

Federal I-9 Instructions

What is the Federal I-9 Form?

The Form I-9, officially the Employment Eligibility Verification form, is a United States Citizenship and Immigration Services form. Mandated by the Immigration Reform and Control Act of 1986, the I-9 form is used to verify the identity and legal authorization to work of all paid employees in the United States.

When does the I-9 have to be completed?

- Section 1 of the I-9 must be completed *prior to your 1st day of employment.*
- Section 2 must be completed *prior to and/or on your 1st day of employment.*

What are my next steps to complete my I-9?

- Once an offer has been extended and a start date has been established you will receive an
- email from HireRight to complete Section 1.
- Once you complete Section 1 of the I-9 form you can then present your documents (any documents from the list of acceptable documents provided) to the SEO or the HR office.
- Documents need to be unexpired.
- Documents must be presented on and/or before your start date and no appointment is required.

What do I need to do if I think I already have an I-9 on file?

If you have previously completed an I-9 or if you are not sure if you have already completed an I-9 you can contact SEO, Jessie Cotton at 252-737-4067 COTTONJ15@ECU.EDU or HR Joretta Chestnutt at 252-328-9995 MILLSJO16@ECU.EDU.

What do I do if my documents have been lost or stolen?

If your acceptable documents have been stolen or lost, you can provide a receipt showing that you have applied for a new document such as a driver's license, social security card or birth certificate. You will have 90 days to provide the actual document to the SEO or HR office.

Can I just email you copies or bring you copies of my documents to complete Section 2 of the I-9?

No, you cannot email copies of your documents or bring copies of your documents. We will need to see the originals of your documents and we will then make copies of your documents to complete Section 2 of your I-9.

How can I complete my I-9 if I am in another city or state?

The I-9 can be completed via notary (3rd party) for students that are not local. If using a notary, please keep in mind the notary is not actually notarizing the documents. The notary is only attesting that your documents are valid and completing section 2. The reason why we use notaries is because they are familiar with the form. A list of local institutions that can complete section 2 of the I-9 in your area can be accessed by going to <http://www.cupahr.org/I-9/index.aspx>

Other places that can complete Section 2 of the I-9 via notary are:

- Banks
- UPS offices
- Current/previous employers
- Other HR Representatives

Notary/HR Instructions for Offsite Electronic I-9 Completion

These instructions are intended for offsite (distance education) and out of city/state employees who are moving here and who cannot come to HR on or before their first day of employment to complete their I-9. These new hires can go to a notary/HR Representative in their city/state and have the notary/HR rep complete Section 2 of the I-9 form electronically.

Please note: When the notary views your original documents, and completes Section 2, they are acting as an authorized representative on behalf of ECU (not a notary).

Email Student Receives from HireRight:

Dear Student,

All new employees are required by federal law to complete Section 1 of an I-9 Employment Eligibility Form by the first day of work for pay. Employees may complete Section 1 of the I-9 Form at any time between acceptance of a job offer and the first day of work for pay. Please complete this form as soon as possible by going to the website listed below. Once there, enter the login and unique password (included below), and Sign in to complete and submit the I-9 Form.

Web Address:

<https://ows01.hireright.com/ac.html?key=E15453EFEACDCFD21E27AA182398A26D>

Login: [Student Email Address](#)

Password: 11111111 (a user-defined password will be established after login)

Our objective is to complete this process quickly. Please make every effort to accurately provide all of the requested information. If you have any questions in completing the online I-9 Form, please contact HireRight Customer Service. Customer Service is available 24 hours a day, 5 days a week beginning Sunday 5 p.m. through Friday 9 p.m. Pacific Time (GMT -8). You can call them at: (866) 521-6995 (within the U.S. and Canada) +1 (949) 428-5804 (outside the U.S. and Canada).

Federal I-9 Instructions

Below is an outline of the packets contents:

Part 1: Instructions for the new hire

Part 2: Instructions for the notary/HR rep on how to complete Section 2*

* In some cases, a notary may be needed to complete Section 3 of the I-9 Form for work authorization updates. If this is the case, please have the employee and notary call Joretta Mills 252-328-9995.

East Carolina University - Offsite New Hire

Part 1: Instructions for New Hire

1. Pull up the email from HireRight and click the link to access Section 1 on your I-9
 - a. If you do not see an email from HireRight, check your spam/junk folder
2. Follow the on-screen directions to complete Section 1 electronically
3. **Email I-9@ecu.edu with your notary/HR representative's full name and email address. The I-9 Coordinator will send your notary/HR rep an email with a link to access Section 2.**
 - a. **This email cannot be sent until you complete Section 1.**
 - b. **In addition, it may take up to two hours for HireRight to send the email to your notary/HR representative, so please email the I-9 inbox with your person's name and email address prior to going to their office.**
4. Please take the following items to the notary:
 - a. A copy of this document
 - b. The original document(s) you'll use to establish your identity and right to work (see the "List of Acceptable Documents" attachment from the email sent by the I-9 Coordinator)
 - i. Example: a passport OR a driver's license AND social security card
5. If you have any issues completing Section 2 with the notary or HR rep, please call me (Joretta Chestnutt) at 252-328-9995. If I am out of my office, please call 252-328-9823 and ask for Tamika Nixon. Please let them know you'd like electronic I-9 notary assistance.

Part 2: Instructions for the Notary/HR Rep

We are asking you to act as our authorized representative on behalf of ECU to examine the employment and identification documents for a new East Carolina University (Greenville, NC) employee. Because U.S. Citizenship and Immigration Services (USCIS) requires us to verify the eligibility of our employees to work in the U.S., we are asking you to serve as our representative by examining the new hire's documentation and signing the I-9 following the steps below:

1. You'll receive an automated email for HireRight with a link to access Section 2 of the employee's I-9. Click on that link and log in to review Section 1 and complete Section 2.
2. Examine the employee's Section 2 documents. The employee can present either:
 - a. Any one* document from List A **or**
 - b. Two documents, one from List B (identity) **and** one from List C (work eligibility). North Carolina is an e-verify state, so the List B document must include a photograph
 - c. These documents must be originals. Faxes, photocopies, and laminated social security card are unacceptable documents.
 - d. An example of a List A document is a passport. An example of a List B document is a driver's license. An example of a List C document is a social security card.
3. Using the documents presented, follow the on-screen instructions to complete Section 2.
4. Complete the Certification section of the I-9 to sign electronically.
 - a. If not pre-populated, please use ECU HR's address in the "Business Address" section – 210 E. 1st Street – Greenville, NC 27858

*In some cases, an employee's citizenship status may require more than one List A document. If this is the case, please call 252-328-9823 for assistance.

If you have any issues completing Section 2, please call me (Joretta Chestnutt) at 252-328-9995. If I am out of my office, please call 252-328-9823 and ask for Tamika Nixon. Please let them know you'd like electronic I-9 notary assistance.

Click here to see the list of Acceptable Documents for Section 2 I-9 - <https://www.sewanee.edu/media/offices/human-resources/pdf/I-9-List-of-Acceptable-Documents.pdf>