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

Procedure
The hiring department is responsible for ensuring its employees are eligible to work in the United States. When a current employee’s work authorization is about to expire, the department is responsible for reverifying the employee’s work authorization.

To process a reverification, the department is required to 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, if any
2. The expiration date of a List A or List C employment authorization document recorded in Section 2, if any

Note: The earlier date must be used to determine when reverification is necessary.

Employers may not reverify:

- US Citizens
- Noncitizen Nationals
- Lawful Permanent Residents
- Expired US Passport/Card
- Alien Registration Receipt Card/Permanent Resident Card (I-551)
- Expired List B Documents

It is highly recommended to 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. 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, and Form I-20. A copy of the document used to reverify the employee’s work authorization must be made and accompanied by the Form I-9. Case scenarios are provided at the end of this tool-kit.

Section 3 of the Form I-9 must be completed on the current version. If Section 1 and Section 2 were previously completed on an older version, do not fill out Section 3 on the original Form I-9. Complete Section 3 on a new Form I-9. Examples of Section 3 of the Form I-9 in the smart Form and printed format are available near the end of this tool-kit.

Steps

1. Use the smart (electronic) Form I-9 to complete Section 3.
2. Click on the Instructions button, available at the top of each page of the Form I-9, to access the full Instructions for Form I-9, Employment Eligibility Verification by USCIS. Individual field instructions may be accessed by clicking or hovering over the ‘?’ in each field of the form.
3. Type in the Last Name, First Name, and Middle Initial in the Employee Name from Section 1 box at the top of the page.

   **Note:** If filling out the Form I-9 electronically, this box will be located directly above Section 3 prior to printing. Once printed, the box will be at the top of Section 2.

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

5. Block C: The department will enter the document presented by the employee. **The employee is responsible for the decision on what document to provide from the List A or C.**

6. **Skip** the Document Title for now.

7. Record the Document Number, Expiration Date, and Name of Employer in Section 3 of the smart Form I-9. If there is no expiration date, enter N/A in the applicable field.

8. Click on the Print button on the smart Form.

9. Click Yes on the pop-up box stating "This form contains incomplete or invalid information. Are you sure you want to print?"

10. Click on the Print button on the print screen. **(Recommend changing Pages to Print to only Page 2 to avoid unnecessarily printing Section 1 and the List of Acceptable Documents pages.)**

11. Section 2 of the Form I-9, including the Citizenship/Immigration Status and Additional Information fields, should be left **blank.** Only the Last Name, First Name, and M.I fields within the Employee Info from Section 1 should be filled in.

   **Note:** Examples of Section 3 of the Form I-9 in the smart Form and printed format are available near the end of this tool-kit.

12. Write in the Document Title to reflect the type of documentation provided by the employee.

13. Sign in the Signature of Employer or Authorized Representative field

14. Write in **Today’s Date.**

15. Write the employee’s UFID # at the top of the Form I-9.

16. Mail or fax the completed Section 3 along with a copy of the supporting document used for reverification to Immigration and Compliance Services:

   Office of Human Resource Services  
   Recruitment and Staffing  
   PO Box 115002  
   352-846-0668

   **17. Fax copy of supporting document** to Payroll & Tax Services at 352-846-0166 to adjust taxes.

**Resources**

Refer to the case scenario below that matches the employee’s situation for more 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 Recruitment and Staffing at 352-392-2477 or e-mail employment@ufl.edu.
## Additional Resources

Recruitment & Staffing at (p) 352-392-2477, (f) 352-846-0668 or email employment@ufl.edu

UF Payroll & Tax Services at (p) 352-392-1231 and (f) 352-846-0166

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


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.

For additional questions on H-1B Visa status or the Employment Authorization Document, please contact Immigration Compliance Services at 352-392-2477.

For additional information on the F- and J- Visa status, please contact the University of Florida International Center at 352-392-5323.

## Smart Form I-9 View

![Smart Form I-9 View](image)

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Office of Human Resource Services  
University of Florida, Gainesville, FL 32611  
Updated: March 29, 2017  
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Section 2. Employer or Authorized Representative Review and Verification

(Employer 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 a document from List A OR a combination of one document from List B and one document from List C as listed on the back of this form.

Employee info from Section 1

<table>
<thead>
<tr>
<th>List A Document Title</th>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identity and Employment Authorization</td>
<td>Issuing Authority</td>
<td>Document Number</td>
</tr>
<tr>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List B Document Title</th>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing Authority</td>
<td>Document Number</td>
<td>Document Number</td>
</tr>
<tr>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>List C Document Title</th>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuing Authority</td>
<td>Document Number</td>
<td>Document Number</td>
</tr>
<tr>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
<td>Expiration Date (if any) (mm/dd/yyyy)</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

Today's Date (mm/dd/yyyy) Title of Employer or Authorized Representative

Last Name of Employer or Authorized Representative

First Name of Employer or Authorized Representative

Employer's Business or Organization Address (Street Number and Name)

City or Town

State

ZIP Code

Section 3. Reverification and Rehires

A. New Name (if applicable)

Last Name (Family Name)

First Name (Given Name)

Middle Initial

Date (mm/dd/yyyy)

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

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Document Title</th>
<th>Document Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 1-9</td>
<td>Document Number</td>
<td>Expiration Date (if any) (mm/dd/yyyy)</td>
</tr>
</tbody>
</table>

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and that the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy) Name of Employer or Authorized Representative

Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy) Name of Employer or Authorized Representative
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 for an updated Form I-20. Departments do not reverify F1-Visa holder's passport and 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)**

   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 and 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 (EAC) 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 EAC. For additional assistance on applying for an EAC, please visit Forms page on United States Citizenship and Immigration Services at [www.uscis.gov](http://www.uscis.gov).

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

   If the post-graduate’s Employment Authorization Document (Form I-766) expires while his or her STEM extension application is pending, he or she is authorized to work until USCIS makes a decision on his or her application, but not for more than 180 days from the date the initial Employment Authorization Document (Form I-766) expires.

4. **H1-B Visa (I-797A)**

   A H1-B Visa is granted for a period of time by the United States Citizenship and Immigration Services (USCIS), but reverification is required based on the expiration date of the H1-B 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 made a decision 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 as stated above. 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.