What is the purpose of Form I-9? SUNY Potsdam must ensure that only individuals authorized to work in the United States are hired. Therefore, the College must verify the identity and employment authorization of each person hired to work in the United States by completing and retaining an Employment Eligibility Verification (Form I-9).

Who must complete Form I-9? All new employees (including student employees) must complete Form I-9.

When do I need to complete section 1 of Form I-9? All employees must complete section 1 no later than their first day of employment. However, an employee cannot complete section 1 of Form I-9 until an offer of employment has been made and accepted.

What forms of identification are acceptable? The list of acceptable documents may be found on the Form I-9. View acceptable documents. SUNY Potsdam cannot accept any expired documents.

Can my employer tell me which documents I have to submit? No, employees have the choice as long as they are included in the approved acceptable documents.

May I present a photocopy of a document to the employer? No, we must view the original documents. The law requires that the employee must appear in person to present their identification.

I previously completed the Form I-9, why do I need to complete another? It depends. If the previous I-9 was completed within 3 years of the re-hire date and the documents used are still valid and unexpired, then we can re-verify the previous I-9.

If the previous I-9 was completed was completed more than 3 years prior to the re-hire ate or if the documents on the previous I-9 have since expired, a new I-9 needs to be completed.

What if I cannot show the proper ID to complete section 2 of the Form I-9 within three days of starting employment? According to the regulations, you cannot work past the 3rd day if you have not completed the Form I-9 which includes providing acceptable documentation.

Should you have any additional questions, please contact Human Resources.