

Navigating Form I-9:

Compliance Essentials

Presented by Aimee P., GPHR, SHRM-SCP | October 2023



Mineral[®]



Welcome to the Webinar!

- We will email you a link to the recording + PDF of slides within 24 hours
- Please participate in our polls
- Please use the Q&A box for questions

Agenda

- Form I-9 Basics
- Penalties
- I-9 Form Components
- Acceptable Documents
- Filing and Retention
- Options for Remote Employees
- E-Verify
- Audits

Form I-9 Overview




Form I-9 Basics

- Purpose
- Prior edition notes “10/21/19” at the bottom - may be used through 10/31/2023
- Current edition date “08/01/23” at the bottom

Employer's Business or Organization Name
For reverification or
Form I-9 Edition 08/01/23

Form I-9 Changes (v. 8/1/23)

- New “alternative procedure” for E-Verify employers
- Reduced Sections 1 and 2 to a single page
- Moved sections to new supplements A & B
- Simplified instructions and useful guidance
- Mobile-friendly design – removed “smart form”



Supplement A,
Preparer and/or Translator Certification for Section 1
Department of Homeland Security
U.S. Citizenship and Immigration Services


USCIS
Form I-9
Supplement A
OMB No. 1615-0047
Expires 07/31/2026

Last Name (Family Name) from Section 1. First Name (Given Name) from Section 1. Middle Initial (if any) from Section 1.

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator Date



Supplement B,
Reverification and Rehire (formerly Section 3)
Department of Homeland Security
U.S. Citizenship and Immigration Services

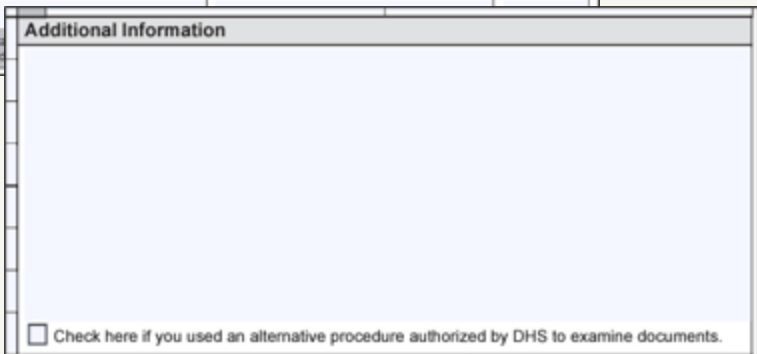
USCIS
Form I-9
Supplement B
OMB No. 1615-0047
Expires 07/31/2026

Last Name (Family Name) from Section 1. First Name (Given Name) from Section 1. Middle Initial (if any) from Section 1.

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#).

Date of Rehire (if applicable) New Name (if applicable)
Date (mm/dd/yyyy) Last Name (Family Name) First Name (Given Name) Middle Initial

Reverification: If the employee requires reverification, enter the date of continued employment authorization. Enter the date of rehire if applicable.



Additional Information

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Who Completes Form I-9?

- Employee completes Section 1
- Employer or employer representative completes Section 2
- Section 2 must be completed by the individual that reviewed the I-9 documents

When?

	Employee	Employer
Section 1	By the 1 st day of employment, after accepting job	
Section 2		Within 3 business days from the start date

When is a Form I-9 NOT Required?

- Non-Employees such as volunteers, **unpaid** interns, and independent contractors
- Employees:
 - Hired before 11/6/1986
 - Hired for casual domestic work in a private home
 - Providing labor to you who are employed by a contractor providing contract services (e.g., employee leasing or temporary agencies);
 - Not physically working in the U.S.



