IMPORTANT

Please use the following instructions when completing the Form I-9. You will complete Section 1 of the form, but will need to select a business professional (who is not related to you) to assist you with Section 2. For your convenience a sample I-9, instructions and blank form are provided on the employment paperwork website at:

http://www.byui.edu/human-resources/employment/getting-hired/new-online-adjunct-faculty

Please also keep in mind that incorrect completion of the Form I-9 will delay your hire and you will be required to complete the form again.

Instructions for Section 1

- Complete Section 1 by hand and with a blank pen. Please do not ask someone else to complete the form unless you need the form translated or you need assistance due to a disability. The person assisting will then complete the “Preparer and/or Translator Certification” section.
- Fill in your birthdate (check that you did not write the current date or current year).
- Check the appropriate box regarding your citizenship.
- Sign and date the form (please be sure you did not use your birthdate where the current date is requested).
- Draw one line through any errors, correct it and date and initial next to the area. Please do not use whiteout on any part of the form.

Instructions for Section 2

Select approved ID from the lists on the third page of the Form I-9. Please select one form of ID from List A OR one form of ID from each Lists B and C. Any identification document used must be presented to a representative as a current and official document, meaning no photocopies or expired documents. If you choose to use ID from List A, please send a photocopy of this ID with your employment paperwork to onlinehr@byui.edu.

After completing Section 1 you will need to take your selected identification documents to a business professional of your choice (who is not related to you) such as a Human Resources representative, foreman, agent, co-worker, etc. Please also take the instructions on the following page. The representative is welcome to call BYU-Idaho for assistance during normal business hours or use the sample I-9 for reference. BYU-Idaho has also made arrangements with BYU in Provo to assist with completing the Form I-9. Contact information is below.

BYU-Idaho: 208-496-1700 or 208-496-1701

BYU Salt Lake Center
Phone: 801-933-9435
345 West North Temple
3 Triad Center, 3rd Floor Receptionist
Salt Lake City, UT 84180-1023
http://ce.byu.edu/sl/

BYU Continuing Education
Phone: 801-422-7647
337 Harman Continuing Education Building
Provo, UT 84602
(Corner of University Parkway and 900 East)
Instructions for Completing the Form I-9

Instructions for the representative completing Section 2

• Examine the official documents of the individual. Do not accept photocopies or expired documents.
• Fill in all document details needed on the form (see example). Draw a line if the information does not apply, i.e. Social Security Cards and Birth Certificates do not expire.
• Sign and date the certification area even though you are not an employee of BYU-Idaho or OLL Services LLC. You are acting as a representative for BYU-Idaho at this time. (M-274 Handbook for Employers, Questions 38 & 39, [http://www.uscis.gov/files/form/m-274.pdf](http://www.uscis.gov/files/form/m-274.pdf))
• Include your official work title.
• Please refer to the email from BYU-Idaho for the hire date. If this is not provided, you may leave the line blank and we will add it later.

If you have any questions, please contact BYU-Idaho at 208-496-1700 or 208-496-1879.

Thank you for your help!