



# Department of Human Resources

- It is unlawful to knowingly hire, recruit, or refer for a fee an unauthorized alien.
- Employers are responsible for ensuring the completion of the I-9.
- Employers must verify the employment eligibility and identity of all employees

An Employment Eligibility Verification Form (I-9) must be completed by all new employees. The Departments listed below are responsible for certifying I-9 forms for the following employee types:

Full-time Teaching and  
Research Faculty

Academic Affairs

Adjunct Faculty

Academic Affairs or  
Authorized  
Departments

Academic Affairs  
Support Staff (4031)

Academic Affairs or  
Authorized  
Departments

An Employment Eligibility Verification Form (I-9) must be completed by all new employees. The Departments listed below are responsible for certifying I-9 forms for the following employee types:

Non-Instructional Part Time  
Faculty

Human Resources

Faculty Administrators

Human Resources

Classified and hourly staff

Human Resources

Student Workers and  
Graduate Assistants

Student Employment or  
Authorized Departments



I-9s must be maintained separately from official personnel files and access to these files should be limited. The Departments listed below are responsible for file maintenance of I-9 forms for the following employee types:

Faculty Administrators

Human Resources

Full-time Teaching and  
Research Faculty  
Affairs

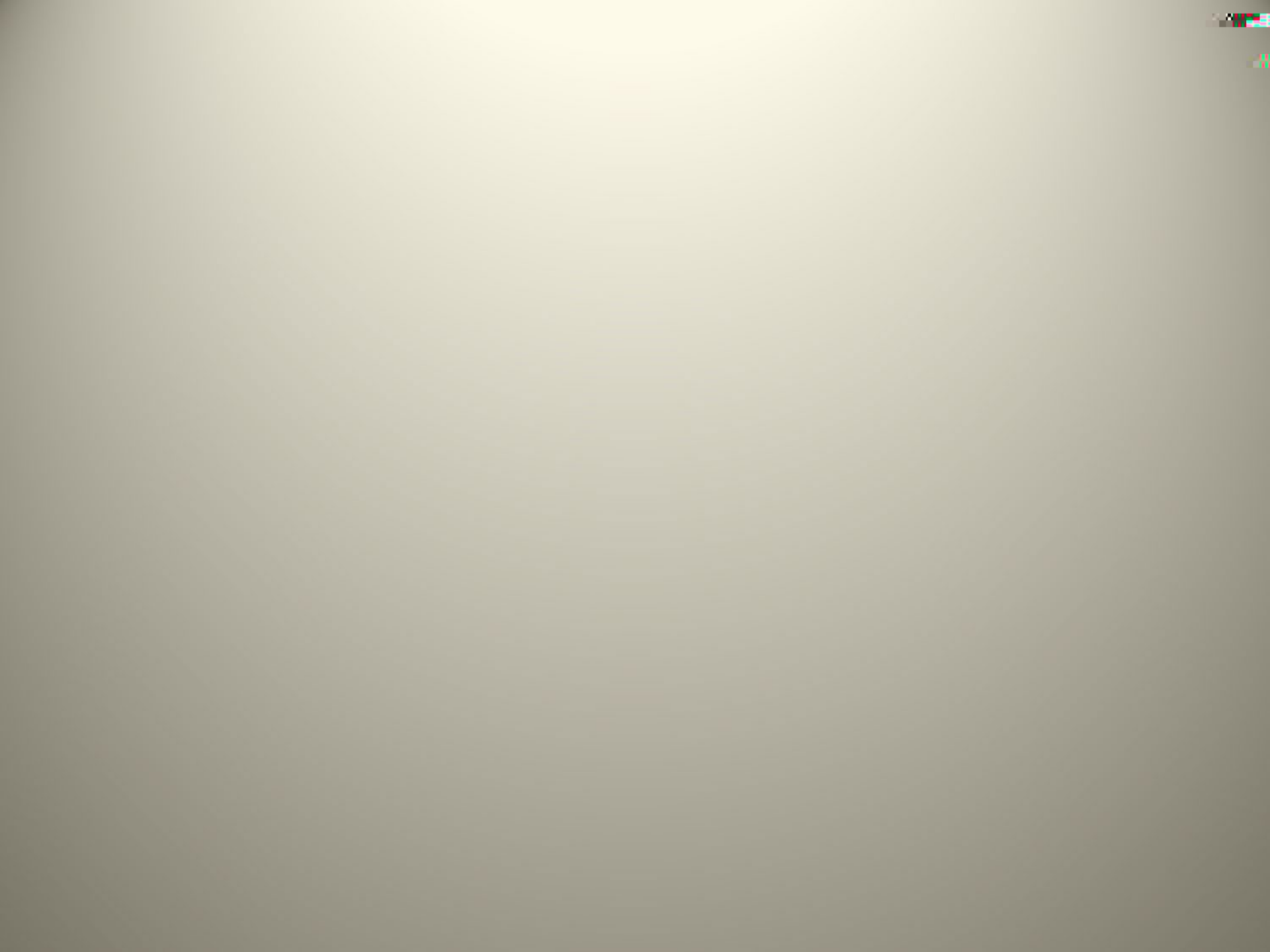
Human Resources

Adjunct Faculty

Academic Affairs

Academic Affairs  
Support Staff (4031)

