

 **COLLABORATE** | 2023

Electronic Form I-9 & 

Key Topics for 2023 and Beyond

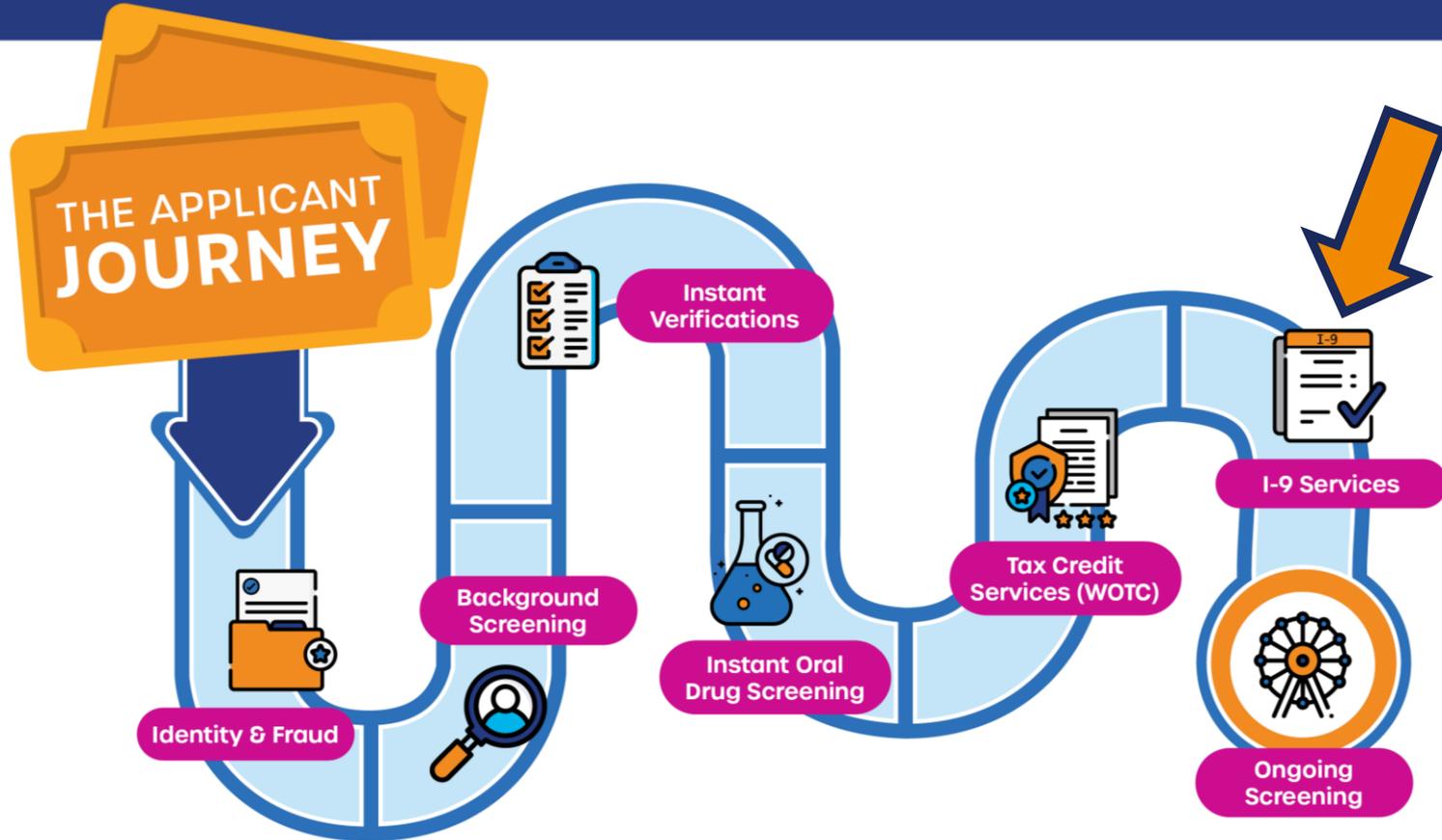
 **First Advantage**

Topics

- Proposed Changes to the Form I-9
- E-Verify Updates
- Electronic Form I-9 &  E-Verify
- Remote Hires
- Oversight and Maintenance
- Differentiators
- Beware of Hidden Liability
- Becoming Audit Ready
- The “Applicant Journey”



Come With Us!



