

Form I-9 Instructions

In order to work for the Oregon Conference, employees must provide proof of their eligibility to work in the United States. This is done by completing the Form I-9, before they start working.

SECTION 1 – EMPLOYEE RESPONSIBILITIES (Completed by new employee)

- All new employees must complete Section 1 (the employee section) of the Form I-9 **on or before their first day of employment.**
- If the employee makes a mistake on any part of Section 1, **do not use whiteout.** Have the employee cross out the mistake and initial and date next to it. Then write the corrected information in the appropriate box.
- Make sure the employee selects one of the four choices for citizenship/residency status. If they are not a citizen of the United States, make sure all information is provided for the choice they select.
- The employee must sign and date the Form I-9 for the date that they are completing it. (We have seen some forms completed and the date section was filled in with the employee's date of birth).
- If a box is blank (i.e. there is no middle initial, or no "Other Last Names Used), we are not allowed to leave that box empty. **The employee must write "N/A" in any blank section.**

Your responsibilities for Section 1, as the employer representative are:

1. Review the information the employee provided in Section 1.
2. Ensure that the employee provided information in **ALL** required fields, or "N/A" in blank fields.
3. Ensure that the employee has signed and dated Section 1 of the form **one or before their first day of work.**

SECTION 2 – EMPLOYER REVIEW and VERIFICATION

As an employer (or an employer representative) we/you must complete Section 2 within 3 business days of the date of hire (**we prefer that it is completed by the first day of employment, along with Section 1**).

- Employees must present **unexpired, original** documentation (**NOT A COPY OF THEIR DOCUMENTS**) that shows their identity and employment authorization. The employee chooses which document(s) to present. (i.e. a passport, or a driver license and social security card)
- Employees can present either *one document from LIST A*; or *one document from LIST B **AND** LIST C*.
- Ensure that the document(s) provided to you, by the employee, are original and on the List of Acceptable Documents (either List A; or List B and List C).
- For each ID presented, complete the section(s) for writing in the required information from the documents they provide (such as passport information or license & SS card info).
- Write in the Employee's first date of employment.
- Print your full name **AND** your title, sign your signature, and date it for the date you viewed the ID presented by the new employee.

OTHER ITEMS TO KNOW . . .

Where to Send the Completed Form I-9

You must send the original copies of all I-9's to the Oregon Conference Human Resources office. If you faxed or emailed copies to us or the Education Department, you must also deliver the original versions to the Conference Human Resources office. Please mail or deliver them to us as soon as possible.

What To Do With the Presented ID Document(s)

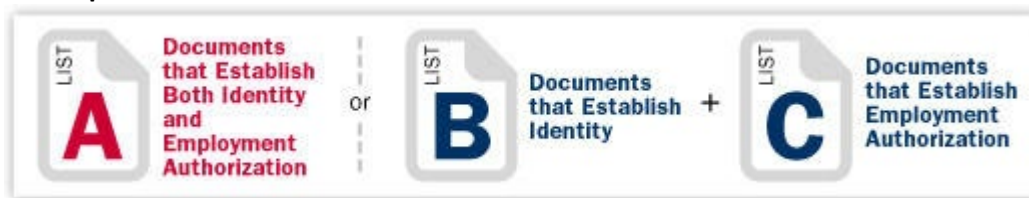
You must make a copy of all presented ID's that were used to complete Section 2.

What if the Employee Does Not Bring the Appropriate ID's (as listed on the List of Acceptable Documents) or They Are Expired?

The employee has 3 business days to provide **original unexpired** document(s). If they bring a photocopy of their documents, expired documents, or the correct documents are not provided by the third day, **they cannot continue to work until they are provided.**

Academies (and any other employing entity) – You may have a student worker, or employee, that shows up to work, but they left their passport or other ID's back at home, 250 miles away (or they brought copies of their ID). There are no exceptions to letting them continue to work and track hours for pay. THEY MUST STOP WORKING AFTER 3 DAYS UNTIL THEY HAVE PROVIDED APPROPRIATE, ORIGINAL, UNEXPIRED DOCUMENTS TO COMPLETE SECTION 2 OF THE FORM I-9. If it takes 2 weeks or a month for their documents to arrive, then that is how long they must wait until they are able to work.

What Are Acceptable Documents



Do not request more or different documents than are required to verify employment eligibility, do not reject reasonably genuine-looking documents, or specify certain documents over others. On Section 2 – If you have a List A document, do not write in List B & C documents as well. If you have list unexpired B & C documents completed, do not also write in List A documents. Do not provide more information than what is needed (we could be fined for this as well).

Are There Fines and Penalties?

Yes – If we are audited by Immigration and Customs Enforcement (ICE), we can be subject to Civil Monetary fines and/or Criminal penalties for various reasons, such as:

- Knowingly hiring an unauthorized alien for employment
- Unlawful discrimination
- Engaging in a pattern or practice of hiring unauthorized aliens
- Failure to comply with Form I-9 verification requirements

Failing to complete an I-9 or completing it incorrectly **can cost thousands of dollars in fines.** If they find inconsistent documentation, they may look for more.

Thank you for completing Section 1 and 2 of this form on time and correctly, and for stopping work, if documents are not provided.

For any questions – Please Contact the Conference Human Resources Office