How to Complete Form I-9 Employment Eligibility Verification via Employee Self-Service

Federal law requires that U.S. Employers confirm their employees’ identity and employment authorization to work in the United States. This process guides employees and administrators through an online completion method. There is also a paper Form I-9 available for completion.

Additional Resources:
- 0310.10 Form I-9 and E-Verify
- How to Complete Form I-9 with Examples
- Fillable Form I-9.pdf

Step by Step Guide

There are 2 parts to this online process:

1. Part 1 involves filling out the I-9 form which can be via Employee Self-Service, (follow instructions below).
2. Part 2 involves having a trained campus representative review allowable forms of identification and sign off on them. Please work with your manager to follow the campus’ practice for completing this second step.

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Part 1 Complete Section 1 of Form I-9

General Instructions

Employees (or preparers/translators) use this page to complete and submit the Section 1 information of the Form I-9 for the employee. Employees can complete and submit more than one Form I-9 but cannot modify the Form I-9 after submission and can view the most recent submission only.

Fields and links on this page are editable only when you are entering or completing a Form I-9. If the Form I-9 has been submitted via MaineStreet, this displays Select button that you select to open up the fields and complete a new form.

Note: The information you enter on this page is for I-9 purposes only and does not update other HR data stored in the system. Comparative reports will be run to identify discrepancies in addresses, DOB and SSN. In some cases, you may be required to resubmit corrected information.

Instructions Click this button to open a new browser window that contains a PDF of the instructions for completing the Form I-9.
Start Over Click this button to clear all the fields on this page and start over.
Select Select this button to enable the page for data entry and submit a new Form I-9. This button is available when you have already submitted I-9 verification data.

Section 1. Employee Information And Attestation

Personal Demographics

Use this section to enter your name, address, birth date, U.S. social security number, and contact information.

Other Names Used (if any) Enter the maiden or other names, if applicable. When more than one name exists, separate the names by a semicolon (;).
Employee’s E-mail Address and Employee’s Telephone Number Enter the appropriate contact information.

Citizenship Status

I attest, under penalty of perjury, that I am (check one of the following) Select the option for your eligibility type. You must select one of the options and provide any additional data that is associated with the selected option. Options are:

1. A citizen of the United States: Select this option if you are a citizen of the United States.
2. A noncitizen national of the United States (See Instructions): Select this option if you are an individual born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
3. A lawful permanent resident: This specific immigration status describes an individual who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. This term includes conditional residents. Asylees
and refugees should not select this status, but should instead select “An alien authorized to work.” Employees who select this box should enter their seven- to nine-digit Alien Registration Number (A-Number) or USCIS Number in the space provided. The USCIS Number is the same as the A-Number without the “A” prefix.

- **Alien Registration Number/USCIS Number** Enter your lawful Permanent Resident alien number or USCIS number. This field is mandatory if you select the option stating that you are a lawful permanent resident.
- **until (expiration date, if applicable, mm/dd/yyyy) (month/day/year)** Enter the date until which you are authorized to work. Note: There are certain types of aliens having work authorization that do not expire - e.g. refugees or asylees. Therefore, if the expiration date does not apply, leave this field blank.

4. **An alien authorized to work:** An individual who is not a citizen or national of the United States, or a lawful permanent resident, but is authorized to work in the United States. For example, asylees, refugees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau should select this status. Note: Aliens authorized to work must enter one of the following to complete Section 1:

- **Alien Registration Number (A-Number)/USCIS Number** Enter your temporary alien number.
- **Form I-94 Admission Number** Enter your assigned number.
- **Foreign Passport Number and the Country of Issuance** Enter the foreign passport number and the country that issued that passport.

**Signature**

**Signature of Employee** Select a signature type. Options include:

- `<employee’s name>`: The name is derived from the values entered in the Last Name, First Name, and Middle Initial fields.
- **Minor Under Age 18**
- **Special Placement** (see Preparer/Translator information below)

**Preparer and/or Translator Certification** (check one)

- **I did not use a preparer or translator** When you enter the signature as that of the employee, this check box is selected and the rest of the fields in this group box are unavailable for entry.
- **A preparer(s) and/or translator(s) assisted the employee in completing Section 1.** Preparer information is required if you select this option. If you selected Minor Under Age 18 or Special Placement in the Signature of Employee field, the system will require you to provide the Preparer information.

Follow these additional steps if you selected A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

**How many?** Enter the number of preparers who assisted you.

- **Signature of Preparer of Translator** Enter the preparer’s signature by typing the First and Last name.
- **Last Name (Family Name) and First Name (Given Name)** Enter the preparer’s first and last name in these fields. These fields are required.
- **Address (Street Number and Name), City or Town, State, and Zip Code** Enter the preparer's address information in these fields. These fields are required.

**Submit and Confirmation**

**Submit** Select this button to save and submit this form, trigger appropriate workflow notifications to the administrator, and generate the confirmation page.

**Review and Complete:** The form will check to ensure that each field in Section 1 is filled out. Would you like to perform this check now? Click Yes to continue; Click No to make any corrections.

**Part 2 Presenting Documents**

Part 2 involves having a trained campus representative review allowable forms of identification and sign off on them. **Please work with your manager to follow the campus’ practice for completing this second step.**

**Related articles**

- How-To Articles - HR Partner & Liaison
- 0310.10 Form I-9 and E-Verify
- How to Process e-Authorizations (Student Employment Walkthrough Guide)
- How to Complete Form I-9 MaineStreet as Administrator
- How to Complete Form I-9 Employment Eligibility Verification via Employee Self-Service