Proposed Changes to the Form I-9



Proposed Changes to the Form I-9

- **March 30, 2022**

- DHS published a Federal Register notice inviting the public to share comments by May 31, 2022, on its proposed extension and revisions to the Form I-9, before it expires on October 31, 2022.

- **July 31, 2022**

- Based on the submissions and comments received, USCIS made several substantive and design changes to the Form I-9 and Lists of Acceptable Documents
- Second Public Comment Period for Form I-9 Extension ended August 8, 2022



Proposed Changes to the Form I-9

Structural Summary (*Revisions 1 and 2*)

- Compress Sections 1 and 2 from two pages to one page.
- Reduce and simplify the instructions from 15 pages to 7 pages.
- Moved the preparer/translator section to a “Supplement A”
- Reverification and Rehire is now labeled “Supplement B”
- The Lists of Acceptable Documents page was modified to put employers on notice of auto-extensions and M-274 resources



Proposed Changes to the Form I-9

Content Summary (*Revisions 1 and 2*)

- An ~~Alien authorized to work~~ now referred to as **Noncitizen authorized to work**.
- Each **Additional Information** Box notation should be initialed and dated
 - *Employers **should** use the **Additional Information** field to record any additional information for extensions of employment authorization or a document's expiration date, replacement document information if a receipt was previously presented, or additional documentation that may be presented by certain nonimmigrant employees.*
- No N/A requirement
- Employers referred to the M-274 Handbook for More Information



Proposed Changes to the Form I-9

Section 1



Section 2





Employment Eligibility Verification

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

USCIS
Form I-9
OMB No. 1615-0047
Expires 3/31/2022

START HERE: Employees must ensure the form instructions are available to employees when completing this form. Employees are liable for failing to comply with the requirements for completing this form. See below and the instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employees cannot ask employers for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address		Employee's Telephone Number		

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status:

1. A citizen of the United States
2. A noncitizen national of the United States (See Instructions)
3. A lawful permanent resident (Enter USCIS or A-Number)
4. A noncitizen (other than Item Numbers 2 and 3, above) authorized to work until (exp. date, if any)

If you check Item Number 4, enter one of these:

USCIS/A Number	Form I-94 Admission Number	Foreign Passport Number and County of Issuance
----------------	----------------------------	--

Signature of Employee _____ Today's Date (mm/dd/yyyy) _____

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box, see Instructions.

	List A	List B	and	List C
Document Title 1			OR	
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				
Document Title 2 (if any)		Additional Information		
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				
Document Title 3 (if any)				
Issuing Authority				
Document Number (if any)				
Expiration Date (if any)				

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy) _____

Last Name, First Name and Title of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
--	--	---------------------------

Employer's Business or Organization Name _____ Employer's Business or Organization Address, City or Town, State, ZIP Code _____

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

Form I-9 Edition: 10/21/19 Page: 1 of 4

Proposed Changes to the Form I-9

Lists of Acceptable Documents

LISTS OF ACCEPTABLE DOCUMENTS
 All documents containing an expiration date must be unexpired.
 Documents extended by the issuing authority are considered unexpired.
 Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.
 Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A Documents that Establish Both Identity and Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Employment Authorization Document that contains a photograph (Form I-766) For an individual temporary authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> Foreign passport; and Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> The same name as the passport; and An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 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 		<ol style="list-style-type: none"> 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 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 School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant/ Mariner Card Native American tribal document Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> School record or report card Clinic, doctor, or hospital record Day-care or nursery school record 		<ol style="list-style-type: none"> A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH DHS AUTHORIZATION VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for Use of Resident Citizen in the United States (Form I-179) Employment authorization document issued by the Department of Homeland Security <p>For examples, see Section 8 and Section 12 of the M-274 on uscis.gov/i-9-central.</p> <p>The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
Acceptable Receipts				
May be presented in lieu of a document listed above for a temporary period. For receipt validity dates, see the M-274.				
<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List A document. Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List B document. 	AND	<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [L9 Central](#) for more information.

