

Form I9

Section 1. Employee Information and Attestation

Employees new to the University of North Texas System (UNTS), or component, will complete the employee portion of Form I-9 during the onboarding process.

Employees transferring from one UNTS component to another UNTS component (UNT Dallas, UNT Denton, HSC, UNTS) may be directed to complete the employee portion of Form I9 by logging on to self-service (my.unt / my.hsc).

In either case, the employee completes Section 1. Employee Information and Attestation

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.)

1

Last Name (Family Name)

First Name (Given Name)

Middle Initial

Other Names Used (if any)

2

Address (Street Number and Name)

Apt. Number

City or Town

State

Zip Code

3

Date of Birth (mm/dd/yyyy)

U.S. Social Security Number

E-mail Address

Telephone Number

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.

4

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/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number

OR

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

Date (mm/dd/yyyy)

1. Enter your full, legal name in the corresponding fields.

If you have two last/first names, include both in the last/first name field.

If you hyphenate your last/first name, include the hyphen between the names.

If you have only one name, enter that name in the last name field. Enter "Unknown" in the first name field. You may not leave last/first name field blank.

2. Enter your home address in the corresponding address fields. You may not enter a P.O. box in the address field.

3. Enter your date of birth, social security number, email address and telephone number.

4. Select the appropriate citizenship or immigration status.

How to complete 1 or 2, if applicable, is provided in the "Citizenship or Immigration selection options, descriptions of each, and entry guidelines" section below.

Citizenship or Immigration selection options, description of each, and entry guidelines

A citizen of the United States

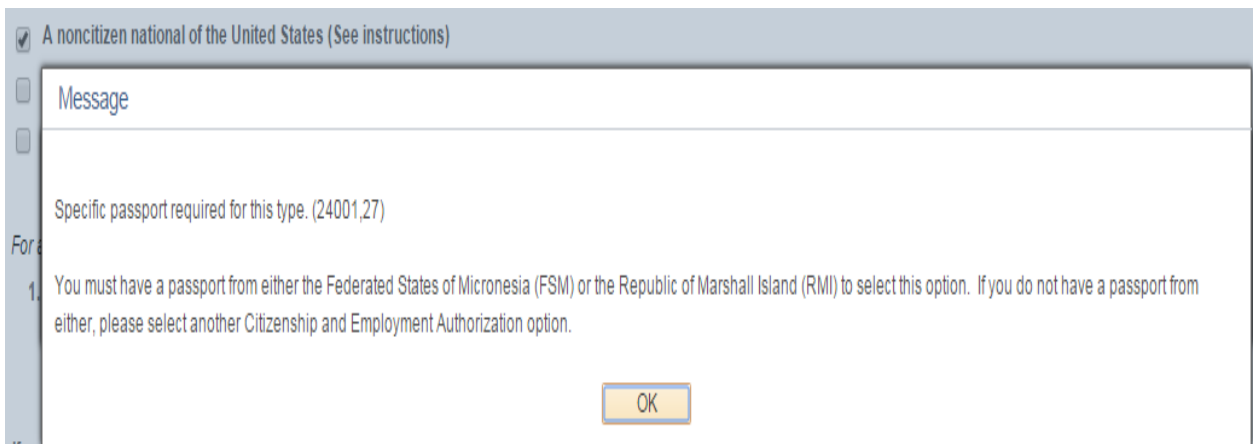
A person born in the United States or granted citizenship status by Immigration and Naturalization Services (INS)

A citizen of the United States

A noncitizen national of the United States

A person born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad

For this criteria you would have a passport from either the Federated States of Micronesia (FSM) or the Republic of Marshall Islands (RMI)



If you select this option, a message will populate as a reminder that this option applies to a person who has one of the indicated passports

A lawful permanent resident

A person who is NOT a U.S. citizen and legally resides in the U.S. under a recognized and lawfully recorded permanent residence as an immigrant

A lawful permanent resident

(Alien Registration Number/USCIS Number)

If you select this option, enter your Alien Registration or USCIS number in the indicated box, highlighted above

An alien authorized to work

A person who is NOT a U.S. citizen nor a lawful permanent resident, but is authorized to work in the U.S.

