
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:

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| <ul style="list-style-type: none">✓ U.S. Citizens✓ Lawful Permanent Residents✓ Non-Citizen Nationals |
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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"