



Virtual Quality Staffing

HOW TO FILL OUT THE EMPLOYMENT ELIGIBILITY VERIFICATION FORM—ALSO KNOWN AS THE I-9

1. You, the **NTI EMPLOYEE**, must complete Section 1 and **sign and date** the I-9 Form in front of an approved authorized representative listed below in Number 2. The Preparer and/or Translator area should **ONLY** be completed if you, the NTI Employee, are unable to complete Section 1 for yourself.
2. You must take your appropriate documents from the “List of Acceptable Documents” listed here below the I-9 Form to an approved “Authorized Representative” chosen by NTI. A **VR Counselor, NOTARY PUBLIC, Lawyer, Police Official, or Church Official (such as a Priest, Minister, Pastor or Rabbi)** is an acceptable “Authorized Representative”. The “Authorized Representative” views your identification and completes Section 2 of the I-9 Form, verifying that he/she has examined your documents, you are who you say you are, and are eligible for employment in the United States.
3. The “Authorized Representative” must fill-in the information from each document you show under the correct List (A, B, or C) or the I-9 form is not acceptable. We highly recommend you also show the below “List of Acceptable Documents” sheet to the “Authorized Representative” so he/she knows how to correctly complete the form. Document details are needed as requested on the form: Document Name (i.e. Driver’s License), Issuing Authority (i.e. State of Massachusetts RMV), Document Number (if applicable), and Expiration Date (if applicable). ****NOTE: EXPIRED documents are no longer acceptable for completing this form AND documents CANNOT expire prior to your first day of work with NTI.**
4. For example, if you have a U.S. Passport, that information would go under List A (Note: Not all acceptable documents under List A have two document numbers and expiration dates. If just one document number and expiration date is listed on the document, that information should only be filled in once). If you do not have a document from List A, then you must present one document from List B **AND** one document from List C. For example, if you present a driver’s license and a Social Security card, the driver’s license information should be written under List B, and the Social Security card information under List C. The “List of Acceptable Documents” below gives instructions on which document goes under which List heading.
5. **IF AND ONLY IF** the **VR Counselor, NOTARY PUBLIC, Lawyer, Police Official, or Church Official (such as a Priest, Minister, Pastor or Rabbi)** has a seal or a stamp it is accepted anywhere on the page, **however a seal or stamp is not required.**

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) ___/___/___ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

6. The **VR Counselor, NOTARY PUBLIC, Lawyer, Police Official, or Church Official (such as a Priest, Minister, Pastor or Rabbi)** **DOES NOT** fill in the date that the employee begins employment; this will be completed by NTI when you actually begin employment (see graphic above).

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name	Address (Street Name and Number, City, State, Zip Code)	Date (month/day/year)

7. The **VR Counselor, NOTARY PUBLIC, Lawyer, Police Official, or Church Official (such as a Priest, Minister, Pastor or Rabbi)** **MUST** print name, print title, print the current date he/she viewed your documents, and sign this section of the I-9 Form (as NTI's "Authorized Representative"), attesting that the documentation you provided is true and he/she has viewed the correct documents. (See graphic above) The Business or Organization name should be populated with NTI's information on the form below. If not, you may leave this area blank, and NTI will complete once we have received the original document in the mail from you. ***Important Note: We cannot accept any attached forms stating the "Authorized Representative" has viewed your documents in lieu of filling any of the required fields stated above. The "Authorized Representative" **MUST** sign and fill in the required information in Section 2. If the person you chose as an "Authorized Representative" will not complete this information, you must find an alternative "Authorized Representative".*

8. We highly recommend that when this form is complete, fax to NTI at 617-535-7944 or 617-412-3467, or scan and email to paperwork@nticentral.org so we may confirm the I-9 Form was completed correctly. Once we have reviewed your form, and verified if the I-9 Form is completed correctly or not, we will email you to let you know what corrections need to be made or to mail the original form to us as we must have the original form on file in our office for you within 3 days of your date of hire or you will be pulled from the job until you have complied with the I-9 requirement. This is required by federal law. ****Please note: All sections of the I-9 Form must be mailed to NTI and completed in original pen-written ink. No sections of this form may be submitted to NTI that are photocopies or partially photocopied.****

Please return the original I-9 Form by mail to:

National Telecommuting Institute, Inc.
 69 Canal Street
 Boston, MA 02114
 ATTN: Human Resources

9. For the security of your personal information, it is not recommended that you mail to NTI any copies of your documentation verifying your eligibility to work in the U.S.

10. We have created the two-page letter below for you to take with you to the "Authorized Representative" you have complete Section 2 of the I-9 Form explaining to them exactly what you and NTI are asking of them.