Academic Affairs

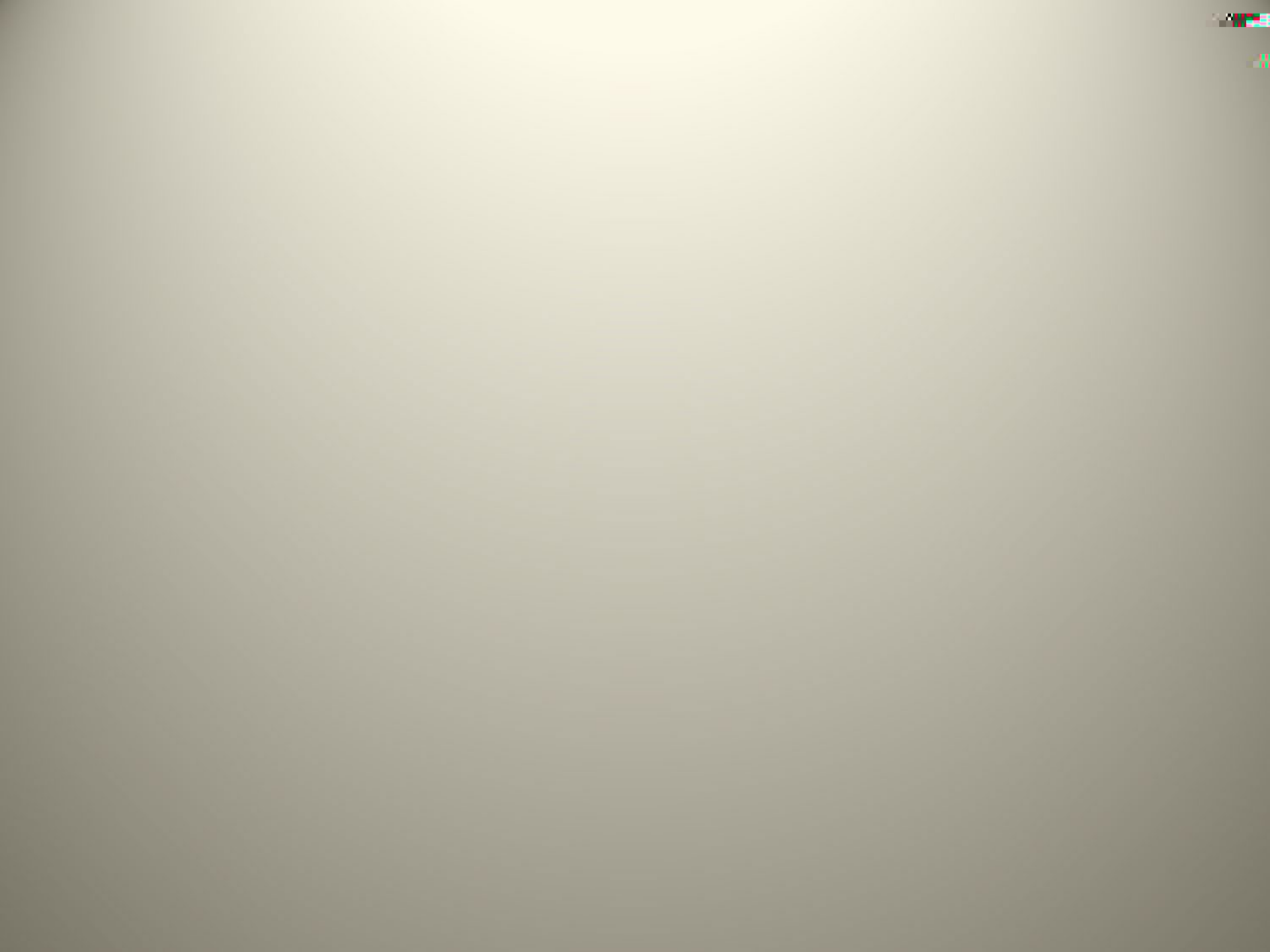


Visa & Immigration Service Advising retains the original I-9s for all international Faculty, Staff, and Students, and sends copies to the departments listed on the previous slides for their assigned employee types for secondary record maintenance.



Make sure you are using the most recent versions (Rev. 8/1/23). The 8/1/23 form can be found on the ODU Human Resources Web site:

- Employee must complete this section by the end of his first day of work.
- Supplement A, Preparer and/or Translator Certification must be completed by any preparer and/or translator who assists an employee in completing section 1.
- The preparer and/or translator must enter the employee's name in the spaces provided at the top of the supplement A form. Each preparer or translator must complete, sign and date a separate certification area.



- List A includes all documents that establish both the employee's identity and employment eligibility. List A documents include:
  - Unexpired U.S. passport
  - Unexpired foreign passport with I-551 stamp
  - Permanent resident card
