

Form I-9

All new employees must complete the I-9 form and present proper identification to the Human Resources Office or a College employee on or before the date of hire.

In order to comply with the Immigration Reform and Control Act of 1986, Eastern Florida State College requires all new hires to complete Form I-9. The purpose of the I-9 form is to document that each new employee (both citizen and non-citizen) hired after November 6, 1986 is authorized to work in the United States.

The College also participates in E-Verify as required by the state of Florida. E-Verify is an Internet-based system that compares information from a Form I-9 with data in government databases such as Name, Date of Birth, Social Security number, Immigration information, etc. E-verify is a partnership between the U.S. Department of Homeland Security and the Social Security Administration.

Download the latest version of the form using one of the following links:

<https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>
or <https://www.uscis.gov/i-9>

New hires must complete Section 1 and 2.

Section 1 Upon hire, an employee must complete Section 1 of the I-9 form on or before the date of hire.

Section 2 In order to complete Section 2, a new hire must provide acceptable documents to an HR representative or a College employee. A list of acceptable documents is listed on page 9 of the I-9 form.

An authorized representative of the College must physically examine the provided document(s) and confirm that they are genuine and unexpired. The employee may not provide a photocopy of the document(s), provide a document that has expired or utilize a work authorization document that has a condition or restriction on it—e.g. a social security card that states “Not Valid for Employment,” “Valid for Work Only with INS Authorization,” or “Valid For Work Only With DHS Authorization.”

Section 3 This section is to be completed by the Human Resources Office.

If you have any questions regarding the I-9 Form or the E-Verify process, you may contact the Human Resources Office at 433-7070.

For more information about the E-Verify process, go to the Department of Homeland Security website. <http://www.uscis.gov/e-verify>.