



Who's in Favor of Making I-9 Compliance Easy?

FISHER & PHILLIPS LLP

ATTORNEYS AT LAW

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I-9 Compliance Made Easy

As a Human Resources or Personnel Manager, you know how much time and effort are spent on the paperwork for all new hires. We would like to introduce you to a new way of completing, storing and monitoring your I-9 forms.

Fisher & Phillips Electronic I-9 Solution

Our Electronic I-9 Solution makes everything about I-9 compliance a snap. I-9 compliance is extremely important because the Department of Homeland Security has been increasing its enforcement efforts and imposing fines and criminal sanctions for immigration violations. At last, there's an easy, virtually failsafe way to both protect your business and boost your efficiency.

Simple, Secure and Federally Compliant

Our Electronic I-9 Solution allows you to enter and save I-9 forms and supporting documents with ease. Our automated system guides you through the process, highlighting missing information and alerting you to errors before saving the electronic form. You can attach photocopies of supporting documents and capture signatures electronically.

What's more, you have access to extensive report generation capabilities, including document and status expiration dates. This will help ensure timely re-verification of expiring work authorization documents as our system automatically notifies you and designated others, about expiring documents 6 months, 3 months, 1 month and every day within 29 days in advance of the document expiration. It works across all departments, divisions and subsidiaries. You also have the option to link to the DHS E-Verify system or SSNVS.

Eliminates the Need for a Paper-based Filing or Binder System

Since forms will be stored electronically, you no longer have to maintain and/or administer a paper-based filing or binder system. This alone will result in enormous time savings. I-9 forms stored electronically take up a fraction of the space of their paper counterparts; you might find yourself with some additional space for other purposes, not to mention a possible reduction in the number of people involved in the I-9 administration process.

Converts, Corrects and Stores Existing Paper I-9 Forms

Get ready to empty out your filing cabinets. Now, your existing paper I-9 forms can be converted to electronic storage and benefit from all the advantages of an electronic I-9 system. Plus, as you review and enter old forms into our electronic system, our software will identify defects in those forms and flag them for future corrective action. Our immigration team is always available to assist you in the correction of these forms, if necessary. This process can catch and correct curable and incurable defects or errors you may not even have been aware of, helping to further reduce your liability.

ICE Audit

Immigration and Customs Enforcement has been ramping up worksite enforcement through Notice of Inspection to conduct an I-9 audit. Our electronic I-9 system allows you to generate ICE reports in seconds without the need to search through file cabinets for the requested I-9 forms.

All This Plus Decades of Legal Expertise in Immigration Law

Fisher & Phillips' Electronic I-9 Solution is backed by a dedicated practice group with decades of Business Immigration Law experience. This expertise sets us apart from most other electronic I-9 systems. Fisher & Phillips is a single solution for all your immigration needs and manages a full suite of immigration services for our clients.

Some Important Features:

Section 1 – The Electronic I-9 Solution Form I-9–Note: Required Fields are Highlighted.

OMB No. 1615-0047; Expires 08/31/12
Form I-9, Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

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
<input type="text"/>			
Address (Street Name and Number)			Apt. #
<input type="text"/>			<input type="text"/>
City	State	Zip Code	Social Security #
<input type="text"/>	SELECT STATE	<input type="text"/>	123-45-6789

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 #)

Employee's Signature: _____

Section 1 must be completed without errors before signing.

Section 2 – Notification of Over-Documentation and Expired Documentation:

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 (Show Sample)	OR	List B Must have photo for E-Verify	AND	List C (Show Sample)
Document title: <u>United States Passport</u>		<u>US Drivers License</u>		<u>US Social Security Account Number</u>
Issuing authority: <u>Dept. of State</u>		<u>Georgia</u>		<u>Health Education and Welfare</u>
Document #: <u>9876766</u>		<u>88765432</u>		<u>123-45-678</u>
Expiration Date (if any): <u>02/07/2013</u>		<u>6/03/2005</u>		

Section 2, List A, B, and C - Too much employment verification information was provided. Either List A or BOTH List B and List C must be completed. (R50)

Section 2, List B First Document Expiration Date - First Document Expiration Date has expired or is blank or invalid. (R192)

Click OK to return to the entry screen.