  - Unexpired employment authorization document which includes a photograph (Form I-766)

Again,

If the employee does not have a list A document , then they must show two documents, one from list B and one from list C.

- All documents must be unexpired.
- Examples of the combination of the two documents include:
  - Virginia driver's license and social security card that does not have a notation at the top requiring DHS work authorization
  - Military dependent's ID card and U.S. birth born abroad certification
- Documents from list B must contain a photo (which is clearly identifiable)

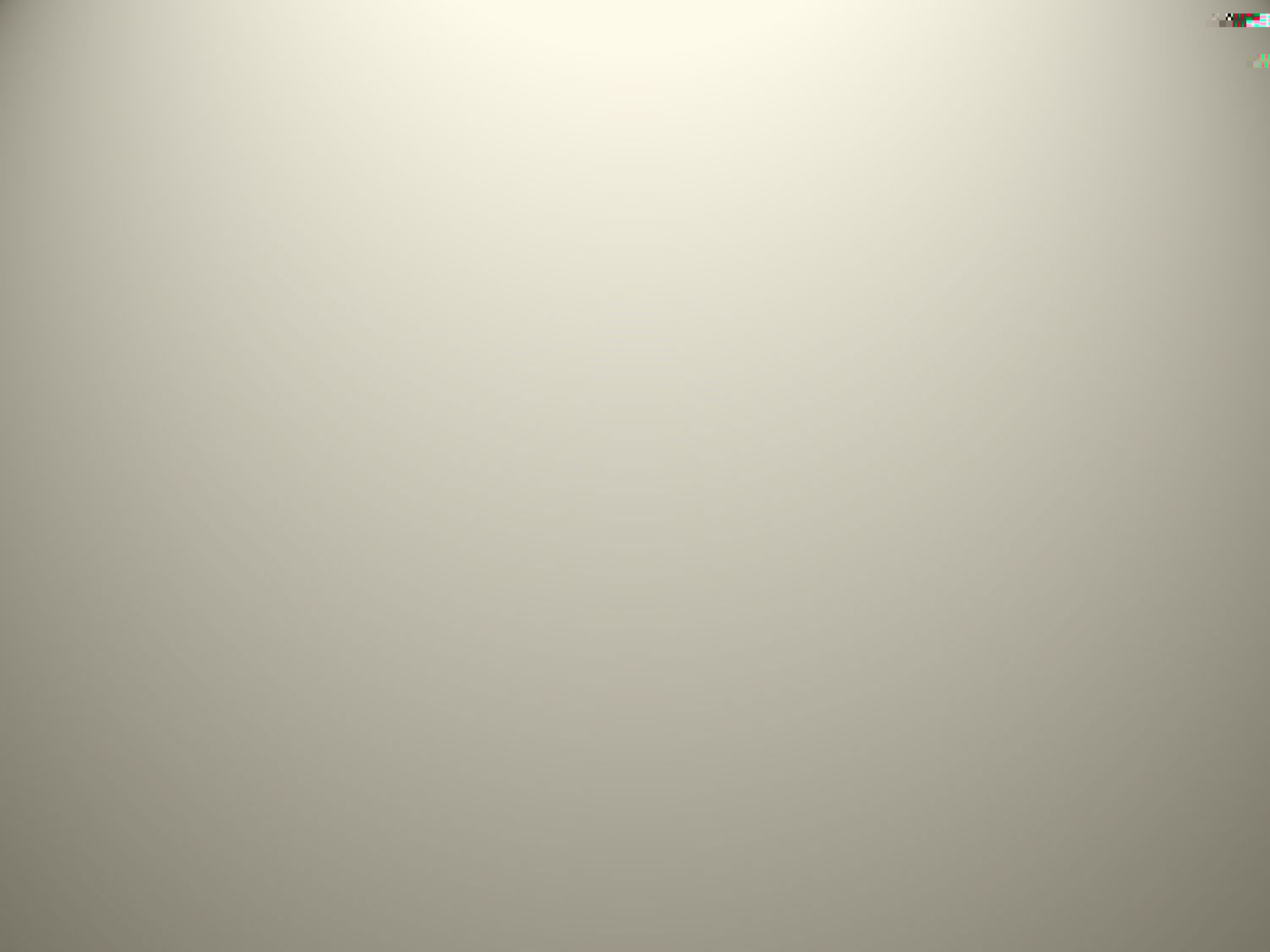
- Employers must accept documents if they reasonably appear to be genuine, and to relate to the presenting individual.
- If a document appears questionable, the employer should ask for another document. If the employee cannot produce a document that appears genuine, he/she should be discharged.
- If an employee initially presents a “false” document, then receives proper documentation, the employer is not required to discharge the employee. However, the employer aggC6 (i)1.4 (ng )18o7/ (doc)-2mt7 (e

