
OF ILLINOIS
SYSTEM

A L T O G E T H E R E X T R A O R D I N A R Y

Form I-9: The Basics



UNIVERSITY OF ILLINOIS SYSTEM

Form I-9 Basics: Purpose and Timing

WHAT IS A FORM I-9?

- Immigration Reform and Control Act of 1986 (IRCA) requires all U.S. employers to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986.
- The Form I-9 was designed to help employers verify an employee's work authorization.
- To comply with the law, employers must:
 - Verify the identity and employment authorization of each person they hire, AND
 - Complete and retain a Form I-9, Employment Eligibility Verification, for each employee, AND
 - Refrain from discriminating against individuals on the basis of national origin or citizenship.

WHO MUST COMPLETE A FORM I-9?

- An I-9 is required for:
 - All employees hired to perform labor or services in return for wages or remuneration.
 - Employees rehired after a full separation of employment.
 - Employees who transfer from an unpaid to a paid appointment.

WHEN AN I-9 SHOULD NOT BE COMPLETED

- An I-9 must NOT be completed for:
 - Any employee hired prior to November 6, 1986, who remains continuously employed in the U of I System.
 - Graduate/Pre-doctoral fellows (e-class GB).
 - Post-doctorate fellows (e-class PC).
 - Unpaid appointments (e-class UA).
 - An employee with a current I-9 who transfers units or changes employee class from one of the above (unless their work authorization must be extended through reverification).
 - Any employee not physically working on U.S. soil.
- Note: If an employee listed above as NOT needing a Form I-9 is appointed to a job that requires service for pay in the U.S., an I-9 will be required on or before the date services are provided.

I-9 COMPLIANCE IS ESSENTIAL!

- By completing the Form I-9, you are attesting, under penalty of perjury, that:
 - You followed the proper procedures in completing the form, AND
 - To the best of your knowledge, the employee is authorized to work in the United States.
- There are sanctions and penalties for non-compliance:
 - Form I-9 errors can lead to severe civil and criminal penalties, resulting in high monetary fines up to \$16,000 per employee.
 - Criminal activity may lead to imprisonment.

TIMING OF I-9 COMPLETION

- **AFTER employee accepts** the job offer, and **on (or before) the employee's 1st day** of work for pay:
 - Employee must complete and sign Section 1.
 - If employment is for fewer than three days, Section 2 must also be completed by the close of business on the first day of work for pay.
 - NEVER start an I-9 until a job offer has been accepted!
- **WITHIN 3 business days** of the date employment begins:
 - The U of I hiring representative must review the employee's original, unexpired documents and complete and sign Section 2.
 - Example: If work begins Monday, Section 2 must be completed no later than Thursday.

PROHIBITED EMPLOYER ACTIONS

- It is unlawful to request that employees present a specific document, or to ask for more documents than required for Section 2.
- It is unlawful to discriminate against an employee based on citizenship/immigration status, or national origin.

U OF I SYSTEM PROCEDURES

- The University of Illinois System uses Tracker Electronic I-9 to complete and store I-9 forms.
 - Paper forms may only be used when absolutely necessary, such as during power outages or Tracker system downtime.
 - In the event a paper form is completed, it must be transcribed and uploaded to Tracker at the first opportunity.

USE OF E-VERIFY

- U of I participates in E-Verify to meet requirements for federal contractors and OPT STEM work authorization extensions.
 - After completing an I-9, information will automatically be submitted to the E-Verify system and your role is complete. If any follow-up is necessary, it will be handled by your university's central HR office, who may contact you if needed.
 - College, unit, and department personnel must NOT attempt to enroll in E-Verify or process E-Verify cases. This is done centrally due to compliance obligations.

Form I-9 Completion

SECTION 1: EMPLOYEE INFO & VERIFICATION

- To be completed **by the employee**, AFTER a job has been accepted, on or before the close of business on the first day of work for pay.

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) ?	First Name (Given Name) ?	Middle Initial ?	Other Last Names Used (if any) ?
Address (Street Number and Name) ?		Apt. Number ?	City or Town ?
		State ?	ZIP Code ?
Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?	Employee's E-mail Address ?	Employee's 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 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): ?

4. An alien authorized to work ? until (expiration date, if applicable, mm/dd/yyyy): ?
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 Number: ?
OR
3. Foreign Passport Number: ?
Country of Issuance: ?

