

## A Message from Compliance regarding I-9 Forms

- 1** The Form I-9 is required for new hires, rehires, and employees whose work authorization has been updated or changed. In all cases, **both** Sections 1 and 2 of the Form I-9 can be completed once the employment offer has been accepted.
- 2** Section 1 must be completed and signed by the employee **no later than the first day of employment.**
- 3** If documentation for Section 2 cannot be presented when Section 1 is completed, it must be presented **no later than three days after the employee's first day of employment.**
- 4** **Before completing Section 2,** employers must ensure that Section 1 is properly completed. If the Other Names Used, E-mail Address, and Telephone Number fields do not apply, N/A should be entered.
- 5** Abbreviations used must be widely understood. Unless an abbreviation is widely known, please do not use it.
- 6** **Please note:** In the field below the Section 2 introduction, employers must enter the Last Name, First Name, and Middle Initial (if any) that the employee entered in Section 1. This should be the legal name of the employee.
- 7** Section 2 of the I-9 must be completed by the person who examines the original documents. The examiner of the documents and the employee must both be physically present during the examination of the employee's documents.
- 8** All documents presented for the I-9 process must be unexpired.
- 9** Please use the American date format MM/DD/YYYY which is shown on the Form I-9 and the Form I-9 Instructions, i.e. 01/25/2015.
- 10** For Birmingham Main Campus paper I-9s, the official **Business Name and Business Address in Section 2 must be as below.** Please do not use the department name or address.

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