Penalties

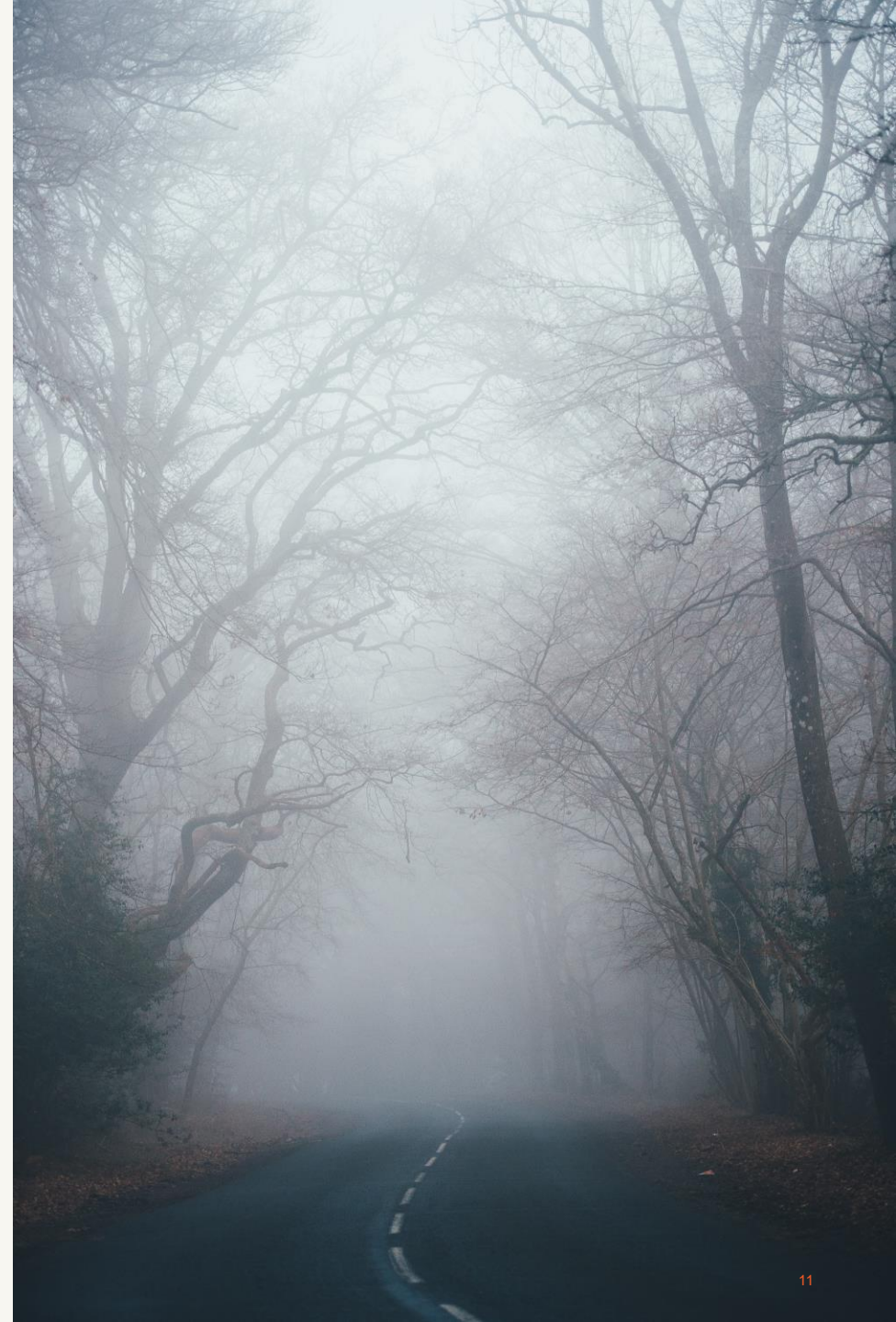
Employer Penalties

- Civil penalties and criminal penalties; potential for disbarment from contracts
- Penalties can add up fast!
 - \$272 to \$2,701 for paperwork violations (1st offense)
 - \$676 to \$5,404 for knowingly hired non-citizens unauthorized to work (1st offense)
 - \$5,404 to \$27,018 for 2nd and subsequent offenses



Employer Penalties: Scary Tales

- *US vs. R&SL, Inc.*
 - \$2.5MM in penalties sought, \$1.5MM approved
 - Included evidence that forms had been backdated
 - Began in 2016 – final decision in 2022
(appeal denied in 2023)
- Smaller judgements can still be significant



A photograph of a person sitting on a bench, viewed through a window with vertical blinds. The person is silhouetted against the bright light coming through the window. The blinds are partially open, creating a pattern of light and shadow. The person appears to be looking out the window.

