I. Purpose and Scope

The Immigration Reform and Control Act of 1986 (IRCA) requires that employers verify the employment eligibility of all workers hired after November 6, 1986 for employment in the United States, regardless of the workers’ immigration status. The required authorization is ensured through an Employment Eligibility Verification Form (Form I-9). The U.S. Citizenship and Immigration Services’ (USCIS) Handbook for Employers requires the Form I-9 to be completed within three (3) business days of the employee’s hire date (Section 1 must be completed no later than the first day of employment.) Western Kentucky University (WKU) will strictly adhere to these requirements as failure to do so could subject the institution to civil fines, criminal penalties, debarment from government contracts and other adverse actions.

II. Policy

As a condition of employment, WKU shall only hire U.S. citizens, resident aliens and non-resident aliens who are lawfully authorized to work in the United States. WKU will not discriminate against any work-authorized individual in the recruitment, hiring, discharge, general conditions of employment or in the employment eligibility verification (Form I-9) process based on the individual’s citizenship status, immigration status or national origin. The University will not specify allowable documents from an employee nor refuse to hire any individual because the documentation presented has a future work eligibility expiration date.

Western Kentucky University is committed to complying with federal law and regulations of the IRCA, concerning verification of employment eligibility and required record keeping for employees hired to work in the United States. Following acceptance of a job offer, all
employees are required to complete a Form I-9 no later than the first day of employment and at other times as applicable. This requirement applies to all newly hired regular, temporary, part-time and full-time employees and students who are physically performing work in the United States and specifically for WKU. By examining evidence of identification and employment authorization, the University must complete Section 2 within three (3) business days of the date employment begins. For any individual hired for less than three (3) business days, Section 2 must be completed no later than the first day of employment. Any employee who’s associated Form I-9 is not completed within the three (3) day time period will not be permitted to continue to work. The university will not employ individuals who are determined to be ineligible for employment as evidenced by the Form I-9.

Employees who are re-hired within 3 years (36 months) of the date of the original Form I-9 completion, must re-verify employment eligibility through completion of Section 3 of Form I-9. Employees who are re-hired more than 3 years after the date of original Form I-9 completion must complete a new Form.

For individuals who are employed with an employment authorization expiration date, steps must be taken to re-verify employment eligibility on or before the designated expiration date. Employees who are unable to provide proof of continuing work authorization, will not be permitted to work beyond the validity of his or her current work authorization. The employee shall be eligible to continue work with WKU as soon as the acceptable documents are verified.

Designated personnel within the Department of Human Resources, the Department of Student Financial Assistance, and other qualified individuals are responsible for institutional Form I-9 compliance. Questions regarding any aspect of employment and/or identity verification should be directed to appropriate representatives in the Department of Human Resources.

III. Procedure

Effective September 1, 2012, the University implemented an electronic Form I-9 solution through a third party administrator. While the University remains fully accountable for Form I-9 compliance, the electronic system solution helps to facilitate compliance, including record for retention. Form I-9s and related documents are obtained and handled in a confidential manner and in compliance with applicable regulations.

Following an offer of employment, each new employee is sent an electronic message presenting information and instructions for completion of Form I-9. The new employee is directed to fill out Section 1 of Form I-9 on or before the first day of employment. As a part of this communication, each new employee is directed to contact the Department of Human Resources on the first day of employment in order to complete Section 2 of Form I-9.

The Department of Human Resources takes certain actions to keep the campus informed of and in compliance with employment verification requirements. Actions include the following:

- Periodic training for personnel having responsibilities for Form I-9 completion
- Twice each calendar year, the Department of Human Resources communicates with vice presidents, deans, directors, department heads and hiring officials to affirm the institution’s policy and responsibilities for Form I-9 compliance.
- Employment offer letters include notification that the offer is contingent upon the individual’s eligibility to work under the provisions of the IRCA, and the employee providing the necessary, original documents to satisfactorily complete the Form I-9.
- The Department of Human Resources provides a quarterly reporting to the University’s executive leadership team (Administrative Council) summarizing any instances of Form I-9 non-compliance and explanatory details.

A sample Form I-9 is included with this policy for reference purposes. See Appendix 1.

