

1. Completing Your I-9

It is essential that all new employees complete their I-9 on or before their first day of work.

I am a new employee. How do I complete my I-9?

You can complete section one of your I-9 virtually or by visiting the Human Resources office. For section 2, you'll need to visit the Human Resources office with the [necessary documentation](#). If you are unable to visit the Human Resources office, please contact your employment recruiter about setting up a remote I-9.

[Virtual I-9 Form \(Section 1\)](#)

[View the acceptable document for I-9](#)

What documentation do I need to present for my I-9?

View a list of acceptable documents [here](#).

What is an I-9 form?

Form I-9, or the Employment Eligibility Verification form, is used by U.S. employers to verify the identity and employment authorization of individuals hired for employment in the United States. It is a **mandatory** requirement for all employers to properly complete this form for each new employee.

Why do I have to fill out an I-9 form?

The I-9 form ensures that employers are hiring individuals who are legally authorized to work in the U.S., and it helps document the verification of their identity and employment authorization.

Questions about the I-9? Contact the [Human Resources](#) office for any questions regarding your I-9. We are happy to help!

