On March 8th, USCIS (United States Citizenship and Immigration Services) released the 7th edition of the I-9 Form, which now consists of 2 pages (9 pages including the instructions). We would prefer that new employees complete the I-9 form in the Office of Human Resources at the time they sign their contract and complete other new hire paperwork, but if it is necessary for you to certify an I-9, please follow our examples to ensure that the I-9 is completed correctly. If working with students who do not sign a contract in HR, you will need to complete the I-9’s and forward them to the appropriate area.

Reminder: Under no circumstances is an employee allowed to begin work prior to notification from the Office of Human Resources or appropriate approving area (Financial Aid, Graduate Studies) that the appointment has been approved and the employee has signed their contract and completed their hiring paperwork, including signing an I-9 Form.
• The old I-9 will **not** be accepted after May 6, 2013.

• The instructions and the “*Lists of Acceptable Documents*” must be made available to employees when completing the I-9 form. You may laminate these and show them to the employee instead of giving every employee a copy, or you may have the instructions in a notebook available to the employee.

• Please **DO NOT** copy the new I-9 front-and-back because that would make scanning difficult.
You are NOT allowed to specify which document employees may present from the “Lists of Acceptable Documents.” Show employees this page and tell them you need to see one document from List A, or one from B and C.

In your correspondence to new hires prior to their start dates, do not write, “You will need to bring your Driver’s License and Social Security card...” You may tell them that they must present a Social Security card before they can be entered into our system for payroll purposes, but you may not tell them what documents to bring to satisfy the I-9 requirements. Give them a copy of the “Lists of Acceptable Documents.”
HOW TO OBTAIN A REPLACEMENT SOCIAL SECURITY CARD

- As part of your employment contract with East Tennessee State University, you must present an original social security card.
- If your social security card has been misplaced or lost, you will need to request a replacement card (at no charge to you) at the local Social Security Office. Your social security number will remain the same.
- When you request a Social Security Card replacement, the Social Security Office will provide you with a receipt showing you have applied. Bring the receipt from the Social Security Office to the Office of Human Resources so we can make a copy. The receipt must list your name and indicate that you have applied for a replacement card. When your new social security card arrives in the mail, you must bring it by the Office of Human Resources so we can make a copy of it.
- **Social Security Office Address:** 818 Sunset Drive, Suite 203, Johnson City, TN.
- **Phone:** 1-866-964-5059
- **Hours:** Monday & Tuesday: 9am-3pm
  - Wednesday: 9am-noon
  - Thursday & Friday: 9am-3pm
- **Directions to Social Security Office:** From ETSU, take State of Franklin toward the hospital. Go about 3 miles and turn right onto Sunset Drive. The office is located on your left in the Sunset Commons Complex just past Mahoney’s Outfitters.
New employees must complete and sign Section 1 **NO LATER THAN THE FIRST DAY OF EMPLOYMENT** but not before the employee has accepted a job offer.
IMPORTANT NOTES:

• The person who certifies the I-9 in Section 2 must be the person who examines the employee’s original documents. The examiner of the documents and the employee must both be physically present during the examination of the employee’s documents.

• Corrections to I-9 forms must be made with the single line of a pen and initialed and dated. Liquid paper ("white-out"), correction tape, or bold, thick markers cannot be used to correct any errors made on the form. The errors must be legible in the event there is an audit of I-9 paperwork.
Employers may receive monetary fines for all substantive and uncorrected technical violations. Penalties for these violations, which include failure to produce a Form I-9 or to sign the attestation, range from $110 to $1,100 per violation. The penalty can be aggravated or mitigated by five factors: the size of the business, good faith effort to comply, seriousness of violation, whether the violation involved unauthorized workers, and history of previous violations. Proactive properly conducted internal audits and training and education are considered good faith mitigating factors. If more than 50% of inspected I-9’s have violations, the fines typically are $900 per I-9 form.

The government has a Guidebook for completing I-9’s that can be found at www.uscis.gov/files/form/m-274.pdf.
Questions?

Call the
Office of Human Resources
439-4457