

New Faculty and Staff - Tips for Proper Completion of the I-9

You, as a new staff or faculty member, are required to complete Section 1 of the I-9 form on or before your first day of employment.

CSS Campus Completion (REQUIRED for those who can get to a CSS campus):

- Click on <https://secure.i9.talx.com/preauthenticated/LoginCaptcha.aspx?Employer=21025>
- Complete all required sections of the form and submit it on-line when finished.
- Bring your original authorization to work documents to an employee of CSS so he/she can complete Section 2 of the form on-line.

Notary Completion (only to be used when not able to get to a CSS campus):

- Go to <http://www.css.edu/Administration/Human-Resources/Forms.html>
- Complete section 1 of the form **on-line** at www.uscis.gov/i-9, and click on Form I-9 (PDF, 551 KB) which is the first item in the center section of the page. For the fillable form to work on the USCIS website, you must use Firefox or Internet Explorer as your browser.
- When done completing the form on-line, click on **Click to Finish** at the bottom of the form to check for errors.
- If items are missing or completed incorrectly, they will be highlighted in red.
- Fix the issues and save the form (if you want to).
- Be sure the appropriate box indicating if a preparer/translator helped you complete the form is completed. If a preparer and/or a translator helped with completion of the form, information about each preparer/translator must be entered on the form and he/she needs to sign the form when it is printed. You must indicate how many preparers/translators assisted with completion of the form and enter information about each person. Every person who assisted needs to sign and date the form.
- It is critical that all boxes or lines on the form with no information, have an N/A entered into them. This applies to both Section One and Section Two (when the notary completes his/her portion of the form).
- Print the entire form.
- Manually sign and date the form.
- Bring the entire form with you to a notary.
- Print the properly completed I-9 sample and bring it with you to the notary. This is a federal form with many rules and regulations surrounding proper completion of the form. If not completed correctly, it cannot be accepted due to the potential fines for improper completion.
- Print the I-9 Notary Completion Instructions for more information about proper form completion and bring them with you to the notary.
- You must provide original documents from the listing on page 4 of the fillable form to a notary (who is acting as a representative of CSS) to prove your identity and authorization to work in the U.S.

- The notary views your documents and completes Section 2 of the I-9, including the certification portion of this section.
- Check the form completion against the sample provided by CSS.
- Again, make sure that all boxes or lines on the form with no information, have an N/A entered into them.

If you have questions, please contact Human Resources at 218-723-5936. You may also reference the U.S. Citizenship and Immigration Services website at www.uscis.gov/i-9.