

## Form I-9 Questions and Answers

**Q1.** How do I know which documents are acceptable when completing Form I-9?

**A1.** The instructions for completing the Form I-9 include a list of acceptable documents that can be used. If the document presented by the employee is not on this listing, it would not serve as an acceptable document for proof of identity or work eligibility to be employed in the United States.

<http://www.uscis.gov/i-9-central/acceptable-documents>

**Q2.** What is a restricted social security card?

**A2.** Social security cards that have the wording below are considered 'restricted':

- 1) NOT VALID FOR EMPLOYMENT
- 2) VALID FOR WORK ONLY WITH INS AUTHORIZATION
- 3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION

**Q3.** Can restricted social security cards be used as list C documents?

**A3.** Social security cards with restrictions cannot be used to verify work eligibility as a list C document.

**Q4.** I maintain copies of Form I-9 in my department files. Can I keep copies of documentation as well?

**A4.** UNLV does not retain copies of ANY documentation used to verify eligibility of employment.

Departments should not have any copies of Form I-9 in their department files, nor should any department maintain copies of documentation used to verify identity or work eligibility. At no point should departments make photo copies of social security cards, birth certificates, driver licenses, etc. Additionally, this type of information should never be scanned. Any copies or original documents should be shredded in an appropriate manner in accordance with Board of Regents Record Retention regulations.

**Q5.** Can I use Skype or use emailed copies of documents to complete the Form I-9 Section 2?

**A5.** The person completing Section 2 must physically hold the original document and verify the documents belong to the employee. The only exception to not using an "original document" is a 'Certified Copy' of a birth certificate, usually issued by the state in which the employee was born.

**Q6.** If my employee will be working from another city or state and cannot complete Section 2 of the Form I-9 with me, how does the Form I-9 get completed?

**A6.** Human Resources works with CUPA to maintain reciprocal remote production of Form I-9. If your employee will be working from somewhere other than Las Vegas, please contact Connie Nolan at [connie.nolan@unlv.edu](mailto:connie.nolan@unlv.edu) to initiate the process as soon as possible. The comments on the PAF/Contract should also indicate what state the employee will be working from. This is to comply with tax and Workers Compensation regulations.

You should also be completing the Qualtrix Survey, Reporting of UNLV Employee Stationed Outside of Nevada which can be found at:

[https://unlv.co1.qualtrics.com/jfe/form/SV\\_dhQU7f7CUh313OR](https://unlv.co1.qualtrics.com/jfe/form/SV_dhQU7f7CUh313OR)

**Q7.** Can I complete Section 1 of the Form I-9 for the employee?

**A7.** During an audit, there could be ramifications for you and the University if you were to complete section 1 for the employee.

Remember, the employee is attesting to the accuracy of the information. The employee should always complete Section 1 on their own, unless the employee is physically unable to complete the form, the form needs to be interpreted for them, or the employee is under the age of 18. In the latter case, the parent must complete Section 1 on behalf of their child. The section indicating who is preparing the Section 1 on behalf of the employee should always be filled in when someone other than the employee completes Section 1.

**Q8.** I've heard about E-Verify. Should I be using this process to complete the Form I-9?

**A8.** Unless you are paying your employee through a grant account that has the "Federal Acquisition Regulation" clause (F.A.R.) associated with the grant, you should not use E-Verify. Those departments that acquire a FAR clause account will be notified by the Office of Sponsored Programs, who will in turn notify HR. When HR receives this notification, you will be given specific instructions to be followed regarding E-Verify procedures.

**Q9.** My new Academic Faculty member will not be on campus until the first day of obligation. However, his/her offer letter/WEB Contract indicates a begin date of August 1 (or January 1). What date do I use for the hire date on the Form I-9?

**A9.** Since the faculty will receive full pay for the month of August (or January for spring semester hires), the pay date is what is considered the official date. Since the faculty member is considered 'in paid status' on the first of the month, that date would be what is entered on the Form I-9, Section 2, not the obligation date.

**Q10.** The employee has provided a 'receipt' for their social security card. Can I use this as a document?

**A10.** If the employee has just applied for their social security card, they are only given a receipt. The actual card may take seven (7) to ten (10) days for them to receive in hand. You can complete Section 2 without the social security card if they have other documents. Once they receive the actual card, they should present it to you to complete the Form I-9 section where 'applied for' has been used. In most cases, a receipt is only valid for up to 90 days and the employee should provide the actual document before that time. There are many other types of receipts.

Please refer to the specific instructions for each type of receipt at:

<http://www.uscis.gov/i-9-central/acceptable-documents>

**Q11.** Do I need to complete a Form I-9 for my Adjunct faculty?

**A11.** At UNLV, "Adjunct" faculty are Volunteers. They do not receive pay for their efforts. A Form I-9 should not be completed.

**Q12.** Do I need to complete a new Form I-9 every time my employee is rehired or begins a new contracted period?

**A12.** In most cases, no. If there has been a break in service, or if you receive the message, "TERMINATED/ON LEAVE, CANNOT HAVE VALID PAY DATA" you should only need to complete Section 3 of the Form I-9 and indicate the "REHIRE" date. If the original Form I-9 has expired, you will be requested to complete a new current Form I-9.