Unlawful Discrimination

- It is illegal to discriminate based upon citizenship or immigration status
- Employers prohibited from hiring only U.S. citizen or lawful permanent residents (unless required by law, regulation, or government contract)
- Employers may not require “proof” prior to an accepted job offer

Unlawful Discrimination (cont.)


Unfair Documentary Practices:

- Specifying which particular I-9 documents an individual must provide
- Requesting more or different documents than required
- Rejecting documents that appear genuine



I-9 Form Components

Section 1: Employee's Responsibility

		Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services		USCIS Form I-9 OMB No. 1615-0047 Expires 07/31/2026	
START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions .					
ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1 , or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.					
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 (if any)	Other Last Names Used (if any)
Address (Street Number and Name)		Apt. Number (if any)	City or Town		State ▼ ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address		Employee's Telephone Number
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):			
		<input type="checkbox"/> 1. A citizen of the United States			
		<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)			
		<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)			

Section 1: Employee's Responsibility (cont.)

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 (if any)	Other Last Names Used (if any)
Address (Street Number and Name)		Apt. Number (if any)	City or Town		State ▼ ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address		Employee's Telephone Number
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):			
		<input type="checkbox"/> 1. A citizen of the United States			
		<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)			
		<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)			
		<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)			
		If you check Item Number 4. , enter one of these:			
		USCIS A-Number	OR	Form I-94 Admission Number	OR
Signature of Employee			Today's Date (mm/dd/yyyy)		
If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.					



**Supplement A,
Preparer and/or Translator Certification for Section 1**

Department of Homeland Security
U.S. Citizenship and Immigration Services

**USCIS
Form I-9
Supplement A**
OMB No. 1615-0047
Expires 07/31/2026

Last Name (Family Name) from Section 1.	First Name (Given Name) from Section 1.	Middle initial (if any) from Section 1.

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (mm/dd/yyyy)	
Last Name (Family Name)	First Name (Given Name)		Middle Initial (if any)
Address (Street Number and Name)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (mm/dd/yyyy)	
Last Name (Family Name)	First Name (Given Name)		Middle Initial (if any)
Address (Street Number and Name)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (mm/dd/yyyy)	
Last Name (Family Name)	First Name (Given Name)		Middle Initial (if any)

Supplement A,
Preparer and/or
Translator
Certification
for Section 1



Employer Representative must review section 1!

Employee must correct the error, then initial and date the correction.

Section 2: Employer's Responsibility

Part 1 (Document Review)

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.			
	List A	OR	List B AND List C
Document Title 1			
Issuing Authority			
Document Number (if any)			
Expiration Date (if any)			
Document Title 2 (if any)		Additional Information	
Issuing Authority			
Document Number (if any)			
Expiration Date (if any)			
Document Title 3 (if any)			
Issuing Authority		<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.	
Document Number (if any)			
Expiration Date (if any)			
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.			First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative		Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name		Employer's Business or Organization Address, City or Town, State, ZIP Code	

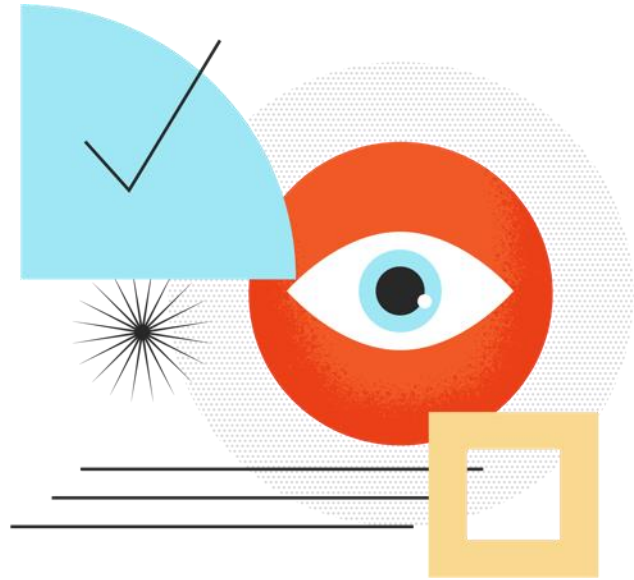
For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

Section 2: Employer's Responsibility

Part 4 (Certification)

Expiration Date (if any)	<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.	
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.		First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name	Employer's Business or Organization Address, City or Town, State, ZIP Code	

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.



