

Verde Campus Instructions for processing Form I-9

Important: We cannot accept expired documents. Do not accept faxes or photo copies of any documents or laminated Social Security cards.

Questions?

Human Resources
928.776.2217

U.S. Citizenship and Immigration Services
www.uscis.gov

For U.S. Citizens:

Follow the instructions below to complete the I-9 document verification:

1. First review the I-9 List of Acceptable Documents
2. Thoroughly review and photo copy the original documents the employee presents from the "List of Acceptable Documents"

One original document from List A

-OR-

Two original documents: one from List B (Identity) and one from List C (work eligibility)

Do not photo copy documents on non-Yavapai College devices such as cell phones

3. Include your printed name, signature and date that the documents were verified on the copy of the employee's original documents
4. Return original documents to the employee
5. Send the photo copy of the employee's original documents to Human Resources securely through secure upload or email using /encrypt in the subject line (ex: Employee last name, Employee first Name I-9 /encrypt)

Do not send documents in an unsecure manner such as inner office mail.

For Foreign Nationals

Due to the complexities of U.S. Immigration documents, Yavapai College requires all foreign nationals working at any Yavapai College campus to complete the I-9 in person at the main Office of Human Resources location in Prescott no later than their first day of work at Yavapai College.

Notary Instructions for processing Form I-9

To the Notary:

The U.S. Citizenship and Immigration Services (USCIS) requires Yavapai College to verify the right of our employees to work in the U.S. We request that you act as our Authorized Representative when you complete the Form I-9.

Important: We cannot accept expired documents. Do not accept faxes or photo copies of any documents or laminated Social Security cards.

Questions?

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928.776.2217

U.S. Citizenship and Immigration Services
www.uscis.gov

For U.S. Citizens:

Follow the instructions below to complete the I-9.

6. First review the I-9 Instructions page and List of Acceptable Documents.
7. Request the employee complete Section 1 in your presence, including signature and date.
8. Thoroughly review and photo copy the original documents the employee presents from the "List of Acceptable Documents"

One original document from List A

-OR-

Two original documents: one from List B (Identity) and one from List C (work eligibility).

9. Complete Section 2 Employer Review and Verification
Be sure to include Document Title, Issuing Authority, Document Number and Expiration Date
10. Complete Certification Section:
 - Enter employee's date of hire if known; If unknown, Yavapai College will complete
 - Sign Authorized Representative section with: signature, printed name, title
 - Enter Yavapai College's name, address (1100 E Sheldon St., Prescott, AZ 86301) and date on the form
 - Notarize copy of the employee's original documents

Note: Your signature confirms that you are not a Yavapai College employee. Only Yavapai College employees who have been trained and certified may assist with the completion of Form I-9.

11. Staple the notarized copies of original documents to the back of the completed Form I-9 and return the original documents to the employee.

For Foreign Nationals

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LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.