QR Code - Section 1
Do Not Write In This Space

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

A Employee Name and Identification

First Name (Given Name):* ? Middle Initial:* ? Last Name (Family Name):* ? Other Last Names Used:* ?
Required Required or N/A Required Required or N/A

U.S. Social Security Number: ? Date of Birth:* ?
Optional Required
(##-##-####) (mm/dd/yyyy)

B Employee Address and Contact Information

Address (Street Number and Name):* ? Apt. Number:* ?
Required Required or N/A

City or Town:* ? State:* ? Zip Code:* ?
Required <None> Required

Employee's Telephone Number:* ? Employee's Email Address:* ?
Required or N/A Required or N/A
(###-###-####)

C Employee Employment Status

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):*

1. A citizen of the United States ?

2. A noncitizen national of the United States (see instructions) ?

3. A lawful permanent resident ?

4. An alien authorized to work ?

SECTION 1: EMPLOYEE INFO & VERIFICATION

- **Name:** Employee must input his/her name in the correct fields. For any field that would be blank, employee enters "N/A".
- **Birth Date:** Employee must input his/her correct date of birth, formatted MM/DD/YYYY.
- **Social Security Number:** Required for all employees. If an employee is an alien authorized to work and does not have an SSN yet, it must be entered by the employee when acquired.
- **Address:** Employee must input his/her physical address (must not be a P.O. Box) in the correct fields.

A Employee Name and Identification

First Name (Given Name):* Required	Middle Initial:* Required or N/A	Last Name (Family Name):* Required	Other Last Names Used:* Required or N/A
U.S. Social Security Number: Optional (###-##-####)	Date of Birth:* Required (mm/dd/yyyy)		

B Employee Address and Contact Information

Address (Street Number and Name):* Required	Apt. Number:* Required or N/A	City or Town:* Required	State:* <None>	Zip Code:* Required
Employee's Telephone Number:* Required or N/A (###-###-####)	Employee's Email Address:* Required or N/A			

SECTION 1: EMPLOYEE INFO & VERIFICATION

- Employment Status: One box must be selected by the employee; status must be consistent with Section 2 documents presented.
 - If employee selects **lawful permanent resident**, Alien Registration or USCIS Number must be entered.
 - If employee selects **alien authorized to work**:
 - **Date must be entered indicating the expiration of authorization to work, if applicable. Otherwise, check "N/A".**
 - **Alien Registration or USCIS Number, Admission Number, OR Foreign Passport Number must be entered.**

C Employee Employment Status

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):*

- 1. A citizen of the United States ⓘ
- 2. A noncitizen national of the United States (see instructions) ⓘ
- 3. A lawful permanent resident ⓘ
- 4. An alien authorized to work ⓘ

SECTION 1: EMPLOYEE INFO & VERIFICATION

- **Employee Signature:**
 - Employee must electronically sign Section 1 upon completion of that section.
 - Date of employee signature is automatically captured.
 - Employee will be prompted for a password at time of signing Section 1, such as their birthplace. The employee will need to enter this password if they update Section 1 in the future.

The screenshot shows a web form titled "Provide an Electronic Signature" with a "D" icon in a circle. At the top, there are radio buttons for "Electronic Signature" (selected) and "Paper Signature". A red-bordered box contains the text: "***IMPORTANT: YOU ARE SIGNING A U.S. GOVERNMENT FORM***" and "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." Below this, there are five numbered steps: 1. "Enter your legal name as your electronic signature:" with a text input field labeled "Required" and "Employee Name (First, Middle Initial, and Last)". 2. "Please enter and confirm the answer to the signature question listed below." with the question "Please enter your father's birthplace." and two input fields labeled "Answer" and "Confirm Answer". 3. "Select the box next to 'I Agree' to acknowledge that you have read and accept the fact that you are signing a U.S. Government Form and that you are 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." with a checkbox labeled "I Agree" and an information icon. 4. "Preparer and/or Translator Certification (select one):" with two radio button options: "I did not use a preparer or translator" and "A preparer(s) and/or translator(s) assisted the employee in completing Section 1". 5. "Click 'Sign Form I-9 Electronically' to complete the electronic signature." with a green button labeled "Sign Form I-9 Electronically".

SECTION 1: EMPLOYEE INFO & VERIFICATION

- **Preparer/Translator Certification:**
 - Employee must affirmatively state that a preparer/translator was or was not used. If a preparer/translator was used, the preparer/translator must provide their own information in this section.
 - **IMPORTANT:** Section 1 may only be completed by a preparer/translator when the employee is unable to complete Section 1 on his/her own. However, the employee must still sign Section 1 personally.