11. If you have any questions about completing the I-9 Form, please email NTI Human Resources at paperwork@nticentral.org.

Dear VR Counselor, Notary Public, Lawyer, Police Official or Church Official,

The bearer of this letter is a candidate for employment with National Telecommuting Institute, Inc. (NTI). NTI is a non-profit organization based in Boston, MA, that serves and employs individuals with severe disabilities that require or strongly desire home-based employment. We have hundreds of home-based employees in 47 different states across the continental U.S., most of who work from an office based out of their home.

One of the conditions of employment is the candidate must complete an I-9, Employment Eligibility Verification Form. It is a federal requirement for an employer to have this form on file for each new employee within three (3) days of the employee's date of hire. This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring of aliens who are not authorized to work in the United States.

As our operations are based in Boston, MA, and our candidate for employment before you today is not, we are asking for your assistance in completing this mandatory new hire paperwork requirement as an "Authorized Representative".

What we are asking of you is to please confirm the person's identity on behalf of NTI, by witnessing the information provided by the bearer in Section 1: name, address, date-of-birth, social security number and citizenship. The individual should sign it and date it in your presence.

Additionally, we need you to view this person's required acceptable documents from the "List of Acceptable Documents" attached to the I-9 Form and list each document in the appropriate List A, List B, or List C. The person must present to you one document from List A, OR one document from BOTH List B AND List C. Please provide all information that is required for each of the documents: Document title (i.e. Drivers License), Issuing authority (i.e. State of Massachusetts RMV), Document number (if applicable), and Expiration Date (if applicable). *Please note: Expired documents are not acceptable.*

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).			
List A	OR	List B	AND List C
Document title: _____		_____	_____
Issuing authority: _____		_____	_____
Document #: _____		_____	_____
Expiration Date (if any): ____/____/____		____/____/____	____/____/____
Document #: _____		_____	_____
Expiration Date (if any): ____/____/____		____/____/____	____/____/____
CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) ____/____/____ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)			
Signature of Employer or Authorized Representative		Print Name	Title
Business or Organization Name		Address (Street Name and Number, City, State, Zip Code)	
		Date (month/day/year)	

Finally, please fill out the bottom of Section 2 as being the “Authorized Representative” of NTI (the Employer) who viewed the documents, by completing the Signature of Employer or Authorized Representative, Print Name, Title, and Date fields, and then stamp anywhere on the I-9 Form with your seal (if applicable, but not mandatory). NTI’s address is already filled in as we are the employer of the individual before you-please do not change this information. It is a requirement of the form that the employer or “Authorized Representative” of the employer who viewed the documents and completed the documentation part of Section 2 also sign and date the form, as well as provide the rest of the required information. We cannot accept any attached, signed forms stating that you viewed the documentation in lieu of signing this form.

Do not fill-in the date of hire in Section 2. This will be completed by NTI once the employee has begun to work.

You are in no way required by law to assist NTI and our candidate for employment by completing this form. It is your choice to decide whether or not to assist in completing this form.

However, please note that by assisting NTI in completing and signing this form as an “Authorized Representative”, you are not and could not be held liable by either NTI or the U.S. Citizenship and Immigration Services (USCIS) of the Department of Homeland Security should the information not be filled in correctly or should it be determined at a future date that the employee is ineligible for employment in the U.S. NTI as the employer bares full responsibility for making sure all candidates for employment are eligible for employment in the U.S., regardless of who completes the I-9 Form on our behalf.

If you would like additional information about completing the I-9 Form as an “Authorized Representative”, you can visit the USCIS website at www.uscis.gov/i-9, or speak with a representative of the USCIS at 1-888-464-4218.

I, or any member of the NTI Human Resources Department, would also be glad to assist you or answer any questions you have regarding the I-9 Form at 1-800-619-0111.

Thank you in advance for your assistance,

Rik Moore
Human Resources Manager-Operations

Instructions

Read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the United States) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-8155.

What Is the Purpose of This Form?

The purpose of this form is to document that each new employee (both citizen and noncitizen) hired after November 6, 1986, is authorized to work in the United States.

When Should Form I-9 Be Used?

All employees (citizens and noncitizens) hired after November 6, 1986, and working in the United States must complete Form I-9.

Filling Out Form I-9

Section 1, Employee

This part of the form must be completed no later than the time of hire, which is the actual beginning of employment. Providing the Social Security Number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

Employers should note the work authorization expiration date (if any) shown in **Section 1**. For employees who indicate an employment authorization expiration date in **Section 1**, employers are required to reverify employment authorization for employment on or before the date shown. Note that some employees may leave the expiration date blank if they are aliens whose work authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia or the Republic of the Marshall Islands). For such employees, reverification does not apply unless they choose to present

in **Section 2** evidence of employment authorization that contains an expiration date (e.g., Employment Authorization Document (Form I-766)).