Poll

Who is responsible
for completing
Section 2 of the I-9
at your company?

Supplement B (f.k.a. Section 3)

Reverification and Rehires

Supplement B, Reverification and Rehire (formerly Section 3) Department of Homeland Security U.S. Citizenship and Immigration Services		USCIS Form I-9 Supplement B OMB No. 1615-0047 Expires 07/31/2026	
Last Name (Family Name) from Section 1.		First Name (Given Name) from Section 1.	
Middle Initial (if any) from Section 1.			
Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-274)			
Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)		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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative		Signature of Employer or Authorized Representative	
Today's Date (mm/dd/yyyy)			
Additional information (Initial and date each notation.)		<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.	
Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)		Expiration Date (if any) (mm/dd/yyyy)

- Must use current form
- Reverification is not required for List B documents, passports, and permanent resident cards

Supplement B (f.k.a. Section 3)

Reverification and Rehires

by DHS to examine documents.			
Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Additional Information (Initial and date each notation.)			<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.
Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Additional Information (Initial and date each notation.)			<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.

Form I-9 Edition 08/01/23

- Option to complete a new I-9 or use the supplement for someone rehired within 3 years

Acceptable Documents

List of Acceptable Documents

Employees must present: one item from List A; OR one item from List B and List C

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A		LIST B		LIST C
Documents that Establish Both Identity and Employment Authorization	OR	Documents that Establish Identity	AND	Documents that Establish Employment Authorization



Acceptable Documents: Details

- Documents must be unexpired (or extended by the issuing authority)
- Accept documents that reasonably appear to be genuine and relate to the person presenting them
- Receipts in lieu of acceptable documents
- Photocopied documents are not acceptable (certified copy of birth certificate OK)

List of Acceptable Documents

List A

<p>LIST A</p> <p>Documents that Establish Both Identity and Employment Authorization</p>	
<p>1. U.S. Passport or U.S. Passport Card</p>	
<p>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</p>	
<p>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</p>	
<p>4. Employment Authorization Document that contains a photograph (Form I-766)</p>	<p>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:</p> <p>a. Foreign passport; and</p> <p>b. Form I-94 or Form I-94A that has the following:</p> <p>(1) The same name as the passport; and</p> <p>(2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</p>
<p>5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole:</p> <p>a. Foreign passport; and</p> <p>b. Form I-94 or Form I-94A that has the following:</p> <p>(1) The same name as the passport; and</p> <p>(2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</p>	
<p>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</p>	

- Combination Documents
- Employment Authorization Documents



List of Acceptable Documents

Lists B & C

OR	LIST B	LIST C
	Documents that Establish Identity	Documents that Establish Employment Authorization
	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p>For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p>The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.</p>
	<p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	

Missing Documents: What Now?

- Make requirement clear at the pre-employment stage
- Terminate employment after 3 business days
- Optionally, may hold job open and rehire



Filing and Retention

Form I-9 File

- Keep I-9 documents separate from the personnel file
- Consider removing a former employee's I-9 to a separate file for terminated employees until the required destroy date
- In an audit, the employer must turn over I-9s in three days



Form I-9 Retention

- For as long as the employee works for you and the later of the following: 3 years after the hire date, or 1 year after termination
- Easy math:

Employee's Start Date	+	3 years	=	Date A
Employee's Termination Date	+	1 years	=	Date B

Store their form I-9 until the *later* of the two dates.

