Reverification Checklist

Introduction

Reverification is required when an employee’s employment authorization expires. Reverification must be completed in Section 3 of the Form I-9. Employees must NOT be allowed to work if the Reverification is not completed. The I-9 creator should NOT complete Reverification for the following:

- U.S. Citizens
- Lawful Permanent Residents
- Non-Citizen Nationals

Dashboard

- Search for the employee in the Tracker I-9 Complete system.
- Click the “Reverification Due” button on the Employee Profile.

Section 3

- Click on “Create New Section 3”.
- The employee must provide the I-9 creator with an acceptable document from List A or C.
- Under Part B (Employment Verification Documents) enter the following:
  - Document Type
  - Document Number
  - Expiration Date
- Click “I Agree” in Part E (Employer Electronic Verification)
- Click “Sign Form I-9 Electronically”