Section 3 of the Form I-9: Reverifying Employment Authorization for an Existing Employee

Why Reverify?

Reverification is needed to ensure a UF employee’s employment authorization or, in most cases, employment authorization documentation are unexpired and the employee is still authorized to work. The reverification should occur prior to an employee’s work authorization or work authorization documents expiration.

How Do We Reverify?

To process a reverification, the department must complete Section 3 of the Form I-9 using the "Smart Form" prior to the expiration date of:

1. The employment authorization date recorded in Section 1 (when applicable)
2. The expiration date of a List A or List C employment authorization document recorded in Section 2 (when applicable)

Note: If multiple documents expiring, use the earliest expiration date to determine when reverification is necessary.

UF Reverifies:
- F1 and J1 Visa Statuses
- EAD Cards
- I-94 Form
- Any NRA switching Work Authorization documents

UF Does Not Reverify:
- U.S. Citizens
- Permanent Residents
- Noncitizen Nationals
- Expired US Passport/Card
- Expired List B Documents

Best Practices

- Use the Visa Expiration Report to identify employees who may have expiring documents.
- Remind the employee at least 90 days prior to the employee’s work authorization expiration to provide an unexpired document (or acceptable receipt) from List A or List C to show the employee’s eligibility to continue working for the university.
- Include a copy of document used to reverify the employee’s work authorization with the Form I-9.
- Complete only Section 3 of the Form I-9 of the latest version of the I-9.

Acceptable Documents

The List of Acceptable Documents may be found on the last page of the Form I-9. The acceptable List A or List C documents for Section 3 include, but are not limited to:

- Form I-766 (Employment Authorization Document)
- Form I-94 (not applicable for reverification if D/S is listed as expiration date)
- DS-2019
- Form I-20

Case scenarios are provided at the end of this toolkit. Examples of Section 3 of the Form I-9 in the smart form and printed format are available at the end of this toolkit.
Steps

1. Use the smart (electronic) Form I-9 to complete Section 3.  
   **Note:** Instructions for each section of the form I-9 are available by clicking on the ‘?’ in each field of the form.

2. Type in the Last Name, First Name, and Middle Initial in the **Employee Name from Section 1** box at the top of the page.

3. Type in N/A for the **New Name** and **Date of Rehire** fields unless applicable in **Block A & B**.

4. Enter the document title, document number, and expiration date of the new document in **Block C**.

5. Click on the **Print** button on the smart form.

6. Leave **Section 2** of the Form I-9 blank.

7. Write in the type of documentation provided by the employee in the **Document Title** field.  
   **Note:** In some cases the specific title of the document may not be in the dropdown menu provided on the I-9 Smart Form.

8. Sign in the **Signature of Employer or Authorized Representative** field.

9. Write in the day in which the reverification is completed in the **Today’s Date** field.

10. Attach the completed Section 3 of the I-9, along with a copy of the updated document to the most recent Hire or Job Edit ePAF for the employee.

11. Email employment@ufl.edu to notify Employment Operations & Records of the update. Include the employee’s UFID number and ePAF number in the body of the email.

12. **Fax copy of supporting document** to Payroll Services at 352-846-0166 to adjust taxes. (If required)

Once Notified, UFHR personnel will update the employee’s record in myUFL. The update may take 5-7 business days from the date UFHR is notified of the change. After the update is made an email is then sent to the department and Tax Services letting them know the update is complete.

Questions?

- Employment Operations & Records: (p) 352-392-2477, or email employment@ufl.edu
- UF Payroll Services: (p) 352-392-1231 and (f) 352-846-0166
- Immigration Compliance Services: contact for questions on H-1B Visa status or the Employment Authorization Document at 352-392-2477.
- University of Florida International Center: contact for questions on F- and J- Visa status at 352-392-5323.

For assistance with technical issues: UF Help Desk at 392-HELP or email helpdesk@ufl.edu

Resources

Refer to the case scenarios section to find one that closely matches the employee’s situation for information on how to complete Section 3 of the Form I-9. If you do not find a scenario matching the employee’s situation, please contact Employment Operations and Records at 352-273-2841 or e-mail employment@ufl.edu.
Additional Resources

Find further details on the I-9 visit:

- [http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/creating-a-uf-appointment/form-i-9/](http://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/creating-a-uf-appointment/form-i-9/)

You may also visit [https://www.uscis.gov/i-9](https://www.uscis.gov/i-9) to learn more about the Form I-9 process.