The screenshot shows a web form titled "Provide an Electronic Signature" with a "D" icon in a circle. At the top, there are radio buttons for "Electronic Signature" (selected) and "Paper Signature". A red-bordered box contains the text: "***IMPORTANT: YOU ARE SIGNING A U.S. GOVERNMENT FORM***" and "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." Below this, there are five numbered steps: 1. "Enter your legal name as your electronic signature:" with a text input field labeled "Required" and "Employee Name (First, Middle Initial, and Last)". 2. "Please enter and confirm the answer to the signature question listed below." with the question "Please enter your father's birthplace." and two input fields labeled "Answer" and "Confirm Answer". 3. "Select the box next to 'I Agree' to acknowledge that you have read and accept the fact that you are signing a U.S. Government Form and that you are 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." with a checkbox labeled "I Agree" and an information icon. 4. "Preparer and/or Translator Certification (select one):" with two radio button options: "I did not use a preparer or translator" and "A preparer(s) and/or translator(s) assisted the employee in completing Section 1". 5. "Click 'Sign Form I-9 Electronically' to complete the electronic signature." with a green button labeled "Sign Form I-9 Electronically".

SECTION 2: EMPLOYER REVIEW & VERIFICATION

- Complete and sign Section 2 within 3 business days of the date employment begins. If employment will last less than 3 days, Section 2 must be completed by close of business on the first day of work for pay.

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
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write in This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

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): _____ (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date(mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name)		City or Town
		State ZIP Code

A Employment Verification Documents *
 (The Employee must present one document from List A OR one document from List B and List C.)
 Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date(s).

Document Type: List A Select List B Select List C Select

B Employment Information
 Employer: University of Illinois Worksite: Required Business Name: University of Illinois ()
 Start Date: Required Employee hired for three days or less

Electronic Signature Paper Signature

C Employer Electronic Verification

CERTIFICATION: 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 relate to the employee named, and that to the best of my knowledge the employee is eligible to work in the United States.

- Enter your legal name and title:
 First Name* Last Name* Title or Position*
- Select the box next to "I Agree" to acknowledge that you have read and accept the fact that you are signing a U.S. Government Form and that you are aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection the completion of this Form.
 I Agree
- Click "Sign Form I-9 Electronically" to complete the electronic signature.

Sign Form I-9 Electronically

SECTION 2: EMPLOYER REVIEW & VERIFICATION

- Verification of documentation:
 - Employer must review one document from List A, OR a combination of one document from List B and one document from List C. **Documents must be originals, not copies.**
 - Employee must be allowed to choose which document(s) to present and must not be required to provide more or different documents, if they are valid.
 - **Per E-Verify requirements, if presented, List B documents must include a photograph.**
 - A list of acceptable documents can be found in Tracker while completing Section 2, or the M-274 Handbook.

A Employment Verification Documents *
(The Employee must present one document from List A OR one document from List B and List C).
Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date(s).

Document Type List A List B List C
 Select Select Select

↓

A Employment Verification Documents * (The Employee Must Present One Document from List A OR one document from List B and List C).
Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date(s). Click the (i) button for more information about a specific document. [Click here to Clear Documents](#)

List A	
Document	U.S. Passport * ⓘ Reselect from list
Issuing Authority:	U.S. Department of State * ⓘ
Document #:	99999999 * ⓘ
Expires:	Required * ⓘ
Attachment	View/Upload File

Employee presented an acceptable receipt in lieu of an original document in List A ⓘ

Additional Information ⓘ

SECTION 2: EMPLOYER REVIEW & VERIFICATION

- Verification of documentation (continued):
 - Document must be unexpired when presented.
 - Document must appear on its face to be genuine and must reasonably appear to relate to the employee.
 - Document title, issuing authority, and document number(s) must be entered in the appropriate fields.
 - Expiration date(s), if applicable, must be entered in the appropriate field.
 - Only documents which are **required** for E-Verify should be scanned and uploaded to the I-9 in Tracker. Per U of I procedures, **DO NOT** retain copies, whether in paper or electronic format, of other documents. Copies of employee documents for purposes other than Form I-9 must not be stored with the Form I-9.

SECTION 2: EMPLOYER REVIEW & VERIFICATION

- If presented by the employee, only the following List A documents must be scanned and uploaded to Tracker with the I-9:
 - U.S. Passport
 - U.S. Passport Card (front and back)
 - Permanent Resident Card (Form I-551) (front and back)
 - Employment Authorization Document (Form I-766) (front and back)
- **Do not** retain copies of these or any other documents for I-9 purposes other than the uploads to Tracker. Delete the files from your computer once uploaded.

SECTION 2: EMPLOYER REVIEW & VERIFICATION

- Employer – University of Illinois is pre-populated.
- Worksite – Options default based on I-9 Manager's permissions. Based on the selected worksite, the department and address information will be populated on the Form I-9 receipt/printout.
- Start Date – Enter the date the employee began (or will begin) work for pay.