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)

Some aliens may write "N/A" in this field. (See instructions)

1.
Either enter your Alien Registration number,

OR

Enter your Form I-94 Admission number

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

1. Alien Registration Number/USCIS Number

OR

2. Form I-94 Admission Number

2
Customs and Border Protection
US Citizenship and Immigration

2. Select the issuing authority

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

3 Foreign Passport Number

3 Country of Issuance

3. If Customs and Border Protection is selected, provide passport number and Country that issued the passport

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

Signature of Employee

The name that you enter on Form I9 will be available for selection in the signature field. Selecting your name represents your electronic signature.

****If preparer/translator completes employee portion of Form I9, preparer/translator should complete Preparer and/or Translator Certification****

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)

First Name (Given Name)

Address (Street Number and Name)

City or Town

State

Zip Code

Click 'Submit' when Section 1 is complete

Submit

Frequently Asked Questions

Question: What does “I attest, under penalty of perjury, that I am...” mean?

Answer: When an employee attests to his or her citizenship or immigration status “under penalty of perjury”, signs and dates Section 1 of Form I9, the employee states that the information provided is true. The consequences for perjury may include fines and/or imprisonment.

Question: Is Form I9 complete once I complete Section 1?

Answer: No. Once you complete Section 1, the next step, as it relates to Form I9, is for you to present your unexpired documents to an I9 verifier; which is usually a department administrator or Campus HR representative.

Question: Can I present a copy of my documents to the I9 verifier?

Answer: No. The documents you present must be the original, unexpired document(s).

A receipt of a document is acceptable. If a receipt is presented, when the original document is received, the original document should be presented to the I9 verifier.

Question: I have a social security card that has one of the following statements:

- Not Valid For Employment
- Valid For Work Only With INS Authorization
- Valid For Work Only With DHS Authorization

What does that mean?

Answer: Those statements indicate the restrictions placed on the social security card. As a result the card cannot be used as an acceptable List C document. You must present another document to establish your employment authorization.

Question: What do the following mean if I see them when I access my Form I9?

Employment Eligibility Verification

Department Of Homeland Security
U.S Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

You have a submitted I-9 (2015-04-13) ready to be verified by a department representative.

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.

[I-9 Instructions for Employee](#)

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.

1. I have already completed and submitted a Form I-9, but need to complete and submit a new Form I-9.

Answer: The message highlighted above means you submitted your portion of Form I9 for your department to verify. In the example above, the employee portion was submitted on April 13, 2015.

If 24 hours has passed since your portion was submitted, if you hit the 'Select' button, circled in green, you can submit a new Form I9.

Employment Eligibility Verification
Department Of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

You have a submitted I-9 (2015-04-13) ready to be verified by a department representative.

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.

[I-9 Instructions for Employee](#)

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.

I have already completed and submitted a Form I-9, but need to complete and submit a new Form I-9.

Section 1. Employee Information
(Employees must complete and sign this section, but not before accepting a job offer.)

Last Name (Family Name)
First Name (Given Name)
Middle Initial
Other Names Used (if any)

Message
A Form I-9 has already been submitted today.
You can only add one form per day. Please try again tomorrow.

2.

Answer: You hit the 'Select' button to submit a new Form I9. The message that generated means the required 24 hours has not passed between your initial submission and your attempt to submit a new Form I9. As indicated, please try again the next day.

Employee Information and Attestation

You have a submitted I-9 (2012-08-08) that has been verified by the department. You cannot submit another I-9 at this time.

You must complete the Employment Eligibility Verification form (I-9) by the end of your first day of work. Please 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 eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because of a future expiration date may also constitute illegal discrimination.

Read all instructions carefully before entering information on this page: [I-9 Instructions for Employee](#)

3.

Answer: An I9 was submitted, in the example above, on August 8, 2012 and it has been verified by the department. You cannot submit another Form I9.