- Don't accept laminated social security cards if they read "not valid if laminated" on the back.
- Don't accept photocopies of documents, except for a certified copy of a birth certificate.

- Receipts can be accepted for lost, stolen, or damaged documents only.
- If the employee cannot provide the document necessary for Section 2, the employee can present a receipt showing that the employee applied for the proper document.
  - You will enter the word “Receipt” followed by the title of the receipt in Section 2 under the list that relates to the receipt.
- “Receipt rule” does not apply to expired documents!
- The employee must present the replacement document within 90 days of the first day of work.
- Exceptions:
  - I-94 with a picture and an unexpired I-551 stamp (for Permanent Residents)
  - I-94 with a unexpired refugee admission stamp



- Federal and state guidelines state that “employers photocopy the employee’s verifying documents and retain the copy with the I-9 form”.



**Employee  
completes  
personal  
information**

**Employees  
checks  
appropriate  
box for work  
eligibility  
and fills in  
other  
information,  
if applicable**



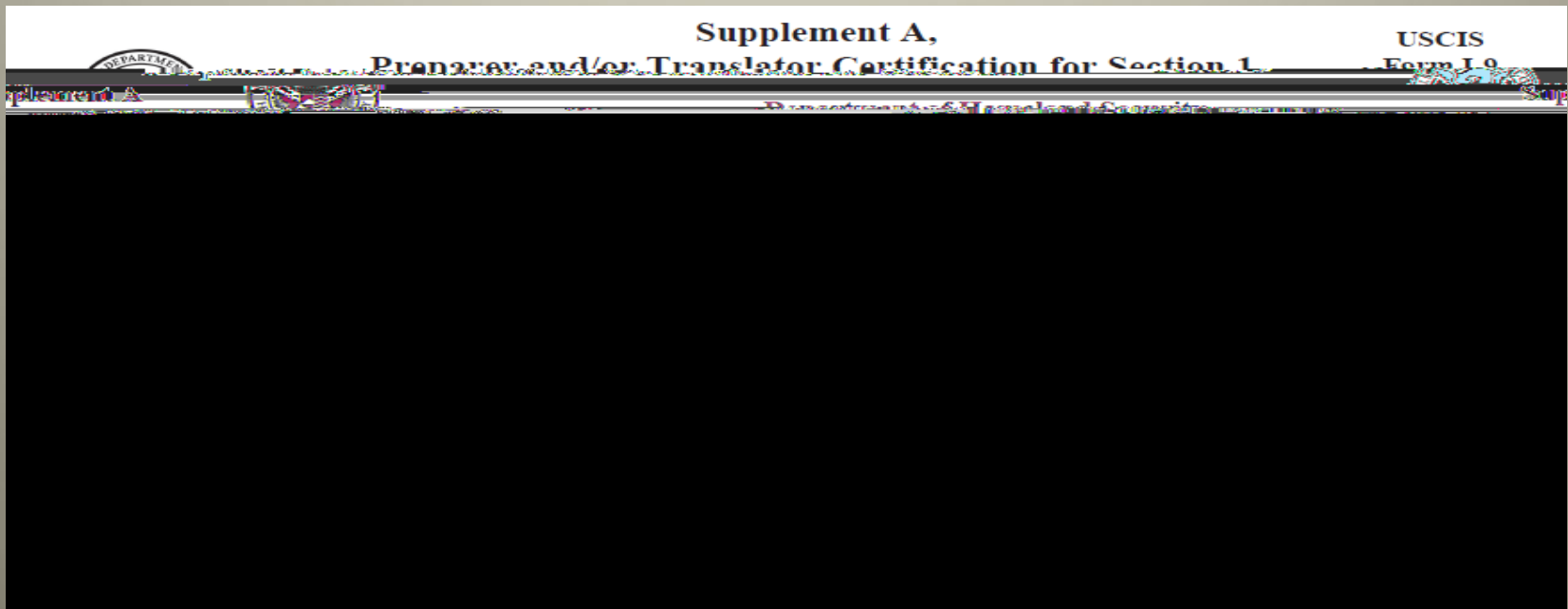
**Employee  
reads, signs and  
dates. If  
completed  
electronically,  
the employee  
must print, sign  
and date**



A \_\_\_\_\_ may complete Section 1 for the employee if the employee is physically impaired or otherwise unable to complete Section 1 without assistance.

If a preparer and/or translator assisted in completing Section 1, that person **MUST** complete the Preparer and/or Translator Certification on page 3.

The employee must still sign and date the I-9.