Proposed Changes to the Form I-9

Supplement A Preparer and/or Translator Certification

**Supplement A,
Preparer and/or Translator Certification for Section 1**

USCIS
**Form I-9
Supplement A**
OMB No. 1615-0047
Expires XX/XX/XXXX


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

Last Name (Family Name) from Section 1.	First Name (Given Name) from Section 1.	Middle Initial (if any) from Section 1.
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Instructions: This supplement **must be completed by any preparer and/or translator** who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (mm/dd/yyyy)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	
Address (Street Number and Name)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (mm/dd/yyyy)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	
Address (Street Number and Name)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (mm/dd/yyyy)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	
Address (Street Number and Name)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Date (mm/dd/yyyy)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	
Address (Street Number and Name)	City or Town	State	ZIP Code

Proposed Changes to the Form I-9

Supplement B Reverification and Rehire Formerly Section 3

Supplement B,
Reverification and Rehire (formerly Section 3)

USCIS
Form I-9
Supplement B
OMB No. 1615-0047
Expires XX/XX/XXXX

Last Name (Family Name) from Section 1. First Name (Given Name) from Section 1. Middle Initial (if any) from Section 1.

Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification. Is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the [Handbook for Employers, Guidance for Completing Form I-9 \(M-274\)](#).

Date of Rehire (if applicable) Date (mm/dd/yyyy)	New Name (if applicable) Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)	
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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	
Additional Information (Initial and date each notation.)			

Date of Rehire (if applicable) Date (mm/dd/yyyy)	New Name (if applicable) Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)	
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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	
Additional Information (Initial and date each notation.)			

Date of Rehire (if applicable) Date (mm/dd/yyyy)	New Name (if applicable) Last Name (Family Name)	First Name (Given Name)	Middle Initial
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title	Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)	
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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	
Additional Information (Initial and date each notation.)			

Proposed Changes to the Form I-9 “Virtual Option”



FEDERAL REGISTER
The Daily Journal of the United States Government



PR Proposed Rule

**Optional Alternatives to the Physical Document Examination
Associated With Employment Eligibility Verification (Form I-9)**

A Proposed Rule by the [Homeland Security Department](#) on 08/18/2022



DHS published a Notice of Proposed Rulemaking in the Federal Register and, since November 2022, has been reviewing comments.

Proposed Changes to the Form I-9 “Virtual Option”

- DHS is proposing to allow for alternative procedures for documents required by the Form I-9. This proposed rule would create a framework under which the Secretary of Homeland Security could authorize alternative options for document examination procedures with respect to some or all employers.
- Such procedures could be implemented as part of a pilot program, or upon the Secretary's determination that such procedures offer an equivalent level of security, or as a temporary measure to address a public health emergency declared by the Secretary of Health and Human Services
- This proposed rule would allow employers (or agents acting on an employer's behalf) optional alternatives for examining the documentation presented by individuals seeking to establish identity and employment authorization for purposes of completing the Form I-9.



Proposed Changes to the Form I-9 “Virtual Option”



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR List B Identity	AND List C Employment Authorization
Document Title	Document Title	Document Title
Issuing Authority	Issuing Authority	Issuing Authority
Document Number	Document Number	Document Number
Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)

Document Title
Issuing Authority
Document Number
Expiration Date (if any) (mm/dd/yyyy)

DRAFT
NOT FOR
PRODUCTION

Additional Information

QR Code - Sections 2 & 3
Do Not Write In This Space

Check here if you used an

alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions)



E-Verify Updates



E-Verify Updates

- Coming Soon E-Verify “**NextGen**” an exciting new product that modernizes and streamlines the Form I-9 and verification process for employees and employers.



