



I-9 Verification and Form Management

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Risk Management & Human Capital Solutions

It's the law: you must verify the employment eligibility of all newly hired employees through proper and timely Form I-9 completion. As illegal immigrant workplace issues heat up, you can bet that the Bureau of Immigration and Customs Enforcement (ICE) and the Department of Homeland Security (DHS) are aggressively checking that businesses are fully compliant.

The responsibility is on you. If you fail to properly complete, retain, or make I-9 forms available for inspection, fines range from \$275 to \$11,000 per individual I-9. Are you absolutely certain you're doing enough?

Our system stays current with I-9 updates so you don't have to...

- Electronically complete, sign and store the Form I-9
- Receive Real-Time Validation of Data Entered and Employment Eligibility
- Automated Process for Tentative Non-Confirmations
- Notification of Expiring Work Authorizations
- Duplication Alert on Existing Forms
- Improve Efficiency of I-9 Form Process
- Decrease Processing Errors
- Reduce Compliance Exposure
- Eliminate Paper Storage

OMB No. 1615-0047; Expires 06/30/08

Form I-9, Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

Please read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification. To be completed and signed by employee at the time employment begins.

Print Name: Last _____ First _____ Middle Initial _____ Maiden Name _____

Address (Street Name and Number) _____ Apt. # _____ Date of Birth (month/day/year) _____

City _____ State _____ Zip Code _____ Social Security # _____

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 or national of the United States

A lawful permanent resident (Alien #) A _____

An alien authorized to work until _____ (Alien # or Authorization #) _____

Employee's Signature _____ Date (month/day/year) _____

Preparer and/or Translator Certification. To be completed and signed if Section 1 is prepared by a person other than the employee. I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature _____ Print Name _____

Address (Street Name and Number, City, State, Zip Code) _____ Date (month/day/year) _____

Section 2. Employer Review and Verification. To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A _____ OR _____ List B _____ AND _____ List C _____

Document title: _____

Issuing authority: _____

Document #: _____

Expiration Date (if any): _____

Document #: _____

Expiration Date (if any): _____

CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative _____ Print Name _____ Title _____

Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) _____ Date (month/day/year) _____

Section 3. Updating and Reverification. To be completed and signed by employer.

A. New Name (if applicable) _____ B. Date of Expiry (month/day/year) (if applicable) _____

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Document Title _____ Document # _____ Expiration Date (if any) _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative _____ Date (month/day/year) _____

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FEATURE	PAPER-BASED	E-VERIFY	NAVICUS	ADVANTAGE
Form I-9 Entry Validation – Real time validation of data entered into fields on the Form I-9.			✓	Reduction in fines & penalties due to incomplete forms.
Duplication Alert – User is advised when entering a form for an employee who already has a form on file. Preventing employees from using the same SSN.			✓	Alerts employer of possible Social Security fraud.
Audit Log – All actions (creation, view and print) relating to a form are tracked and searchable.			✓	Places high value on sensitive employee information.
Up to Date Resources - FAQ's, articles and press releases are researched and provided on Form I-9 and immigration topics of interest			✓	Employer remains current with ever changing immigration issues.
Tentative non-confirmation - We walk you through a step-by-step resolution process			✓	A standardized process that helps eliminate possible discrimination.
Digital Form I-9 Storage – Searchable for review, audits and reverification.			✓	Increased efficiency when action is needed on completed forms.
Expiration Notices – Email notification of an employee's expiring work authorization.			✓	Effortlessly monitor your database and remain in compliance.
Printable PDF's – Search for stored forms and print in PDF format.			✓	Easily produce needed documents anytime and anywhere.
On-Line E-signatures – No need to keep separate signatures files or forms.			✓	Increased effectiveness in the logistics of physical storage.
Permissions – Three permission levels allowing optimal security throughout the company.		✓	✓	Employer maintains protection of confidential information.
Instant Employment Verification – We send the employee's data to the E-Verify/EEV for immediate employment verification.		✓	✓	Instant knowledge of work authorization status.
Accessibility – Manage multiple company locations from one account through the internet.		✓	✓	Allows secure dissemination of information throughout the organization.
Hosted – No servers needed or software to install. Immediate updates and always current.		✓	✓	No additional equipment expense or maintenance needed.
No monthly fees – Purchase forms individually or in bulk. It's your choice.	✓	✓	✓	We help you remain within your budget guidelines.



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