



I-9 Requirements #1700.155

INITIAL EFFECTIVE DATE: July 2005	LAST REVISION DATE: May 7, 2025	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT Division of Human Resources Recruitment Services
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POLICY STATEMENT

The United States Citizenship and Immigration Services (USCIS) requires employees to provide identification and proof of their authorization to work in the United States via the Form I-9. F.S. 448.095 (2) (1) requires all public employers to use the eVerify system in addition to the I-9 form. The I-9 (Employment Eligibility Verification) form must be completed by both the employee and a university representative and sent to eVerify no later than after the first three days of employment. An employer found to have recruited or employed an unauthorized alien for employment in the United States or does not complete the form in a timely manner, shall be subject to pay civil fines.

SCOPE

This policy applies to all employees.

REASON FOR POLICY

To enforce the federal requirements for certification of employment eligibility within the United States.

DEFINITIONS

TERM	DEFINITIONS
Employee	A person employed for wages or salary, especially at nonexecutive level.

ROLES AND RESPONSIBILITIES

Summarizes the responsibilities of the University, college offices, divisions, departments or positions named in the policy.



RELATED RESOURCES

N/A

CONTACTS

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HISTORY

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