Thank you for assisting the University of Florida and acting as the authorized representative in order to comply with federal regulations requiring the completion of an Employment Eligibility Verification Form I-9 for our employee.

Please read the complete Form I-9, which includes Instructions and Lists of Acceptable Documents to assist you in completing the Form, then follow the steps below.

**Step 1:** The employee personally completes Section 1 of the Form I-9.

**Step 2:** The employee presents original documentation to the authorized representative. The choice of documents is the employee’s and must be included on the Lists of Acceptable Documents.

**Step 3:** The authorized representative examines the documents to ensure they appear genuine and they relate to the individual presenting them.

**Step 4:** The authorized representative personally completes Section 2 of the Form I-9.

- In the Certification area of Section 2, the “employee began employment on” date should be __________. If the employee is unsure of the start date, please leave blank as federal regulations allow the employer to add this later.
- The business name and address in Section 2 should be pre-populated to: University of Florida 903 West University Ave Gainesville, FL 32601

**Step 5:** The employee sends the completed Form I-9 and copies of all documentation that was presented to their hiring manager at the University of Florida.

**Please also note:** The University of Florida is enrolled in the US Citizenship and Immigration Services E-Verify program. E-Verify requirements modify the way we must complete our forms.

- All List B documentation must contain a photograph.
- The social security number is required in Section 1 of the Form I-9.

If the Form I-9 is completed by a notary, the notary should **not** affix their seal to the Form. When Section 2 of the Form I-9 is signed, the signer is stating under penalty of perjury that the information is true to the best of their knowledge.

If there are any questions, please contact the Employment Operations & Records via phone at 352-273-1079 or email at ufhr-employment@ufl.edu