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Section 2: Employer Review and Verification. Review on the basis of original or reproducible copies of the following documents. Document each document reviewed, and must physically examine, or examine consistent with an alternative procedure, from List A OR a combination of documentation from List B and List C. Enter any additional information on the back of this form.

business days after the employee's first day of employment, authorized by the Secretary of DHS; documentation must be in the original or reproducible copy format.

List A \_\_\_\_\_ OR \_\_\_\_\_ List B \_\_\_\_\_ AND \_\_\_\_\_ List C \_\_\_\_\_

Document Title	List A	List B	List C
Issuing Authority			
Document Number (if any)			
Expiration Date (if any)			

Document Title (if any)

Issuing Authority

Document Number (if any)

Expiration Date (if any)

Document Title (if any)

Issuing Authority

Document Number (if any)

**Record one document from List A  
OR one each from List B and C, not  
 documents from all three.**

List A includes documents that verify both identity and employment eligibility.

If a document from List A is provided, no other documents are needed.

LIST A	
Documents that Establish Both Identity and Employment Authorization	
Foreign passport on U.S. passport cover	1.
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2.
Temporary I-551 stamp on temporary I-551 printed notation on a machine-readable immigrant visa	3.
4. Employment Authorization Document	
5. For an individual temporarily authorized use	5.
	a. Foreign passport; and
	b. Form I-94 or Form I-94A that has the following:
	(1) The same name as the passport; and