Alert Regarding Restricted Social Security Card sample available–Unacceptable List C Document:

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 (Show Sample)	OR	List B Must have photo for E-Verify	AND	List C (Show Sample)
Document title: _____		_____		<u>US Social Security Account Number</u>
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) 11/4/2009 and that to the best of my knowledge the employee is authorized to work in the United States. (State

Before you go forward, look carefully at the Social Security Card to be sure it does not say either “Not Authorized for Employment” or “Authorized for Employment Only with USCIS or DHS Approval.” If you find this on the card, you may not accept it as a List C document. (A55)

Option for Sample Documents available for comparison to minimize confusion in selecting from document lists.



Section 2 – The Electronic I-9 Solution Form I-9–Current Date Defaults in Certification Box

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) <u>4/6/2010</u> 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 John Smith	Title H.R. Manager
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) XYZ Company 123 Smith Road, Atlanta, GA 11111		Date (month/day/year) 4/6/2010

Section 2, Completion Date:

ALERT #1: Make sure that the documents you look at look real and like the Employee.

ALERT #2: Watch for certain events while completing an I-9. Some events may show you that an Employee is not legal to work. For example:

Helpful Tips and Alerts:

- 1) If someone changes their citizenship status in Section 1 more than two times.
 - 2) A person gives you many different documents when you tell him/her that the computer will not accept his/her documents.
 - 3) A person tells you that his/her whole name has changed or his/her date of birth has changed.
- If you suspect that something is wrong, call your legal department. (A8)

Click OK to return to the entry screen.

OK

Full Audit on I-9 form with results of “No Problems Found” once entered without errors.

Department of Homeland Security U.S. Citizenship and Immigration Services		DHS Form I-9 (Rev. 08/14/04) Expires 08/31/12 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 documents 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 of employment begins.)			
First Name: <u>John</u> Last Name: <u>Smith</u> Address (Street Name and Number): <u>123 Smith Street</u> City: <u>Atlanta</u> State: <u>Georgia</u> Zip Code: <u>12345</u> Date of Birth (month/day/year): <u>11/15/1969</u> Social Security Number: <u>123-45-678</u>	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 am aware, under penalty of perjury, that I am correct one of the following: <input checked="" type="checkbox"/> A citizen of the United States <input type="checkbox"/> A lawful permanent resident (Alien #) <input type="checkbox"/> An alien authorized to work (Alien # or Admission #) <input type="checkbox"/> Self-employment (Alien #, Admission #, month/day/year)		
Signature of Employee: <u>John Smith</u> Date (month/day/year): <u>4/6/2010</u>			
Preparer and/or Translator Certification (To be completed and signed by preparer if preparer is a person other than the employee.) If false, 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 Signature: <u>John Smith</u> Print Name: <u>John Smith</u> Business or Organization Name and Address (City, State, Zip Code): <u>123 Smith Road, Atlanta, GA 11111</u> Date (month/day/year): <u>4/6/2010</u>			
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 Document title: _____ Issuing authority: _____ Document #: _____ Expiration Date (if any): _____	List B OR US Driver's License Georgia 88785432 6/03/2005	List C AND US Social Security Account Number Health Education and Welfare 123-45-678	

No problems found

Click OK to return to the entry screen.

OK

Electronic I-9 Solution Highlights:

- Complies with government regulations for I-9 compliance and replaces paper I-9 forms
- Full integration with E-Verify or SSNVS (optional)
- Sample images of acceptable documents will help you spot fakes
- Safeguards against duplicate Social Security numbers and Alien numbers within your company account
- Stores I-9 forms for new and previously hired employees
- Generates purge reports for terminated employees
- Generates ICE Audit reports
- Generates custom reports
- Notifies you when documents will be expiring and need to be re-verified
- Able to attach employees' identity and employment eligibility documents electronically to each I-9
- Comprehensive training, technical support, and customer service
- Secure data encryption and password protection
- Designate unlimited number of users and restrict to specified access level
- Backed by immigration attorneys at a leading national law firm

About Fisher & Phillips LLP

Fisher & Phillips provides a single solution for all business immigration needs. Additionally, we represent employers nationally in labor, employment, civil rights, and employee benefits matters. The firm has more than 225 attorneys in 23 offices. Founded in 1943, it is one of the first U.S. law firms to concentrate its practice exclusively upon representation of employers in labor and employment matters.

**For more information about our Electronic I-9 Solution,
contact your Fisher & Phillips attorney or our Business Immigration Practice
at immigration@laborlawyers.com or (404) 231-1400.**

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