

Completing Form I-9 Employment Eligibility Verification

The following instructions are for:

- Departments who hire student employees and
 - WWU satellite offices who hire employees unable to meet with Human Resources Department within the first 3 days of employment.
1. Make sure the [current version](#) of the form is being used. The date on the lower right hand corner should have the 2/02/09 date.
 2. Completing Section 1 of the form: **No later than the first day of work**, ensure the employee:
 - Uses ink
 - Fills out Section 1 completely
 - Marks the appropriate citizenship box
 - If he/she marks that he/she is a lawful permanent resident or an alien authorized to work, fills in the correct information in the corresponding lines
 - Signs and dates Section 1.
 3. Completing Section 2 of the form: **No later than the 3rd day of work**, the hiring department ensures the:
 - Employee presents appropriate documents for you to review.
 - Documents are original (no photocopies), however, “certified” copies of birth certificates may be presented.
 - Employee is allowed to choose which items from the *List of Acceptable Documents* he/she would like to present for completion of the form.
 - The *List of Acceptable Documents* can be found on page 4 of the [I-9 form](#).
 - If an employee presents a List A document, they do not need to provide a List B or List C document.
 - If an employee presents a List B document, they must also present a document from List C.
 - Section 2 of the form is completed (with ink) by the hiring department designee.
 - None of the supporting documents are photocopied, only reviewed by the hiring department.
 4. If the employee presents a document with an expiration date (with the exception of a driver’s license),
 - **Fax** a copy of student employee I-9’s to Human Resources; Attention: Marilyn Johnson;

Fax 650-2810. Keep the original (see #7 below).

- **Mail** the original I-9 form for regular and temporary employees employed at satellite offices to Human Resources, Atten: Marilyn Johnson, MS 5221.

Human Resources will follow up with the hiring department when the need to re-verify documents arises.

5. Completed I-9 forms:

- For classified, professional staff, and faculty: send the original completed form to Human Resources (MS-5221). DO NOT MAKE COPIES to keep in the department.
- For student employees: hiring department must maintain forms in a secured location (such as a lockable or restricted file cabinet) for 3 years following the last day of employment.

6. If you have questions, please refer to the [Frequently Asked Questions](#) page. If this resource does not answer your question(s), contact [Mary Friar](#) in Human Resources at 360.650.3774.