Preparer/Translator Certification

The Preparer/Translator Certification must be completed if **Section 1** is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete **Section 1** on his or her own. However, the employee must still sign **Section 1** personally.

Section 2, Employer

For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors. Employers must complete **Section 2** by examining evidence of identity and employment authorization within three business days of the date employment begins. However, if an employer hires an individual for less than three business days, **Section 2** must be completed at the time employment begins. Employers cannot specify which document(s) listed on the last page of Form I-9 employees present to establish identity and employment authorization. Employees may present any List A document **OR** a combination of a List B and a List C document.

If an employee is unable to present a required document (or documents), the employee must present an acceptable receipt in lieu of a document listed on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employees must present receipts within three business days of the date employment begins and must present valid replacement documents within 90 days or other specified time.

Employers must record in Section 2:

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification in **Section 2**. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they must be made for all new hires. Photocopies may only be used for the verification process and must be retained with Form I-9. **Employers are still responsible for completing and retaining Form I-9.**

For more detailed information, you may refer to the *USCIS Handbook for Employers (Form M-274)*. You may obtain the handbook using the contact information found under the header "USCIS Forms and Information."

Section 3, Updating and Reverification

Employers must complete **Section 3** when updating and/or reverifying Form I-9. Employers must reverify employment authorization of their employees on or before the work authorization expiration date recorded in **Section 1** (if any). Employers **CANNOT** specify which document(s) they will accept from an employee.

- A. If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- B. If an employee is rehired within three years of the date this form was originally completed and the employee is still authorized to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- C. If an employee is rehired within three years of the date this form was originally completed and the employee's work authorization has expired **or** if a current employee's work authorization is about to expire (reverification), complete Block B; and:
 - 1. Examine any document that reflects the employee is authorized to work in the United States (see List A **or** C);
 - 2. Record the document title, document number, and expiration date (if any) in Block C; and
 - 3. Complete the signature block.

Note that for reverification purposes, employers have the option of completing a new Form I-9 instead of completing **Section 3**.

What Is the Filing Fee?

There is no associated filing fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

USCIS Forms and Information

To order USCIS forms, you can download them from our website at www.uscis.gov/forms or call our toll-free number at 1-800-870-3676. You can obtain information about Form I-9 from our website at www.uscis.gov or by calling 1-888-464-4218.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from our website at www.uscis.gov/e-verify or by calling 1-888-464-4218.

General information on immigration laws, regulations, and procedures can be obtained by telephoning our National Customer Service Center at 1-800-375-5283 or visiting our Internet website at www.uscis.gov.

Photocopying and Retaining Form I-9

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Form I-9s for three years after the date of hire or one year after the date employment ends, whichever is later.

Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR 274a.2.

Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 12 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529-2210. OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**

Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification *(To be completed and signed by employee at the time employment begins.)*

Print Name: Last	First	Middle Initial	Maiden Name
Address <i>(Street Name and Number)</i>		Apt. #	Date of Birth <i>(month/day/year)</i>
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) _____
- An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - *month/day/year*)

Employee's Signature _____ Date *(month/day/year)* _____

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.*

Preparer's/Translator's Signature	Print Name
Address <i>(Street Name and Number, City, State, Zip Code)</i>	
Date <i>(month/day/year)</i>	

Section 2. Employer Review and Verification *(To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)*

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date <i>(if any)</i> : _____		_____		_____
Document #: _____		_____		_____
Expiration Date <i>(if any)</i> : _____		_____		_____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on *(month/day/year)* _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address <i>(Street Name and Number, City, State, Zip Code)</i>		Date <i>(month/day/year)</i>
NTI, 69 Canal Street, Boston, MA 02114		

Section 3. Updating and Reverification *(To be completed and signed by employer.)*

A. New Name <i>(if applicable)</i>	B. Date of Rehire <i>(month/day/year)</i> <i>(if applicable)</i>
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C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: _____ Document #: _____ Expiration Date *(if any)*: _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date <i>(month/day/year)</i>
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LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A

Documents that Establish Both
Identity and Employment
Authorization

LIST B

Documents that Establish
Identity

LIST C

Documents that Establish
Employment Authorization

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
	4. Voter's registration card	
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	5. U.S. Military card or draft record	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	6. Military dependent's ID card	
	7. U.S. Coast Guard Merchant Mariner Card	5. Native American tribal document
	8. Native American tribal document	6. U.S. Citizen ID Card (Form I-197)
	9. Driver's license issued by a Canadian government authority	
For persons under age 18 who are unable to present a document listed above:		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)