

I-9 Employment Eligibility Verification Form

What is an I-9?

Form I-9 is the Employment Eligibility Verification Form issued by the Department of Homeland Security, U.S. Citizenship and Immigration Services. By law, all U.S. employers are responsible for completion and retention of I-9 forms for every new employee hired in the U.S. after November 6, 1986.

Responsibility of The College of New Jersey

The law obliges TCNJ, as an employer, to ensure you complete the I-9 form by no later than your first day of employment and that you present to us your documentation (in accordance with the acceptable documents outlined on page 9 of the I-9) within 3 days of your first day of employment. An employee cannot go on the College payroll without completing the I-9 and may not be allowed to work for the College.

Responsibility of New Employees

- On or before the day you start working for TCNJ, you must complete, sign, and date Section I of the Form I-9.
- You must present certain documents from the list of acceptable documents printed on page 9 of the [Form I-9 Instructions](#) to:
 1. establish your identity and
 2. establish your eligibility to work
- **A photocopy of a document cannot be accepted.** The requirements of the Form I-9 state that employees must present original documents. The only exception is that an employee may present a certified copy of a birth certificate.

Receipts – When Original Documents are Not Available

- If you are unable to present the required document(s) within 3 business days of the date your employment begins, you must present a receipt for the application of the required document(s) within 3 business days.
- You must still present the actual document(s) within 90 days of the date employment begins.

Former Employees Who Return to the College

If you have separated employment from TCNJ and then return within 3 years, we are required by law to check the I-9 on file and determine if the form is still valid and you are still eligible to work. This includes updating and re-verifying I-9 information, including name, the date of rehire, and

information on updated documentation. Please note, you may still be asked to complete a new Form I-9 in this case.

If you return to the College after 3 years, the law requires that a new I-9 must be completed, including the documentation verification process.

I-9 Requirements When Employee's Work Authorization Expires

If your work authorization expires, TCNJ, as an employer, is required by law to re-verify the I-9 in order to continue to employ you.

This re-verification must occur no later than the date that your work authorization expires. You must present either:

- a document that shows the extension of your initial employment authorization, or
- a new work authorization document.

It is your responsibility to make sure you obtain an extension or new authorization to continue working and that it is done in a timely manner in order to comply with the law.