# Policy: HR – I-9 Verification

Purpose: To comply with federal regulations of the Immigration Reform and Control Act (IRCA).

## Policy:

All employees are required to complete an Employment Eligibility Verification form (I-9 form). This law applies to all individuals hired, including part-time/temporary employees and students. Additionally, [Company Name] is an E-Verify employer. E-Verify is a Web-based program administered by the U.S. Department of Homeland Security, USCIS Verification Division, and the Social Security Administration that supplements the current I-9 employment eligibility verification process. The program determines whether the information provided by the new hire matches government records and whether the new hire is authorized to work in the United States.

### Procedure:

All employees must complete Section 1 of the I-9 form on day one of their employment. All employees must complete the I-9 form within three business days of the date employment begins by providing appropriate documentation. Any employee who fails to complete the I-9 within the three-day time period cannot continue to work at [Company Name].

### Associated Forms:

I9 Employment Eligibility Form

Effective Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_