Feature	Benefits	
	Employee	Employer
Will allow employees to enter their own personal information and documents	More privacy and security for your personal information.	Improves efficiency and reduces data entry errors.
Direct notification of employment status	Immediate notification, in most cases, if further action is needed to determine employment eligibility, including next steps.	Eliminates the need, in most cases, for employers to deliver Further Action Notices to employees.
Will carry verification status over to new employment	Update and share your employment eligibility status with new employers.	Seamless integration with E-Verify, allowing you to manage all cases in one place.

Electronic Form I-9 &  **E-Verify**



Electronic Form I-9 & E-Verify

- Full Compliance with 8 CFR Part 274a
 - Electronic Signature & Storage of the Form I-9
 - Forensic Audit Trails
- Guided Workflows / Mobile Enabled
 - Messages & Alerts
- Remote Employee Completion Options
- Subject Matter Expertise / Compliance Layer
 - ICE / HSI Audit Support
- White Glove Customer Service
 - I-9 Completion & Document Questions
 -  Processes and Resolutions



Electronic Form I-9 & E-Verify

-  Employer Agent / Web Services
- Seamless / Automated Processing from Electronic Form I-9
- Compliance Dashboard
 - Action / No Action
 - Inappropriate Case Closures
 - Photo Tool Document Retention
- Management Alerts
 - TNC's, Updates and Case Closure
- Reporting
- Subject Matter Expertise / Compliance Layer



Electronic Form I-9 & E-Verify

Storage and Maintenance

- Compliance Dashboard
- Automated Management Alerts identifying;
 - Expiring Documents / Receipts
- Section 3 Update / Reverification Capabilities
- Custom Electronic Data Interchange Options;
 - Missing I-9's, Terminated I-9's, Transfer I-9's, Hire Date Discrepancies
- Termination / Purge Capabilities
- Reporting Options
- ICE/HSI Audit Support



Electronic Form I-9 & E-Verify



[Important information](#)

Compliance Dashboard

Company View **Hierarchy View**

All

Summary

Electronic I-9		Scanned I-9		Total	
Active Employees	337	Active Employees	8	Active Employees	345
Terminated Retain	1	Terminated Retain	0	Terminated Retain	1
Reverification Due	0	Reverification Due	0	Reverification Due	0

