Things to Remember When Certifying the I-9 Form

1. Ensure you are using the most recent version.
   - The top right corner of the form should list “Expires 7/31/2026”
   - The bottom left corner of the form the date should indicate “8/1/2023”.

2. The I-9 form should be completed in Onboarding Students.
   - The form is completed electronically by the new employee and the certifier in Papers – Onboarding. Please visit https://www1.odu.edu/finance/payroll/hiring-student-workers for information and requesting access to Onboarding.
   - There are two options for examination of documents.
     - Department representatives that certify the I-9 can meet with the new student employee to physically examine their unexpired I-9 documents and submit the certified I-9 in onboarding. Students upload the documents they want to use during the onboarding process.
     - Department representatives may also use remote examination of the documents. After a student has uploaded their I-9 supporting documents in Onboarding, the department representative may schedule a live Zoom meeting with the student to view the documents by video and compare them to the uploaded documents. If the department uses this alternative procedure, Section 2, Additional Information Section, box – “check here if you used an alternative procedure authorized by DHS to examine documents” must be checked.
   - In Section 1, only the employee can make corrections to this section.

<table>
<thead>
<tr>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name (Family Name)</td>
</tr>
<tr>
<td>Doe</td>
</tr>
<tr>
<td>Address (Street Number and Name)</td>
</tr>
<tr>
<td>1234 Sesame Street</td>
</tr>
<tr>
<td>Date of Birth (mm/dd/yyyy)</td>
</tr>
<tr>
<td>01/01/2000</td>
</tr>
<tr>
<td>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</td>
</tr>
<tr>
<td>1. a citizen of the United States</td>
</tr>
<tr>
<td>3. a lawful permanent resident (enter USCIS or A-Number)</td>
</tr>
<tr>
<td>If you check item number 4, enter one of these:</td>
</tr>
<tr>
<td>USCIS A Number</td>
</tr>
<tr>
<td>Today’s Date (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

3. If a preparer and/or translator assisted in completing Section 1, that person MUST complete the
Preparer and/or Translator Certification on page 3.

Supplement A,
Preparer and/or Translator Certification for Section 1
USCIS
Form I-9
Supplement A
OMB No. 1615-0047
Expires 07/31/2026

Department of Homeland Security
U.S. Citizenship and Immigration Services

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 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)  Middle Initial (if any)

Address (Street Number and Name)  City or Town  State  ZIP Code

4. In Section 2, prior to your review of the documents, as the certifier, please ensure the “Employee Info from Section 1” is complete.

Things to Remember When Certifying the I-9 Form

- If you used the alternative procedure, please check the box in the additional information section.
- Please remember to indicate the employee’s actual first day of employment. Generally, this date would be the same as the first day of the pay period, but when it is not, please indicate the first day the employee physically begins work.
- Lastly, in Section 2, please remember to complete the following:
  - Employer’s Business Name as: Old Dominion University
  - Address as: 5115 Hampton Blvd, Norfolk, VA 23529 (not your physical campus address)
  - Your Name & Title as the Certifier
Please Note: I-9 forms should be forwarded to the Student Employment Office by the completion of the **first or second business day** of employment. This practice ensures that the internet-based system, E-Verify, is accessed and the verification process is complete within the three-business day requirement.

Here are some other helpful tips to remember when completing the I-9 Form:

- Only use blue or black ink
- Do not use whiteout or correction tape on the Form.
  - If an error is made by the employee, please have them cross out the error using one line and initial and date the correction.
  - If an error is made by the certifier, please cross out the error using one line and initial and date the correction.
- Always enter the current date the I-9 is being completed, never backdate the I-9 for any reason

If you have any additional questions or need assistance concerning I-9 Completion for student employees; please contact Lisa Hecker at lhecker@odu.edu or 683-3193 or Brenda Woodhouse at bblount@odu.edu or 683-5399.