

## 1. What is an I-9?

In 1986 – Congress passed the Immigration Reform and Control Act (IRCA). To comply with this regulation employees must complete a Form I-9. The Form I-9 verifies the identity and employment eligibility of individuals hired for employment in the United States after November 6, 1986. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States.

## 2. What is E-Verify?

E-Verify compares the information on the I-9 form to records available within the U.S. Department of Homeland Security and Social Security Administration. This electronic verification confirms the employee's identity as well as the person's eligibility to work in the United States. On November 14, 2008, the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council issued a final rule amending the Federal Acquisition Regulation (FAR). The regulation requires contractors with a federal contract that contains a FAR E-Verify clause ([FAR 52.222-54](#)) to use E-Verify.

## 3. What are the benefits of E-Verify?

- Reduces unauthorized employment
- Improves the accuracy of wage and tax reporting
- The system includes data to confirm the citizenship status of naturalized U.S. citizens
- The system includes a Photo Screening Tool to detect identify theft

## 4. Is an I-9 required for nonpaid individuals? They do not receive anything.

No form I-9 is required if no remuneration of any kind is received in exchange for their services or labor.

## 5. What are the I-9 deadlines?

- Section 1 must be filled out by the employee on or before the person's start date.
- Section 2 must be filled out by the employer by the third day after the employee's start date.

If the employee is not verified by the third date that individual cannot be allowed to continue working until the employee provides documentation. Once the I-9 is completed the employee can begin work. If an I-9 is signed later than 3 days past the start day the employer must give a detailed explanation within the I-9 comments section.

- Employees hired prior to November 6, 1986 are **not** subject to the E-Verify process.



- For example: an employee's first day of work is on Monday, the employee completes Section 1. By Thursday, the employer has to complete Section 2.



## 6. What are the E-Verify Deadlines?

The department must initiate the E-Verify process for employees assigned to the contract as follows:

- Employees currently at UMD and assigned to a **new** E-Verify contract must be E-verified within 90 days of UMD's receipt of the fully-executed contract.
- Employees currently at UMD and newly assigned to an **existing** E-Verify contract must be E-Verified within 30 days of assignment to the contract.
- Employees who are new to UMD and assigned to an E-Verify contract must be E-Verified within 3 business days of being hired by UMD.

Note: Employees hired prior to November 6, 1986 are **not** subject to the E-Verify process.



### 7. What documents can I use on my I-9?

You can present one document listed in List A **OR** a combination of one document from List B **AND** one document from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		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		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status 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.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
	7. U.S. Coast Guard Merchant Mariner Card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)		
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	<b>For persons under age 18 who are unable to present a document listed above:</b>		8. Employment authorization document issued by the Department of Homeland Security	
	8. Native American tribal document	8. School record or report card		
	9. Driver's license issued by a Canadian government authority	11. Clinic, doctor, or hospital record		
	10. School record or report card	12. Day-care or nursery school record		

### 8. Why are we automating the I-9/E-Verify system?

Currently, the campus's I-9 process is a decentralized paper process with a separate centralized E-Verify process. The purpose of I-9 Complete is to transform and combine the current manual I-9 process along with the E-Verify process into one electronic solution. With an automated employment verification process, the university can ensure compliance, timeliness, and accuracy of completing these mandatory employment forms. It will also eliminate the need for paper storage of sensitive employee documentation across campus.

**9. What is the system that the University of Maryland decided on with the automated process?**

The University of Maryland, College Park will be using the I-9 Complete System operated by *Tracker Corp.*

**10. What are the advantages of an automated I-9/E-Verify system?**

- Consistent compliance of I-9 and E-Verify documentation with the assistance of on-line help resources and system edits.
- Campus-wide monitoring of I-9 and E-Verify compliance to ensure timely completion of forms.
- Maintains compliance by tracking document expirations and re-verification requirements.
- Maintains I-9s and E-Verify information in a central database so that the documents associate with employees even when their appointments move to other units.
- Eliminating paper I-9s, as well as paper copies of sensitive documents from all over campus.
- I-9 information can be easily shared with the E-Verify process to eliminate duplicate document processing.