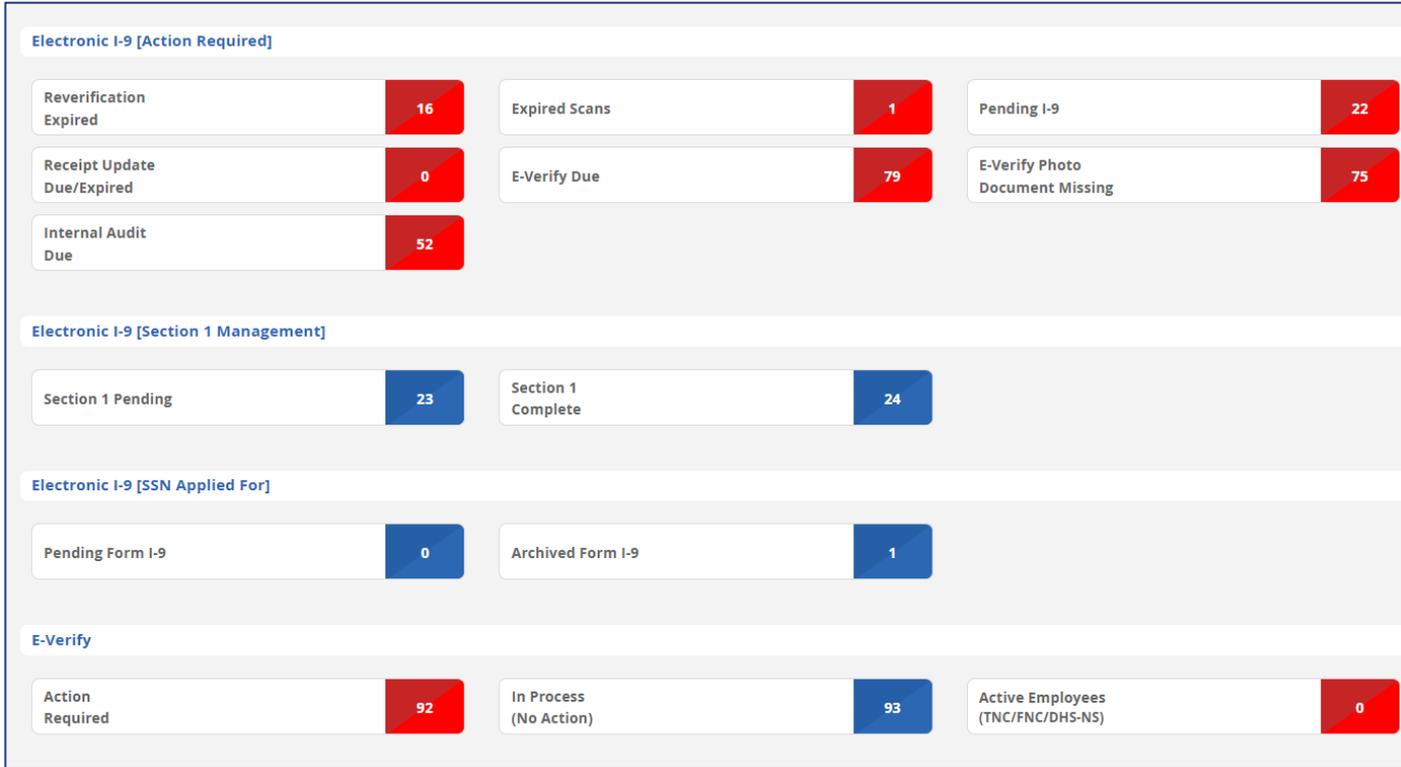
COVID-19

Pending Form I-9	0	Archived Form I-9	1
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I-9 Document Review

Document Review Requested	158	Document Review Pass	35	Document Review Fail	2
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Electronic Form I-9 & E-Verify



Remote Hires



Remote Hires

Properly complete Form I-9 Section 2

- **New Hire Designate**
 - Spouse, neighbor or friend
- **Employer Designate**
 - Authorized Employer Representative
- **Notary Network Representative**



Remote Hires and COVID Flexibility

Extended until **July 31, 2023**

- Employees are “**temporarily exempt**” from the **physical inspection** requirements associated with the Form I-9 **until** they undertake non-remote employment on a regular, consistent, or predictable basis, **or** the extension of the flexibilities related to such requirements is terminated, whichever is earlier.
- On March 20, 2020, due to precautions implemented by employers and employees associated with COVID-19, DHS announced that it would exercise prosecutorial discretion to “**defer the physical presence**” requirements associated with the Form I-9.



Oversight and Maintenance



Oversight and Maintenance

- Historical I-9 Migration

The dashboard displays the following data:

Electronic I-9		Scanned I-9		Total	
Active Employees	390	Active Employees	3	Active Employees	393
Terminated Retain	5	Terminated Retain	6	Terminated Retain	11
Reverification Due	0	Reverification Due	0	Reverification Due	0
Electronic I-9 [Action Required]					
Reverification Expired	6	Expired Scans	0	Pending I-9	53
Receipt Update Due	2	E-Verify Due	45	Documents Missing	3

Oversight and Maintenance

Benefits

- Compliance Dashboard Monitoring
 - Single Source Database
- Expiring / Expired Work Document “Alerts”
- Seamless Section 3 Update Capabilities
- Termination / Purge
- Reporting
- ICE / HSI Audit Support / Deliverables



Differentiators



Differentiators

- Subject Matter Expertise / Compliance Layer
- I-9 Auditing / Remediation Services / Certifications
- Continuous Monitoring & Compliance Services
- Document Review Services
- Compliance Feeds / Data Validation / Payroll or Hiring Data
- Notice of Inspection (NOI) Expertise



Differentiators_Auditing

- Experienced I-9 Audit Team
- Auditing System Results Will Identify;
 - All Errors, Omissions and / or Discrepancies
 - Technical vs. Substantive
 - Document Review
- Expired Work Documents
- Missing I-9's
- Purgeable I-9's and Future Purge Dates
- Patterns and Practices
- Audit Result Page
 - Step-By-Step Instructions Outlining the I-9 Remediation Process



Differentiators_Monitoring

Observes system use and assist Companies in complying with the Form I-9 Instructions, E-Verify Memorandum of Understanding, E-Verify Manuals and other applicable requirements.

