Access for Newly Hired Employees:

To complete Section 1 of the Form I-9, Employment Eligibility Verification, access the online site at http://www.newi9.com/ and enter 14621 as the Employer Code for W&M/VIMS.

Section 1:

Newly hired employees must complete Section 1 of Form I-9 no later than your first day of employment. Section 1 can be completed when you have accepted a job offer and/or as early as 60 days prior to the first day of employment.

Newly hired employees must provide the following information to complete Section 1:

1. **Name/Other Names Used:** Provide full legal last name (surname), first name (given name), and middle initial (first letter of second given name). If an employee has two first or last names, include both, and include a hyphen between the names, if either are hyphenated. If no other legal names (such as a maiden name), has been used, N/A in the “Other Names Used” box is required.

2. **Address:** Include current address. If no street address, please provide a description of where the residence is located. P.O. Box addresses are not permitted.

3. **Date of Birth/U.S. Social Security Number/E-Mail Address and Telephone Number (Optional):** Enter date of birth in MM/DD/YYYY format. Since the College of William and Mary participates in E-Verify, a Social Security number is required. If the new hire does not have a Social Security number, choose “SSN Applied For” which appears directly under the SSN field until the SSN can be obtained. Including the E-mail address and telephone number is optional, but if the employee chooses not to include this information, N/A must be written in the appropriate fields.
4. **Indicate the appropriate field:**
   
   a. A citizen of the United States  
   b. A noncitizen national of the United States  
   c. A lawful permanent resident  
   d. An alien authorized to work: complete the following
      
      1. Indicate the date authorization to work expires. If this is not applicable, please write N/A.
      2. Enter Alien Registration Number (A-Number)/USCIS Number. If the employee does not have an A-Number or an USCIS Number, enter the Admission Number in the appropriate field. The Admission Number can be found on a Form I-94, "Arrival-Departure Record," or from information provided by the USCIS or U.S. Customs and Border Protection.
         
         a. If the CBP provided your Admission Number in connection with your arrival in the United States, record the passport number and issuing authority of the foreign passport you used to enter the United States.
         b. If the USCIS provided your Admission Number within the United States, or you entered the United States without a foreign passport, write N/A in the Foreign Passport Number and Country of Issuance fields.

5. **Preparer and/or Translator Certification:** If a preparer or translator assists in completing Section 1, their information will default to these fields.
Employment Eligibility Verification

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

1. Last Name (Family Name)  First Name (Given Name)  Middle Initial  Other Names Used (if any)

2. Address (Street Number and Name)  Apt. Number  City or Town  State  Zip Code

3. Date of Birth  U.S. Social Security Number  Email Address  Telephone Number
   (mm/dd/yyyy)  SSN Applied For

Employment Date (mm/dd/yyyy)

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States
☐ A noncitizen national of the United States (see instructions)
☐ A lawful permanent resident (Alien Registration Number/USCIS Number):
☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):
   Employee is an alien whose work authorization does not expire or has no specific expiration date for their employment authorization (see instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number:

OR

2. Form I-94 Admission

   If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following:

   Foreign Passport Number:
   Country of Issuance:

   Employee obtained Form I-94/94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)
| Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) | (Auto-Fill | Clear) |
|---|---|
| Last Name (Family Name) | First Name (Given Name) |
| Address (Street Number and Name) | |
| P. O. Box 8795 | |
| City or Town | State | Zip Code |
| Williamsburg | VA | 23185 |

By checking this box, I, as an employer representative, authorize the minimum and maximum age requirements to be waived allowing this individual to be employed.