If the employee is a

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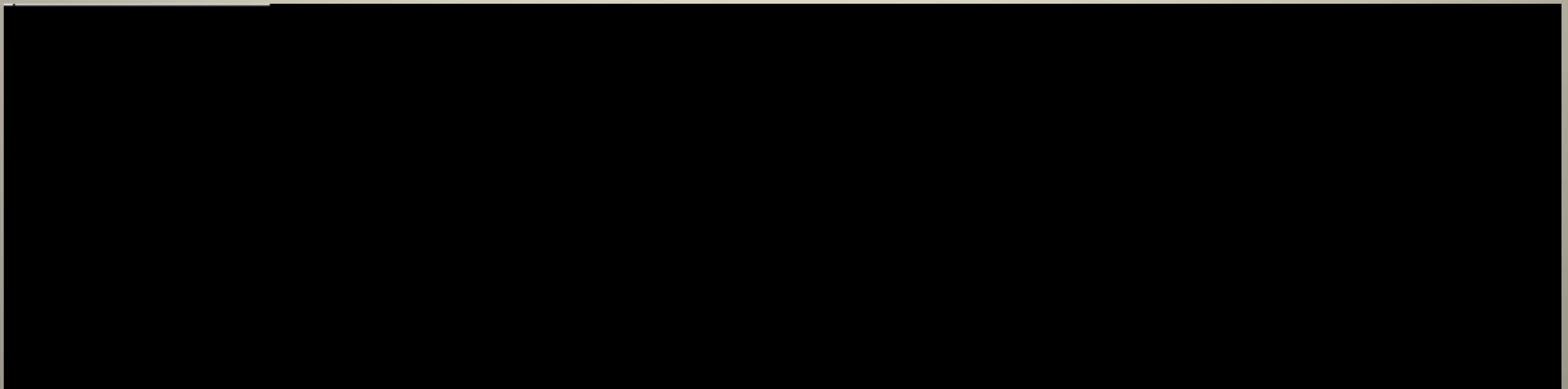


This section must be completed, signed and dated by the ODU Representative that verified the employee's documentation.

Be sure to fill in the date employee physically began working, complete business name (Old Dominion University) and address (5115 Hampton Blvd., Norfolk, VA 23529) and the name and title of the ODU Representative certifying the form.

**Read, fill in the information (including the date employee physically began working) in the certification section, sign and date.**

**If the form was completed electronically, print, sign and date.**



If an employee's name has changed, the employee must submit a copy of a new Social Security Card to the appropriate ODU department maintaining his/her I-9.

NOTE: A copy of the new social security card must also be sent to Student Employment/Human Resources so that the employee's personnel records can be changed to the new name.

The ODU department maintaining the employee's form will complete

If an employee is rehired within three years of the date his/her original I-9 Form was completed, the original I-9 Form is unexpired, the Supplement B Reverification and Rehire form may be completed.

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If an employee moves from one employment type to another (i.e. a student employee moves to an hourly employee position), a copy of the original I-9 should be obtained by the department processing the employment type change. It should be noted in the “additional information box” that the original was certified when the employee was hired in his/her previous position.

An old version of the I-9 form is used (prior to 7/31/26).

The I-9 form is filled out using pencil or ink other than blue or black.

Signature, date and Sections II (except for the business address) and Supplement B Reverification/Rehire form are typed.

The I-9 form is a fax or copy.

Any applicable portion of Section 1 is left blank

- address is not their home address (i.e. work address )

- no date of birth

- no social security number

- not checking off the work authorization box

- not entering USCIS A-Number or Admission numbers when needed

Lack of issuing authority, document # or expiration dates, when needed

List B filled in only or List C filled in only  
(Remember, it must be B + C)

Lack of date employee began work

Lack of signature, printed name, title,  
business/organization name, and date the employer  
signs

- For I-9s that an employer finds to be lost, destroyed, or non-compliant, do one of the following:
  - (1) Create new, correct I-9 Forms for each affected employee and attach to old I-9 Forms
- OR
- (2) Make corrections on the originally non-compliant I-9 Form.
    - Make correction(s) by crossing out with a line, then date and initial. Do not use white out. Do not obliterate.
  - Always enter the \_\_\_\_\_ date the I-9 is being completed by the employee and the authorized representative. \_\_\_\_\_



- I-9 forms must be made available upon request from the U.S. Immigration and Customs Enforcement, the Department of Labor, or the Justice Department's Office of Special Counsel for Unfair Immigration-Related Employment Practices. They must also be made available to Auditors for the Commonwealth of Virginia or Old Dominion University.
- The officer who inspects will provide the employer with at least three days notice.
- The employer may request an extension of time to produce his I-9 forms.
- The employer should not expect the officer to produce a warrant or subpoena before inspection.
- NOTE – The Department of Human Resources will conduct audits of departments maintaining I-9s on a quarterly basis.