Smart Form I-9 View

![Smart Form I-9 View](image-url)
Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

Section 2. Employer or Authorized Representative Review and Verification
Employers or their authorized representatives must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine 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.

<table>
<thead>
<tr>
<th>Employee Info from Section 2</th>
<th>List A</th>
<th>List B</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name (Given Name)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Name (Family Name)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M.I.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Issuing Authority</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Document Title</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Document Number</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expiration Date (if any)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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)

Signature of Employer or Authorized Representative

Date: mm/dd/yyyy
Title: Employer or Authorized Representative

Section 3. Reverification and Rehires

A. New Name (if applicable)

Last Name (Family Name) N/A
First Name (Given Name) N/A
Middle Initial N/A
Date (mm/dd/yyyy) N/A

B. Date of Rehire (if applicable)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title

Document Number

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 document(s), the document(s) have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative

Name of Employer or Authorized Representative

Date: mm/dd/yyyy

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Case Scenarios and Samples of Completed Reverification

1. Form I-20 Update (For F1-Visa Holders)

F1-Visa holders must possess an unexpired passport, Form I-94, and Form I-20 upon hire.

- The hiring department typically reverifies the F1-Visa holder's Form I-20 when expired.
- The employee must contact the University of Florida International Center (UFIC) for an updated Form I-20.
- Departments do not reverify F1-Visa holder's passport or Form I-94. The Form I-94 which does not contain an expiration date.

If a Form I-20 is used for reverification, write in Form I-20 in the Document Title box once the smart Form I-9 is printed and ready for signature and date.

2. DS-2019 Update (For J1-Visa Holders)

J1-Visa holders must possess an unexpired passport, Form I-94, and DS-2019 upon hire.

- The hiring department typically reverifies the J1-Visa holder's DS-2019 when expired.
- The employee must contact the University of Florida International Center for an updated DS-2019.
- Departments do not reverify the J1-Visa holder's passport or Form I-94. The Form I-94 which does not contain an expiration date.

If a DS-2019 is used for reverification, write in DS-2019 in the Document Title box once the smart form I-9 is printed and ready for signature and date.

3. Employment Authorization Card Update

The Employment Authorization Card (EAD) is granted to non-immigrants who are authorized to work in United States.

This includes:

- F-1 students or post-graduates on Optional Practical Training (OPT).
- F-1 post-graduates who graduated from a qualifying science, technology, engineering, or mathematics (STEM) degree, may be eligible to apply for a 17-month STEM extension. For additional assistance on OPT for UF graduates, please contact the University of Florida International Center.
- A J-2 dependent status is also eligible for an EAD. For additional assistance on applying for an EAD, please visit Forms page on United States Citizenship and Immigration Services at www.uscis.gov.

If an EAD is used for reverification, write in Employment Authorization Card or EAD in the Document Title box once the smart form I-9 is printed and ready for signature and date.

Pending Extension Application

If the post-graduate's Employment Authorization Document (Form I-766) expires while the STEM extension application is pending, the employee is authorized to work until USCIS decides on the application. This additional time cannot go beyond 180 days from the date the initial Employment Authorization Document (Form I-766) expiration date.
4. H1-B Visa (I-797A)

A H-1B Visa is granted for a period of time by the United States Citizenship and Immigration Services (USCIS). Reverification is required based on the expiration date of the H-1B Visa holder’s latest Form I-94.

If an I-94 is used for reverification, it must state a calendar expiration date, not D/S. Write in Form I-94 in the Document Title box once the smart form I-9 is printed and ready for signature and date.

Filing for H1-B Extension

If an H-1B Visa holder files an extension, the employee’s department does not need to reverify the employee’s Form I-94 until USCIS has decided on the petition, which should take less than 240 days from the day the extension is filed.

When the petition is approved, the employee will receive a Form I-797(A), which includes Form I-94A. The employee’s department must immediately reverify the employee’s work authorization by completing the smart form I-9.

Write in Form I-94 in the Document Title box with an Expiration Date as the date stated on the Form I-94A that is attached to Form I-797(A) once the smart form I-9 is printed and ready for signature and date.