IV. **Exclusions**

   None

V. **Related Policies**

   See also:

VI. **Reason for Revision**

Appendices: Appendix 1: USCIS Form I-9, OMB no. 1615-0047, Expires 03/31/2016
## Employment Eligibility Verification

**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

**START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.  
**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

### Section 1. Employee Information and Attestation

*Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.*

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
<th>Other Names Used (if any)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>Apt. Number</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Birth (mm/dd/yyyy)</th>
<th>U.S. Social Security Number</th>
<th>E-mail Address</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

I am aware that Federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- ☐ A citizen of the United States
- ☐ A noncitizen national of the United States *(See instructions)*
- ☐ A lawful permanent resident (Alien Registration Number/USCIS Number): ____________________________

- ☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) ____________________.
  *(Some aliens may write “N/A” in this field. See instructions)*

  For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

  1. Alien Registration Number/USCIS Number: ____________________________
  2. Form I-94 Admission Number: ____________________________

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

- Foreign Passport Number: ____________________________
- Country of Issuance: ____________________________

Some aliens may write “N/A” on the Foreign Passport Number and Country of Issuance fields. *(See instructions)*

### Signature of Employee:

Signature: ____________________________

Date (mm/dd/yyyy): ____________________________

### Preparer and/or Translator Certification

*(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator: ____________________________

Date (mm/dd/yyyy): ____________________________

**Last Name (Family Name)**

<table>
<thead>
<tr>
<th>First Name (Given Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address (Street Number and Name)</th>
<th>City or Town</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>
Section 2. Employer or Authorized Representative Review and Verification

(Employee or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>Document Title:</td>
<td></td>
<td>Document Title:</td>
<td></td>
<td>Document Title:</td>
</tr>
<tr>
<td>Issuing Authority:</td>
<td></td>
<td>Issuing Authority:</td>
<td></td>
<td>Issuing Authority:</td>
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<tr>
<td>Document Number:</td>
<td></td>
<td>Document Number:</td>
<td></td>
<td>Document Number:</td>
</tr>
<tr>
<td>Expiration Date (if any)(mm/dd/yyyy):</td>
<td></td>
<td>Expiration Date (if any)(mm/dd/yyyy):</td>
<td></td>
<td>Expiration Date (if any)(mm/dd/yyyy):</td>
</tr>
</tbody>
</table>

Document Title:
Issuing Authority:
Document Number:
Expiration Date (if any)(mm/dd/yyyy):

3-D Barcode
Do Not Write in This Space

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): (See instructions for exemptions.)

Signature of Employer or Authorized Representative
Date (mm/dd/yyyy)
Title of Employer or Authorized Representative

Last Name (Family Name)
First Name (Given Name)
Employer's Business or Organization Name

Employer's Business or Organization Address (Street Number and Name)
City or Town
State
Zip Code

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) Last Name (Family Name) First Name (Given Name) Middle Initial

B. Date of Rehire (if applicable) (mm/dd/yyyy):

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title:
Document Number:
Expiration Date (if any)(mm/dd/yyyy):

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:
Date (mm/dd/yyyy):
Print Name of Employer or Authorized Representative:
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.

<table>
<thead>
<tr>
<th>LIST A</th>
<th>Documents that Establish Both Identity and Employment Authorization</th>
<th>LIST B</th>
<th>Documents that Establish Identity</th>
<th>LIST C</th>
<th>Documents that Establish Employment Authorization</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. U.S. Passport or U.S. Passport Card</td>
<td></td>
<td>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</td>
<td>1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</td>
<td></td>
<td>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</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</td>
<td></td>
<td></td>
<td>2. Certification of Birth Abroad issued by the Department of State (Form FS-545)</td>
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</tr>
<tr>
<td>4. Employment Authorization Document that contains a photograph (Form I-768)</td>
<td></td>
<td></td>
<td>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</td>
<td></td>
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</tr>
<tr>
<td>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (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.</td>
<td></td>
<td></td>
<td>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</td>
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<tr>
<td>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</td>
<td></td>
<td></td>
<td>5. Native American tribal document</td>
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</tr>
</tbody>
</table>

For persons under age 18 who are unable to present a document listed above:

| 7. School record or report card |
| 8. Clinic, doctor, or hospital record |
| 12. Day-care or nursery school record |

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.