- Establish / Review Standard Operating Procedures
- Monitor Form I-9 completion & E-Verify usage
- Promote Form I-9 & E-Verify Compliance
- Improve Program Integrity
- Identify Possible Discriminatory Practices



Differentiators_Document Review

- PASS / FAIL Result
- Review photocopies of document(s) used for Section 2 / 3 completion.
- Ensure that the document(s) are referenced on the Form I-9 Lists of Acceptable Documents or is an acceptable receipt.
- Examine each document to determine if it “reasonably appears” to be genuine.
- Identify “over-documentation”
- Submit E-Verify / PASS status.
 - Confirm Photo (as applicable)



Beware of the Hidden Liability



Beware of the Hidden Liability

DOJ discrimination investigations that were due, in part, to an employer's use of an **improperly designed** electronic I-9 system.

- **Example 1**; the electronic I-9 platform improperly sent e-mails requesting updated work authorization documentation to all non-U.S. citizen employees, even when **reverification was not required**.
- **Example 2**; the government noted that the company's "reliance on an electronic **human resource management system** (which had electronic Form I-9 functions) contributed to the company's discriminatory conduct."



Beware of the Hidden Liability

Employers need to conduct **due diligence** to ensure that their I-9 system of choice is **programmed correctly**.

- Commit to making any needed changes as soon as possible, which may involve switching vendors and / or using a different electronic I-9 application.
- Staying the course should never be the default option, especially when one considers the considerable I-9 risks of doing nothing.



**Becoming “Audit Ready”
ICE / HSI / DOJ**



Form I-9 / Notice of Inspection



The administrative inspection process is initiated by the service of a **Notice of Inspection (NOI)** upon an employer compelling the production of Forms I-9.

By law, employers are provided with at least three business days to produce the Forms I-9.

Often, ICE will request the employer provide supporting documentation, which may include a copy of the payroll, list of current employees, Articles of Incorporation, and business licenses.

Form I-9 / Notice of Inspection

Common Form I-9 Issues

1. Failure to ensure completion / Missing I-9's
2. Failure to ensure timely completion
3. Failure to ensure proper completion / Flawed I-9's
4. Failure to ensure timely updating / Missed & Late Reverification



Form I-9 / Notice of Inspection

Substantive / Uncorrected Technical Violation I-9 Fines

Under fine adjustments published in the Federal Register on January 13, the new penalty amounts for paperwork violations are:

- Minimum fine per individual \$272
- Maximum fine per individual \$2,701

USCIS Outreach Branch estimates that 76% of paper I-9s have errors.

Fines can add up quickly if you are making mistakes.

Form I-9 / Notice of Inspection

A cleaning service that failed to sign Section 2 on their I-9s for 25 employees was.....fined **\$44,000**.

A transportation company that failed to fill out I-9s in a timely manner for 54 employees was.....fined **\$109,000**.

In 2017, the restaurant chain Panda Express required all of its legal permanent resident employees to renew their I-9s, without requiring their U.S. citizens to do the same. ICE deemed this discriminatory and.....fined the franchise **\$400,000**.

An event planning company that failed to sign Section 2 on their I-9s for 797 employees.....fined **\$605,000**.



