**I-9 VERIFICATION**

University of Texas at Arlington newly hired employees or rehired employees with a break in service longer than one year are required to complete I-9 verification to begin working. To complete this process, you will:

1. Schedule an appointment for I-9 verification at <https://outlook.office365.com/owa/calendar/NewEmpPpwkInfo@bookings.uta.edu/bookings/s/zEDMhHSUcEe_sbIuWEAr7A2>. You will receive an email confirmation once your appointment is scheduled. This confirmation will include the date, time and location of your appointment. This is an in-person appointment.
2. Complete Section 1 of the I-9 at <https://secure.i9.talx.com/FormI9/Section1/LoginCaptcha.ascx?Employer=18567>.
3. Gather acceptable documents to complete I-9 verification. Information on acceptable documents can be found at <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>. All verification documents must be original and unexpired.

Examples of Acceptable Documents Include:

* Picture ID with Unrestricted Social Security Card
* Picture ID with Certified Birth Certificate (a state, county, municipal authority, or outlying territory of the United States bearing an official seal)
* Permanent Resident Card
  + US Passport or US Passport Card
  + Foreign Passport, I-20, and hard copy of I-94 (For F-1 students: To use this option we need all three, please print your I-94 at <https://i94.cbp.dhs.gov/I94/#/recent-search> before the appointment)
* Employment Authorization Card

1. Check your email the day before your appointment. You will receive an email from the Office of Human Resources with more information.
2. Attend your appointment. Please arrive promptly at your scheduled time and bring your I-9 verification documents.

Please complete these steps as soon as possible. Section 1 of the I-9 must be completed by the first day of employment and before your appointment and Section 2 by the third business day of employment at the latest. We recommend completing this process in advance of your start date. Failure to complete this process by the required deadline will subject UTA to a fine by the federal government and the employee to be removed from their position.

* If you have questions about the I-9 form or acceptable documents, you can email [hrdocs@uta.edu](mailto:hrdocs@uta.edu).
* If you are working remotely outside of the Dallas/Fort Worth Area, please email [hrdocs@uta.edu](mailto:hrdocs@uta.edu) to request forms to complete in-person I-9 verification with a notary. Please request these forms as early as possible before your start date of employment.
* If you are a rehired employee and you do not know how long your break in service was, you can also email [hrdocs@uta.edu](mailto:hrdocs@uta.edu) to check the length.