Form I-9 Destruction

- Destroy once the retention period expires
- Utilize a secure method
- Document which I-9s have been destroyed
- Do not destroy if undergoing an audit



Remote Employee I-9 Options

“Alternative Procedure” Allows Remote Examination

Part 1: Employer Eligibility



- Effective 8/1/23
- To qualify, must participate in E-Verify and be in “good standing”
- Employers are in good standing if all of the following are true:
 - Enrolled in E-Verify for all hiring sites in the US that use the alternative procedure
 - Compliant with all E-Verify program requirements
 - Continue to be enrolled in E-Verify and in good standing at any time when they use the alternative procedure

Alternative Procedure

Part 2: Process

1. Examine copies of employee's I-9 documents (or acceptable receipt) and determine if the documents appear genuine
2. Live video meeting with employee – review the same documents
3. Check box on Form I-9 that an “alternative procedure authorized by DHS” was used to examine documentation to complete Section 2 or reverification
4. Retain clear and legible copies of all documents that the employee sent to complete Form I-9, regardless of whether the documents are from List A, List B, or List C

Additional Information					
			Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.		
			Document Title	Document Number (if any)	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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.		
Name of Employer or Authorized Representative		Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)		
Additional Information (Initial and date each notation.)			<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.		
Form I-9 Edition 08/01/23			Page 4 of 4		

☐ Check here if you used an alternative procedure authorized by DHS to examine documents.

Alternative Procedure

Part 3: Hiring Sites



- Alternative procedure must be offered to all employees at a hiring site
- Exception: use only for fully remote hires (in-person inspection for onsite and hybrid employees)
- Ensure selective use is non-discriminatory



Physical Inspection (*required if you're not an E-Verify employer)

- Fly the employee to a company office location
- Have the manager go to the employee's location
- Use an authorized representative (completes I-9 on behalf of the company)



Authorized Representative

- Must perform **all** employer duties
- Employer is liable for any errors/omissions
- **Who?** I-9 services, lawyers, notary public, state workforce agency staff, members of the general public
 - Specific concerns with notaries
- To reduce risk, consider having an internal staff person participate remotely with authorized representative

E-Verify

What is E-Verify?

- Internet-based system that compares information from the I-9 to government records
- Free USCIS system
- In addition to (not completed in lieu of) Form I-9

E-Verify Requirements

- Optional for most U.S. employers
- **Required by federal or state law:**
 - Federal contractors and subcontractors if the contractor contains the Federal Acquisition Regulation E-Verify clause
 - 20+ state requirements: Broadly required in Alabama, Arizona, Florida, Georgia, Mississippi, N. Carolina, S. Carolina, Tennessee



E-Verify Requirements

If you participate in E-Verify (voluntarily or required):

- Newly hired employees must provide a Social Security Number
- Any List B document must contain a photograph
- E-Verify photo matching: Certain documents must be photocopied (U.S. Passport or passport card, Permanent Resident Card, Employment Authorization Document)





E-Verify: Considerations for Voluntary Use

Benefits:

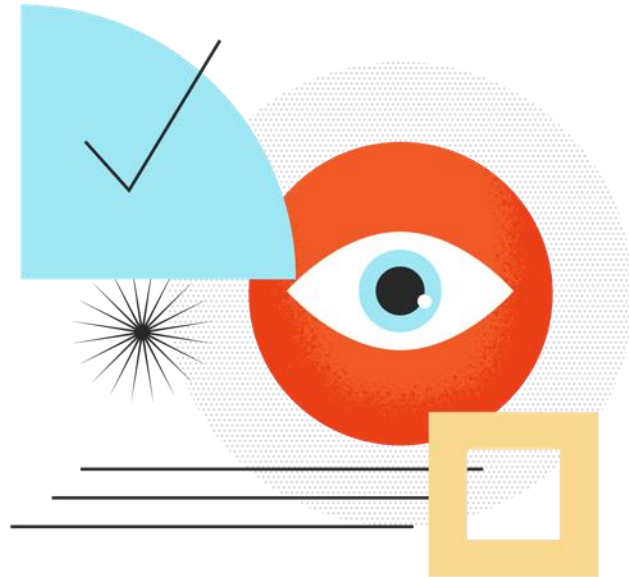
- Helps verify if I-9 documents are genuine
- Proper use serves as evidence of compliance
- Allows you to participate in remote verification (“alternative process”)
- Can hire F-1 students on STEM extension

Drawbacks:

- Subject to periodic audits of hiring records by SSA and DHS
- Errors more readily detected and could trigger audit in event of noncompliance

Poll

Does your company
currently use E-Verify?



Audits



Conducting an Internal I-9 Audit

- Why audit
- When to audit

Q & A

Thank You