Form I-9 / Notice of Inspection

U.S. v. R&SL Inc., d/b/a Total Employment and Management (TEAM)

January 6, 2022

Final Decision and Order

Staffing Company Ordered to Pay **\$1,527,308.90**

Summary of I-9 Violations:

1. Knowingly hire
2. Failure to turn over I-9s as part of the I-9 inspection
3. Late completion of I-9s
4. Failure to ensure proper completion of I-9s
5. Backdating

13 OCAHO no. 1333b

UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
OFFICE OF THE CHIEF ADMINISTRATIVE HEARING OFFICER

January 6, 2022

UNITED STATES OF AMERICA,)	
Complainant,)	
)	8 U.S.C. § 1324A Proceeding
v.)	OCAHO Case No. 19A00044
)	
R&SL INC., D/B/A TOTAL EMPLOYMENT)	
AND MANAGEMENT (TEAM),)	
Respondent.)	
_____)	

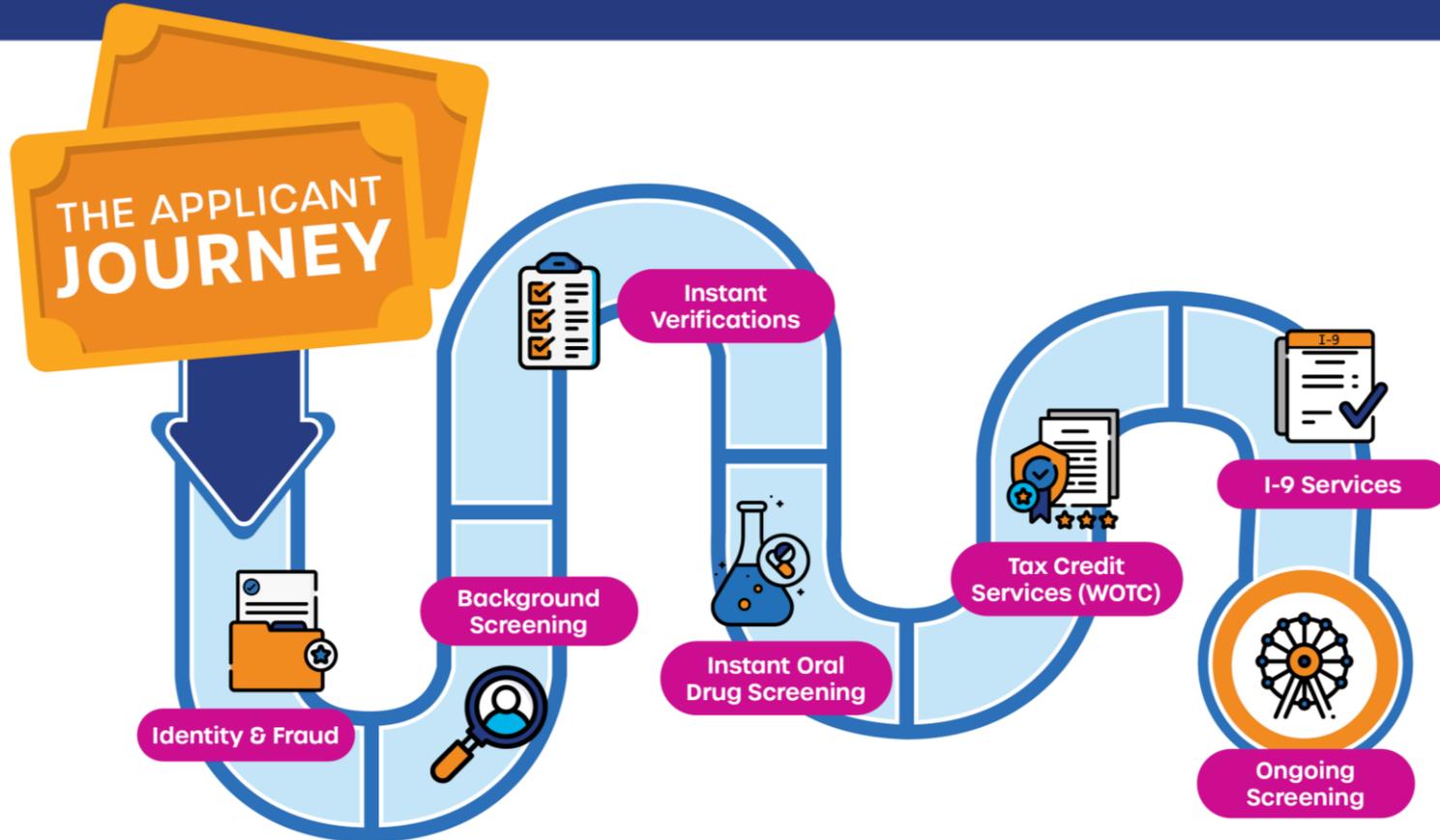
Appearances: Ryan A. Kahler, Esq., for Complainant
Eileen M.G. Scofield, Esq., Nowell D. Berreth, Esq., and Debolina Das, Esq., for Respondent

