Welcome to DU!

I-9 Verification Process Breakdown
What is an I-9 Verification?

What is needed from you?

What does the process look like?

Returning Employees:

If you are a returning employee and have completed an I-9 Verification with DU before, please reach out to our Employment Services Team to verify the status of your current I-9. They can be reached at employmentservices@du.edu
What is an I-9 Verification?

- An I-9 Verification is a U.S. Citizenship and Immigration Form that verifies the identity and employment authorization of individuals hired for employment in the U.S.
- This is a federal requirement and must be completed by every employee.
- The verification is a two-part process consisting of Section 1 (completing the form online through HireRight) and Section 2 (verifying your identity and document validity in-person.)
Upon the passing of your background check, you should receive an I-9 Verification Request email from HireRight. This email will include instructions on how to complete each step of your I-9 Verification and a link that will take you directly to Section 1 of your I-9 Form.

Section 1 will ask for your full legal name, address, citizenship status, Social Security Number, phone number, email, and copies of your identification documents. Please ensure the scans of your documents are clear, legible images.
U.S. Citizens

The acceptable documents for a U.S. citizen are:

1. A U.S. Passport OR
2. A U.S. Passport Card OR
3. A form of identification like a Driver’s License, State ID Card, School ID Card, Military Card, or Native Tribal Document combined with a Social Security Card or U.S. Birth Certificate.
Upload Instructions

U.S. Passport

When uploading a U.S. Passport, please upload two copies:

1. The page with your photo, information, and signature displayed

2. The last page containing the bar code
Upload Instructions

U.S. Passport Card

When uploading a Passport Card, please upload two copies:

1. The frontside of the card

2. The backside of the card
Upload Instructions

ID + SSC or Birth Certificate

When uploading these documents, you will need to upload three copies:

1. The frontside and backside of your Driver's License, State ID card, School ID card, Military ID card, or Native Tribal Document

2. The frontside of either your Social Security Card or your U.S. Birth Certificate
International Employees

The acceptable documents for an international employee are:

1. A Permanent Resident Card OR
2. An Employment Authorization Document OR
3. A combination of an international Passport and an I-94 Arrival Departure Record Document

**If taking classes, the employee will also need to provide their Academic Visa (i.e. I-20 or DS-2019)**
Permanent Resident Card

When uploading a Permanent Resident Card, please upload two copies:

1. The frontside of the card

2. The backside of the card
Employment Authorization Document

When uploading an Employment Authorization Card, please upload two copies:

1. The frontside of the card
2. The backside of the card
International Passport + I-94 + Academic Visa

When uploading these documents, you will need to upload four copies:

1. The page of your passport with your photo and information

2. I-94 Arrival Departure Record

3. Academic Visa (I-20 or DS-2019) **upload first two pages**
In-Person

Once you have completed Section 1 of your form in HireRight, you will complete Section 2 on your first day with your supervisor.

Please bring your identification documents submitted in Section 1 to your supervisor. They will look over your documents and they will be looking for four criteria:

1. If the document is in its original form
2. The expiration of the document
3. Validity of the document
4. Identity verification
I-9 Verification Expiration

U.S. Citizens

Your I-9 Verification will stay valid for three years. After three years, if you are re-hired by the university, you will need to re-verify.

International Employees

If you are on an Academic Visa, your I-9 Verification will expire when your program end date ends. This is listed on your I-20 or DS-2019.

If you are not on an Academic Visa, your I-9 Verification will expire after three years.
Remote Employees

If you need to complete your I-9 Verification remotely, please reach out to the Employment Services Team at employmentservices@du.edu to receive the remote I-9 submission instructions.

Contact Information

For any other questions regarding your I-9 Verification, please reach out to our Employment Services Team at employmentservices@du.edu.

Location and hours available on the HR website at du.edu/human-resources.
THANK YOU