Reverification Checklist

Introduction

If an employee’s work authorization or work authorization documents are expiring they will need to be reverified. Reverification can be completed under Part B of Section 3 in the Form I-9. You should **NOT** complete Reverification for the following:

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

Dashboard

- Click on the form number listed under “Reverification Due” on the summary tab from your dashboard.
- Click on the employee’s name listed under the employee I-9 Records.

Employee Profile

- Click on “Reverification Due” from their Form I-9 Record Summary listed in the Employee Profile.

Section 3

- Click on “Create New Section 3”
- 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”

https://uhr.umd.edu/i9