The screenshot shows a form titled "Employment Information" with a blue circle containing the letter "B" on the left. The form has three dropdown menus: "Employer" with "University of Illinois" selected, "Worksite" with "Required" selected, and "Business Name" with "University of Illinois ()" selected. Below these is a "Start Date:" field with a red asterisk and "Required" text, and a checkbox labeled "Employee hired for three days or less".

SECTION 2: EMPLOYER REVIEW & VERIFICATION

- Employer Signature

- You, the employer representative, must electronically sign the form upon completion of Section 2.
- Name and title will populate based on your login.
- Date of employer signature is automatically captured.

The screenshot shows a web form titled "Employer Electronic Verification" with two tabs: "Electronic Signature" (selected) and "Paper Signature". A red-bordered box contains a certification statement: "CERTIFICATION: 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 relate to the employee named, and that to the best of my knowledge the employee is eligible to work in the United States." Below this, step 1 asks for legal name and title, with input fields for "First Name*" (Joe), "Last Name*" (Manager), and "Title or Position*" (I-9 Manager). Step 2 asks for agreement to sign a U.S. Government Form, with an "I Agree*" checkbox. Step 3 instructs to click "Sign Form I-9 Electronically" to complete the signature, with a corresponding green button.

SECTION 3: UPDATING AND REVERIFICATION

- Only use Section 3 when:
 - An employee has a name change, or
 - The employee's work authorization will expire, or the employee changes from one visa type to another.
 - **If the employee will continue working past the expiration, must be completed before expiration.**
 - **If authorization expires after finishing work, must be completed before they can return to work.**

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)			
A. New Name (if applicable) ?		B. Date of Rehire (if applicable)	
Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?	Date (mm/dd/yyyy) ?
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 ?	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 ?	

The screenshot shows a digital version of the Section 3 form. It is divided into four main sections labeled A, B, C, and D. Section A is for 'New Name (if applicable)' and includes fields for Last Name, First Name, and Middle Initial, with a note that adding a new name will not change the employee's name on their record. Section B is for 'Date of Rehire' with a note that the date will be cleared if entered. Section C is for 'Employment Verification Documents' and includes fields for Document Type, Issuing Authority, Document #, and Expiry, along with a file attachment field and a checkbox for 'Employee presented an acceptable receipt in lieu of an original document'. Section D is for 'Notes'.

SECTION 3: UPDATING AND REVERIFICATION

- **IMPORTANT:** U.S. citizens, permanent residents, and noncitizen nationals **NEVER** need reverification for the following:
 - Expired U.S. passport or passport card or driver's license
 - Alien Registration Receipt Card/Permanent Resident Card (Form I-551)
 - List B document that has expired

SECTION 3: UPDATING AND REVERIFICATION

- **Name Change** – Complete only the New Name portion of Section 3.

A New Name (if applicable) ⓘ

Last Name:* ⓘ First Name:* ⓘ Middle Initial:* ⓘ

Note: adding a New Name will NOT change the employee's name on the Employee Profile or Section 1 of the I-9 Record

- **Reverification of Employment Eligibility** – Complete only the Employment Verification Documents portion of Section 3 by reviewing appropriate document(s) and entering the required information as in completion of Section 2.

C Employment Verification Documents ⓘ

Document Type:	<input type="text"/>
Issuing Authority:	<input type="text"/>
Document #:	<input type="text"/> Required
Expires:	<input type="text"/> Required ⓘ
File Attachment:	<input type="text"/> <input type="button" value="View/Upload File"/>

Employee presented an acceptable receipt in lieu of an original document ⓘ

Form I-9 Resources

RESOURCES: SYSTEM HR SERVICES WEBSITE

- <https://hr.uillinois.edu/policy/formi9>
 - Tracker I-9 training
 - Tracker I-9 job aids
 - U of I System Form I-9 Policy & Procedures
 - Links to other helpful I-9 resources

RESOURCES: USCIS M-274 HANDBOOK

- <https://www.uscis.gov/i-9-central/handbook-employers-m-274>
 - *The USCIS Handbook for Employers – Instructions for Completing Form I-9 (M-274)* is official guidance from USCIS for completing Form I-9.
 - The M-274 is well-written and can offer clarification for common questions.

CONTACT INFORMATION

- Contact your central HR or student employment office for any assistance:
<https://www.hr.uillinois.edu/contacts>
- Central HR and student employment offices can help with any questions you have related to Form I-9 or the Tracker I-9 system.