Form I-9 FAQs

• Where do I obtain a copy of the most recent Form I-9?
  - http://www4.uwm.edu/hr/toolkits/i9/index.cfm

• How do I know if I’m using the most recent version of Form I-9?
  - You should not be storing copies of these forms anywhere, so you should be visiting the HR or USCIS website to obtain the form. Both websites will have the version of the form you are to use.

• How do I complete an I-9 for an employee who is not on campus but is doing work for us (e.g., online course)?
  - If the employee is in the U.S., use the “Remote Hire” form in the I-9 Toolkit on the HR website.
  - If the employee is NOT in the U.S., no I-9 needs to be completed until he/she is in the U.S. doing work for UWM.

• We sent an I-9 out with the employee’s offer letter but it was completed by the employee incorrectly. What do I do?
  - Have the employee complete Section 1 again on a new form when he/she arrives for the first day of work.

• What if the employee does not have a List A or B/C document on his/her first day of work?
  - He or she has three (3) business days to get that document to you. If you do not receive it within those 3 days, his/her employment must be suspended until it is provided.

• A foreign employee has provided documents on List A, but I cannot determine the document # or issuing authority.
  - Complete as best you can based on what you see on the document. DHS does not expect you to be an expert on every single document provided by foreign countries.

• I’m confused about what date should go in the “Certification” section.
  - The date listed should be the first date on which the employee provided wage-earning services for UWM, e.g. his/her first day of work.
  - If that is not the same date listed in HRS, you must note why on Form I-9.

• How long must Form I-9 be retained?
  - The original Form I-9 must be retained for the longer of the two following time periods:
    - 3 years from the original date of hire OR
    - 1 year from the last date worked (termination date).