The Federal Immigration Reform and Control Act of 1986 requires the employer to verify identity and employment eligibility for all employees hired on or after November 6, 1986. All hiring is subject to satisfying the requirements of the Act. In order to comply with this requirement, your assistance is requested in completing Section 1 (every blank must be filled in) of the attached Employment Eligibility Certification Form I-9. For Section 2, examining evidence of identity and employment authorization is necessary.

If you will not be physically working in the United States (defined as the 50 States, District of Columbia, Guam, Puerto Rico, U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands) during your appointment period, you will not be required to complete the Form I-9, Employment Eligibility Verification. However, if you enter the United States at any time during your appointment period and conduct work related to your course, you will be required to complete the I-9, including presenting acceptable documents for verification, utilizing one of the options listed above. If you do not have valid work authorization and is not able to complete the I-9, you will be terminated from employment. Please work with your department and Outreach College Credit Programs regarding travel plans.

It is imperative that we complete the forms as soon as possible, certainly before employment begins. Federal lay prohibits the processing of employment papers without proper documentation.

We regret the inconvenience caused by this mandate however the law is very clear in this case. Penalties for noncompliance are severe. If you have any questions regarding the above, please feel free to contact our Personnel Office at (808) 956-2029 or email ochr@hawaii.edu. Your cooperation on this matter is greatly appreciated.
Instructions on Completing Form I-9

Section 1

1. Enter your full legal name and other names that you have used in the past or present (e.g. maiden name) if any.
   a. If you have two last names (family names), include both in the Last Name field. If you hyphenate your last name, include the hyphen (−) between the names.
   b. If you have two first names (given names), include both in the First Name field. If you hyphenate your first name, include the hyphen (−) between the names.
   c. If you have only one name, enter the name in the Last Name field. You may enter either the word “Unknown” or “N/A” in the First Name field.
   d. Enter your middle initial in the Middle Initial field, if applicable. Enter N/A if you have no middle initial.
   e. Enter your maiden name or any other legal name you may have used in the Other Names Used field. Enter N/A if you have not used other names.

2. Enter your Home Address, Apt. Number, City or Town, State and Zip Code. Enter N/A if you have no Apt. Number. You may not enter a P.O Bo in this field.
If you have no street address, enter a description of the location of your residence, such as “9 miles south of I-81, to the left of the water tower.”

3. Enter your Date of Birth, Social Security Number, Email Address and Telephone Number. Entering your e-mail or telephone number is voluntary. If you choose not to enter your e-mail address or telephone number, enter N/A in these fields.

4. Read the warning and attest to your citizenship or immigration status by checking the appropriate box. If you attest to “Alien authorized to work”, you may provide EITHER your Alien Registration Number OR your Form I-94 Admission Number. If you choose to provide an Alien Registration Number, you do not have to enter your Foreign Passport and Country of Issuance information.

5. Sign and date the form.

Section 2

1. Review the list of acceptable documents attached to the Form I-9. You must present either one document from List A or two documents, one from List B and one from List C to verify eligibility to work in the United States.

2. Select one of the following options below to complete Section 2:
   a. Bring IN-PERSON the original acceptable documents to your department for verification.
   b. Bring IN-PERSON the original acceptable documents to Outreach College at 2425 Campus Road, Sinclair Library 301, Honolulu HI 96822. Please call Patrick at (808) 956-6878 prior to arrival.
   c. Bring IN-PERSON the original acceptable documents to Credit Programs office at 828 Fort Street Mall, 4th Floor, Honolulu HI 96813.
   d. Use of Public Notary. Please contact Credit Programs at (808) 956-6780 or email occredit@hawaii.edu for further information.
   e. Use of a Personnel Representative of a Higher Education Institution. Please contact Credit Programs at (808) 956-6780 or email occredit@hawaii.edu for further information.

3. Submit ORIGINAL I-9 form and all documents to:
   
   **By US Postal Service Mail**
   Outreach College
   Credit Programs
   2440 Campus Road, Box 447
   Honolulu HI 96822

   **In Person**
   Outreach College
   Credit Programs
   2425 Campus Road
   Sinclair Library 301
   Honolulu HI 96822