**11. How can I ensure my information on *Tracker* will be secure?**

*Tracker* has implemented a strong, multi-level physical security where data is secured in Tier III data centers. These centers secure nightly backups and redundant systems to protect data in the event of a disaster. In addition to that, physical access is strictly monitored by guards, silent alarms, and video monitoring. All data and backups are encrypted. *Tracker* also has intrusion detection systems (IDS) where they detect suspicious activity and alert operations personnel, which is monitored 24/7. Finally, *Tracker* has also implemented security measures to ensure privacy from prying eyes where sensitive information can be masked (social security numbers, birth dates, etc.).

**12. When will the automated I-9/E-Verify system be implemented?**

Starting June 2015 one of the academic colleges will pilot the system. The full campus implementation is anticipated for fall 2015.

**13. How do I know if I have a remote hire?**

Remote hires are University of Maryland employees that do not work on campus. They are employees who work for the University but are located out of state and even sometimes out of the country.



#### **14. Who do I need to reverify?**

Only non U.S. citizens whose employment authorization or employment authorization documents are expiring will need to be reverified. In addition to that only List A and C documents are able to reverified.

#### **Do not reverify:**

- U.S. Citizens
- Lawful Permanent Residents (LPRs) who presented a Permanent Resident Card (Form I-551) in Section 2
- List B documents

#### **15. How do I know if I need to complete a new I-9 for a rehire?**

If you search for the employee in I-9 Complete and no record is retrieved, then that person will need a new I-9. If their record is retrieved then you will need to complete Section 3 on their Form I-9 to rehire the employee.

#### **16. If I have an existing employee (prior to the implementation of I-9 Complete) that needs to be e-verified because they are now paid off a federal contractor. Do they need to create a new I-9?**

Yes, if someone is switching to a federal contract and needs to be e-verified you will need to complete a new electronic I-9 for them in I-9 Complete.

#### **17. Does the system send you email notifications?**

Yes, we currently have email notifications that will remind you to complete forms in the following instances:

- Section 1 needs to be completed
- Section 1 has been completed
- Section 2 needs to be completed
- Reverification is due
- E-Verify needs to be submitted
- E-Verify Action is required
- E-Verify Cases need to be closed
- Section 2 Remote Access Completed
- Section 2 Remotes Access Declined



**18. What do I do when I have an alien authorized to work who received their permanent social security number?**

After you receive the permanent social security number for an employee who is an alien authorized to work, you can simply enter their permanent number into e-verify and then submit the case.

**19. What should I do if an employee presents a Social Security card marked “NOT VALID FOR EMPLOYMENT,” but states that he or she is now authorized to work?**

You should ask the employee to provide another document to establish his or her employment authorization, since such Social Security cards do not establish this and are not acceptable documents for Form I-9. Such an employee should go to the local SSA office with proof of his or her lawful employment status to be issued a Social Security card without employment restrictions.

**20. What are the types of file formats you can use to upload the required documents that need to be retained with the I-9?**

GIF, JPG, or PDF format

**21. For the documents that need to be retained (U.S. Passport, U.S. Passport Card, Permanent Resident Card, and Employment Authorization Document) do I need to upload a copy of both the front and back of the document?**

Yes, please make sure you have retained and uploaded **both** the front and backside of the document.

**22. When using the Permanent Resident Card is the A-Number/USCIS # (provided in Section 1) the same number as the Document # (provided in Section 2)?**

No, The A-Number/USCIS # is found on the front of the card and on the first line on the reverse of the card. The document number is found on the back of the card, also on the first line **after** the USCIS number. The document number starts with three letters followed by 10 digits. Below is an image where the numbers are located, **blue** is the A-Number/USCIS # and the **red** is the Document #.



**23. Who do I contact if I have more questions about the I-9 Complete system?**

You can contact Lauren Hunt at 301-405-5683 or by email [huntl@umd.edu](mailto:huntl@umd.edu) or Kim Colbert at 301-405-5664 or by email [kcolbert@umd.edu](mailto:kcolbert@umd.edu).

**24. Where can I go if I want more information on I-9s and E-Verify?**

For more information on I-9s and E-Verify you can contact the U.S. Citizenship and Immigration Services (USCIS) by going to their website: <http://www.uscis.gov/> or by calling them at 1-800-375-5283.