

## Using I-9 Reciprocal Processing

If you are preparing a New Hire Packet for an employee and getting the Form I-9 completed is difficult due to the employee's distance from the Stillwater campus, we may have a solution. Oklahoma State University has joined College and University Professional Association for Human Resources (CUPA-HR) I-9 Reciprocal Processing Consortium. Consortium institutions can assist one another in the timely processing of Form I-9s.

REMEMBER THAT THE NEW HIRE PACKET IS NOT COMPLETE UNTIL YOU HAVE THE ORIGINAL COMPLETED I-9.

- 1) To find a remote location for Form I-9 processing, please contact [newhire@okstate.edu](mailto:newhire@okstate.edu) or call Ryan Wilcoxson at 4-2910, Faith Hamer-Bartels at 4-5161, or Liz Tarbutton at 4-5448. Form I-9 processors are located by zip code. You will need the zip code for your new employee's preferred processing location.
- 2) Contact the institution of your choice, providing the name 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).
- 3) 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 the new employee can print the form found on [uscis.gov](http://uscis.gov).
  - 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.
- 4) Provide the employee with a list of acceptable identity/employment eligibility document(s), with instructions to take originals to the reciprocating institution. Emphasize to the employee this must be completed by no later than close of business on the employee's third day of employment.
- 5) The following steps will be taken at that meeting:
  - a. The Consortium institution contact will inspect the Form I-9 and ensure 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 or send an encrypted email of the Form I-9 and supporting documents to you as an interim measure, although faxed

documents are not considered official documents for Form I-9 purposes. You may run e-Verify using the copies.

- 6) Ask the employee to immediately mail the original, completed Form I-9 and a copy of the documents used to establish identity to your office to be included with the new hire packet.

## Guidance for Completing Form I-9

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

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

### RECAP:

#### Get from new employee:

The zip code s/he would like to use for a processing center search.

#### Provide to new employee:

Offer Date.

First Date of Employment.

Name of hiring institution (Oklahoma State University).

Blank I-9 or link to site to download.

List of acceptable documents (also available on the Form I-9 form instructions—**remember originals only**).

Name, address, phone number of Consortium contact and appointment information if you are making the arrangements.