

I-9 Forms

I-9 forms are required for each employee to verify identity and employment eligibility. Each employee must complete and sign the form on or before the first day of employment. An authorized representative of the department (usually the department HRM contact) must examine and certify the authenticity of the documents presented as evidence of identity and employment eligibility on or before the third day of employment.

[I-9 Form and Instructions.](#)

[I-9 Verification Procedures.](#)