

How to Use I-9 Reciprocal Processing

1. Join the I-9 Reciprocal Processing Consortium at <http://www.cupahr.org/i9/submit.aspx>
2. Go to <http://www.cupahr.org/i9/index.aspx> and enter the ZIP code for the employee's location. Doing so will render the contact information for Consortium institutions nearest that ZIP code that can assist your new employee in completing the Form I-9.
3. Contact the institution of your choice, providing the name of and contact information for the employee, along with the date on which the offer of employment was accepted and the date of employment (date the individual goes on the payroll).
4. You may:
 - a. Provide the employee with a blank **Form I-9** and the contact information for the Consortium institution that will process the form OR ask the processing institution to provide the Form I-9 to the new employee.
 - b. Make the appointment for the employee with the Consortium institution OR provide the employee with the contact information in order to make the appointment himself/herself.
5. Provide the employee with a listing of acceptable identity/employment eligibility document(s), with instructions to take originals to the reciprocating institution. *Emphasize to the employee that this must be completed by no later than close of business on the employee's third day of employment.*
6. The following steps will be taken at that meeting:
 - a. The Consortium institution contact will inspect the I-9 and ensure that the new employee has properly completed Section 1 and has signed and dated Section 1 on or before the date of hire, but not before the offer of employment was accepted.
 - b. The employee will present *original* identity/employment eligibility document(s) to the institution contact.
 - c. The Consortium institution contact will inspect the document(s) and complete Section 2 of the Form I-9, using the name of the hiring institution in the Section 2 box for "Employer's Business or Organization Name."
 - d. You may wish to ask the processing office to fax a copy of the Form I-9 and supporting documents to you as an interim measure, although faxed documents are not considered official documents for I-9 purposes.
7. Lastly,
 - a. Ask the employee to immediately mail the original, completed Form I-9 and a copy of the documents that were used to establish identity to your Human Resources Office. OR
 - b. Ask the Consortium institution to mail the original, completed Form I-9 and a copy of the identity documents to your office.

Guidance for Completing I-9

<http://www.uscis.gov/files/form/m-274.pdf>

<https://www.uscis.gov/sites/default/files/files/form/i-9.pdf>