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 your employee is a returning employee and have completed an I-9 Verification with DU before, please reach out to our Employment Services Team or have the employee reach out, 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.)
Section 1 Instructions

Email from HireRight

Upon the passing of their background check, the employee will receive an I-9 Verification Request email from HireRight.

This email will include instructions on how to complete each step of their I-9 Verification and a link that will take them directly to their form.

I-9 Form – Section 1

The employee can complete this section on their own. You will assist with the completion of Section 2 in the two-part verification process.
In-Person Verification

On an employee’s first day, they will bring their identification documents and you will look over their documents for:

1. If the document is in its original form
2. The expiration of the document
3. Validity of the document
4. Identity verification
Completing Document Verification Remotely

Remote Process

For remote employees, you can complete this process over a video Zoom or Teams meeting by the employee’s first day.

1. Schedule a quick video meeting with your employee.

2. During the meeting, have the employee hold their document(s) to the camera and verify their documents to determine whether they reasonably appear to be genuine and relate to the employee.

3. Provide the employee with the *Employee Information and Action Items*. This list includes next steps to be completed by the employee on their My DU account.
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.
Document Verification

U.S. Passport

When verifying an employee’s U.S. Passport Card, please look for:
1. Document validity
2. Identity verification (match the photo to the person)
U.S. Passport Card

When verifying an employee’s U.S. Passport Card, please look for:

1. Document validity
2. Identity verification (match the photo to the person)
ID + SSC or Birth Certificate

When verifying an employee’s ID, the document options include:

1. A Driver’s License, State ID card, School ID card, Military ID card, or Native Tribal Document. Look for:
   1. Document Validity
   2. Identity Verification (match the photo to the person)

2. Verify the employee also has their original Social Security Card or 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 verifying an employee’s Permanent Resident Card, please look for:
1. Document validity
2. Identity verification (match the photo to the person)
Employment Authorization Document

When verifying an employee’s Employment Authorization Card, please look for:

1. Document validity
2. Identity verification (match the photo to the person)
International Passport + I-94 + Academic Visa

When verifying an employee’s International Passport, please look for:

1. Document validity
2. Identity verification (match the photo to the person)

The I-94 and Academic Visa do not need to be verified
U.S. Citizens

An employee’s I-9 Verification will stay valid for three years. After three years, if the employee is re-hired by the university, they will need to re-verify.

International Employees

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

If an international employee is not on an Academic Visa, their I-9 Verification will expire after three years.
Employee Information and Action Items

Provide Employee with Employee Information and Action Items – New Employee Checklist

The checklist details next steps for new employees, like setting up their direct deposit, emergency contacts, and tax forms.

The checklist will have all steps a new hire will need to take, including registering for orientation, completing their I-9 verification, etc.

Checklist can be found on HRIC website.
Verification Confirmation

After you have verified your employee’s identity and document validity, please reach out to the Employment Services Team at employmentservices@du.edu with the provided email template confirming this process has been complete.

Contact Information

For any other questions regarding your role as the supervisor in the I-9 Verification process, 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