

# Things to Remember When Certifying the I-9 Form

1. Ensure you are using the most recent version.
  - The top right corner of the form should list “Expiries 10/31/2022”



**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

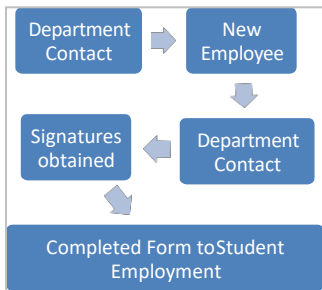
**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 10/31/2022

- The bottom left corner of the form the date should indicate “10/21/2019”.

Form I-9 10/21/2019

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2. There are now **two** options in completing the I-9 Form:
  - The form can be completed electronically by the new employee and the certifier and then printed for signature.
    - This option is *highly recommended* by the Student Employment Office. The form is pdf fillable and there is an ability to save and start over if needed.
  - The form can also be printed and then completed on standard whitepaper.
  - Here is an example of how to use the electronic I-9 in your department’s hiring process:



- The department contact can save the blank form to their desktop and send to their new student employee after the offer has been accepted for the position.
- Once the student employee completes section one, the form can be saved and emailed back to the Department contact.
- On their first day of work, the new student employee presents their documents to the certifier; the certifier completes sections 2 & 3 electronically.
- Then the form can be printed and signed by both the new employee and certifier

3. In Section 1, the new employee should notate “**N/A**” for any box that is not applicable (i.e.: “other last names used” and “apt. number”)
  - Please remember, only the **employee** can make corrections to this section

Section 1. Employee Information and Attestation <small>(Employees must complete and sign Section 1 of Form I-9 no later than the <b>first day of employment</b>, but not before accepting a job offer.)</small>					
Last Name <small>(Family Name)</small> ? Doe	First Name <small>(Given Name)</small> ? Jane	Middle Initial ? B	Other Last Names Used <small>(if any)</small> ? N/A		
Address <small>(Street Number and Name)</small> ? 1234 Sesame Street		Apt. Number ? N/A	City or Town ? Hollywood	State ? CA	ZIP Code ? 54321

4. Also, in Section 1, the Preparer and/or Translator Certification box **must** be checked by the employee; it cannot be left blank

<b>Preparer and/or Translator Certification (check one):</b> ?	
<input type="checkbox"/> I did not use a preparer or translator.	<input type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
<small>(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)</small>	

5. In Section 2, prior to your review of the documents, as the certifier, please ensure the “**Employee Info from Section 1**” is complete

## Things to Remember When Certifying the I-9 Form

- If the form is completed electronically, this section will be auto populated from Section 1
- If the form is completed by hand, please remember to enter the info exactly as indicated in Section 1 and indicate numerically (1, 2, 3, or 4) the selection made by the employee in section 1 for “Citizenship/Immigration Status”

### Section 2. Employer or Authorized Representative Review and Verification

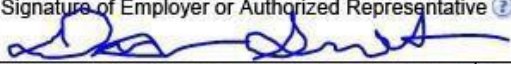
*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

<b>Employee Info from Section 1</b>	Last Name (Family Name) Doe	First Name (Given Name) Jane	M.I. B	Citizenship/Immigration Status 1
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6. Also, in Section 2, please remember to indicate the employee's **actual first day of employment**. Generally, this date would be the same as the first day of the pay period, but when it is not please indicate the first day the employee physically begins work.

**The employee's first day of employment (mm/dd/yyyy):** \_\_\_\_\_ *(See instructions for exemptions)*

- **Please Note:** I-9 forms should be forwarded to the Student Employment Office by the completion of the **first or second business day** of employment. This practice ensures that the internet-based system, E-Verify, is accessed and the verification process is complete within the three-business day requirement.
7. Lastly, in Section 2, please remember to complete the following:
- Employer's Business Name as: Old Dominion University
  - Address as: 5115 Hampton Blvd, Norfolk, VA 23529 (not your physical campus address)
  - Your Name & Title as the Certifier

Signature of Employer or Authorized Representative 	Today's Date (mm/dd/yyyy) 02/24/2017	Title of Employer or Authorized Representative Senior Accountant
Last Name of Employer or Authorized Representative Smith	First Name of Employer or Authorized Representative Daniel	Employer's Business or Organization Name Old Dominion University
Employer's Business or Organization Address (Street Number and Name) 5115 Hampton Blvd	City or Town Norfolk	State VA      ZIP Code 23529

Here are some other helpful tips to remember when completing the I-9 Form:

- Only use blue or black ink
- Do not use whiteout or correction tape on the Form
  - If an error is made by the employee, please have them cross out the error using one line and initial and date the correction
  - If an error is made by the certifier, please cross out the error using one line and initial and date the correction
- Always enter the current date the I-9 is being completed, never back date the I-9 for any reason

If you have any additional questions or need assistance concerning I-9 Completion for student employees; please contact Jamaler Cooper at [j2cooper@odu.edu](mailto:j2cooper@odu.edu) or 683-3037 or Brenda Woodhouse at [bbblount@odu.edu](mailto:bbblount@odu.edu) or 683-5399.