FINAL DECISION AND ORDER

The Applicant Journey



Come With Us!



It's Better Bundled

Our curated bundles are configured to align with industry best practices and vertical expertise.

Screen

Hire Smarter with...

1. Background Screening Essentials
2. Identity
3. Instant Oral Drug Screening

Screen & Onboard

Hire Smarter. Onboard Faster with...

1. Background Screening Essentials
2. Identity
3. Instant Oral Drug Screening
4. I-9 with Document Review

Screen, Onboard & Tax

Hire Smarter. Onboard Faster with...

1. Background Screening Essentials
2. Identity
3. Instant Oral Drug Screening
4. I-9 with Document Review
5. Tax Credit Services

Simplify the Journey with First Advantage



Identity



Background



Drug



Tax



I-9

In Closing...



Form I-9 Compliance



Knowledge

- **Compliance Layer / Subject Matter Expertise** - a consultative partner working with each customer to create a best practice process
- **Notice of Inspection (NOI)** – expertise and assistance with deliverables



Ease of Use

- **Remote Hire Solutions** - Section 1, 2, and 3 completion options, remotely.
- **Document upload** – mobile-friendly upload for Section 1 & 2 by taking a picture
- **E-Verify integration and auto-submission** - automatic submission and results retrieval



Storage and Ongoing Maintenance

- **Migration of historical Forms** – paper and digital
- **Compliance Dashboard** – management tool for all I-9 records (current and historical)
- **Automated Email Alerts** – work authorization expiration dates, receipt updates, E-Verify “Action Required,” Section 3 updates



Questions



We'd love to
show you more!



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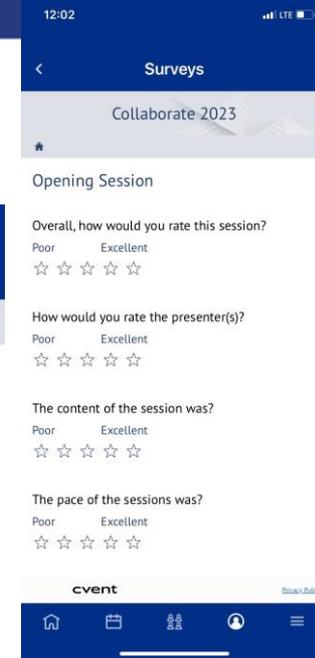
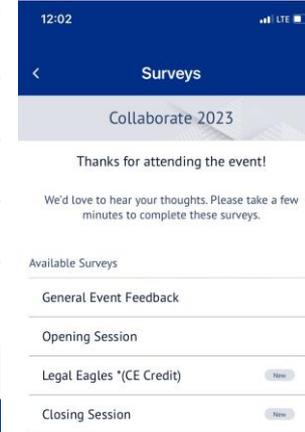
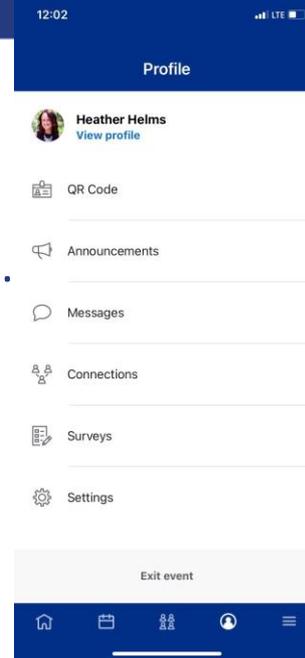
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