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## Issues for Discussion/Further Discussion - Policy Matters

Master Copy

Electronic Storage

Electronic Completion and Automate markup for reverification/retention

Policy for Subcontractors

Policy regarding retention of copies of supporting documents

When is I-9 completed

Who reviews I-9

Employees hired outside Atlanta

Reverification procedures

Is there a list/tickler of I-9s needing reverification

Correction procedures

Procedures regarding questionable documents

## Our Suggestions:

DO make a master copy with information that does not change.

DO ask new hires to complete the form their first day of work, but give them 3 days to bring in the required documents

DO make copies of documents used by workers to verify their identity and employment eligibility and attach them to the completed Form I-9. This allows for later correction which may avoid fines.

DO keep a list of workers whose documents will expire, sorted by expiration date, and review them prior to expiration to see that the worker gets an extension document if required and endorses the extension on the Form I-9 before the expiration date.

DO discard Form I-9s of past employees 3 years after termination of employment – and after only 1 year if they were already employed for 2 years at the time of termination

DO allow new hires 90 days to get a replacement document if they present a receipt for a replacement application – this only applies if they have already have the employment status and are merely getting a replacement for a lost document

DO NOT tell the worker which documents they must chose to present

DO NOT reject a document that meets the format of the employer handbook samples. You may reject a

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document that has alterations but should not become an expert in immigration documents. The standard is reasonable care and should contact your immigration counsel if there are any questions about an unusual document presented.

DO NOT alter an existing Form I-9 except to complete an extension, reverify, or to make a correction. When making a correction use a different color ink, date and sign the correction in the margin.