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- ODU Policy 6027 – Employment Eligibility and Verification: [www.odu.edu/ao/polnproc](http://www.odu.edu/ao/polnproc)
- Additional instructions and examples of documents can be found in the U.S. Department of Homeland Security Handbook for Employers at their Web site: <http://www.uscis.gov/files/form/m-274.pdf>



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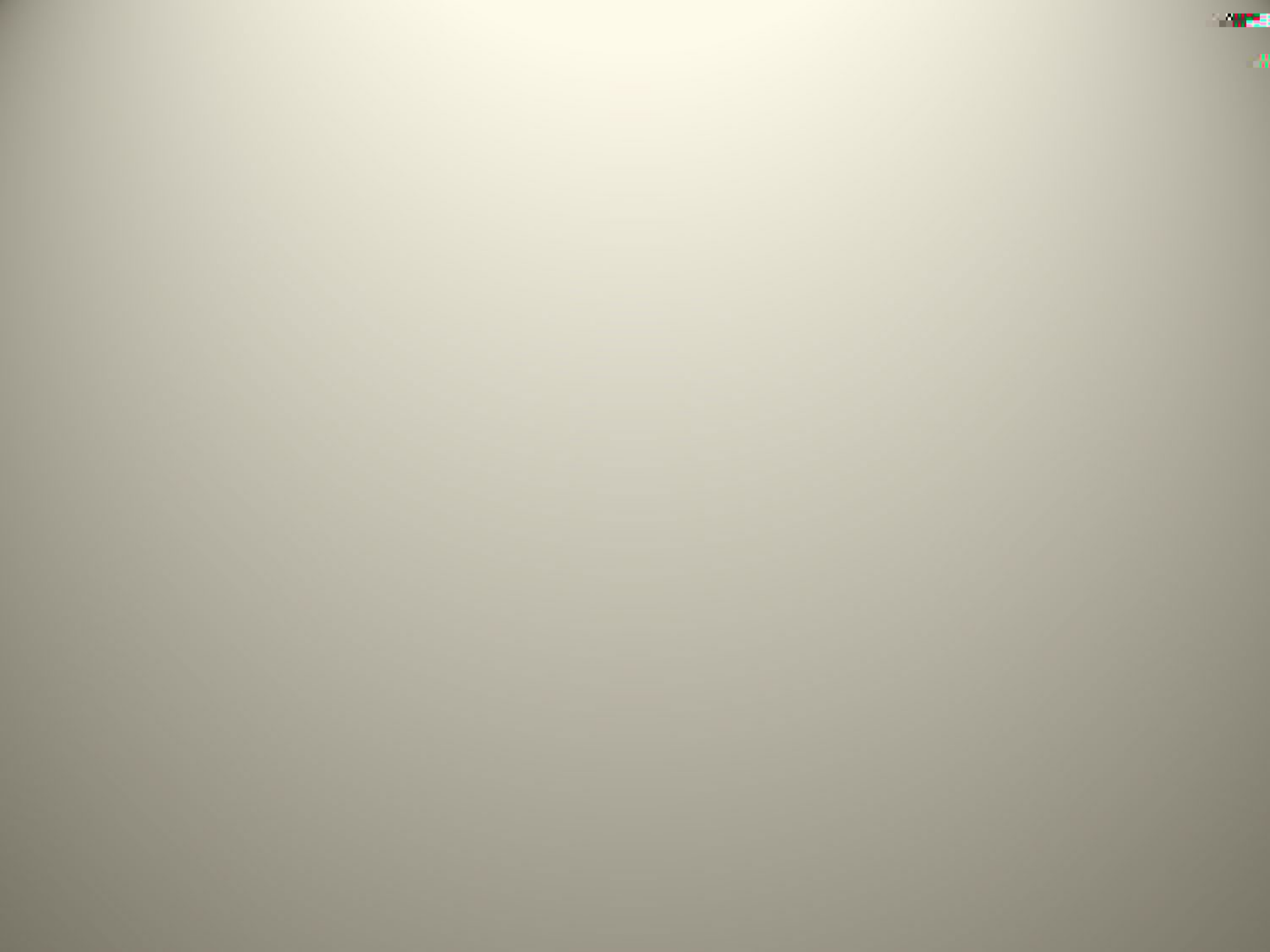
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Parts of this presentation were adapted from materials provided by the U.S. Citizenship and Immigration Services, the Human Resources Department of James Madison University and the College of William and Mary/Kaufman and Canoes Attorneys and Counselors at Law (Heather A. Mullen, Esq. and Readlyn Mendoza, Esq.)

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Department of Human Resources  
Old Dominion University