

Navigate to [Guardian](#) to initiate the process.

Select which language to proceed.

Baylor University

English

In 1986, Congress reformed U.S. immigration laws, requiring all new employees to fill out the I-9 Form.

The Form I-9 helps employers to verify individuals who are authorized to work in the United States. You must complete a Form I-9 to establish employment eligibility in the United States.

[Continue in English](#)

Español

En 1986, el Congreso reformó U.S. las leyes de inmigración, que requieren todos los nuevos empleados para llenar el formulario I-9.

El Formulario I-9 ayuda a los empleadores para verificar las personas que estén autorizados a trabajar en los Estados Unidos. Usted debe completar el Formulario I-9 para establecer la elegibilidad de empleo en los Estados Unidos.

[Continuar en Español](#)

Enter your First and Last Name alongside your social security number. *

**If you do not have a social security number, stop by the HR office to complete section 1.*

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Details

To continue, please enter your legal name and social security number. If you have not yet been issued a social security number, please contact your Human Resources representative for further instruction on how to complete this form.


First Name

Last Name

Social Security Number

[Continue](#)

Continue entering the required personal information and select your citizenship status.



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047

▶ **START HERE:** Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#)

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

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.)

Date of Birth

I am aware that federal law provides for the imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Select one of the following to attest to your citizenship or immigration status:

1. A citizen of the United States
 2. A noncitizen national of the United States (See Instructions)
 3. A lawful permanent resident
 4. A noncitizen (other than Item Numbers 2. and 3. above)

Did a preparer and/or translator provide you with assistance in filling out this form?

I did not use a preparer or translator
 A preparer(s) or translator(s) assisted the employee in completing Section 1

Click Continue and electronically sign Section 1.

⚠ Mary, you're not finished just yet!
Please review the information below and electronically sign Section 1 of your Form I-9.

Section 1 Summary [\[Make Changes\]](#)

Full Name: Mary Jane
Date of Birth: 05/14/1996
Citizenship Status: U.S. Citizen

Electronic Signature

You, the employee, must sign the Form I-9 by checking the boxes below and providing the requested identity information. By signing this form, you are attesting under penalty of perjury that the information you provided on the Form I-9, along with the citizenship or immigration status you selected, and all information and documentation you provide to your employer, is complete, true and correct.

You are aware that you may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or using false documentation when completing this form.

By checking this box, I attest that I have read, understood, and agree to the statements above
 By checking this box, I consent to provide an electronic signature in connection with this Form I-9 and understand that my electronic signature will be binding as though I had physically signed this document by hand.

Please select an identity question from the dropdown list, provide an answer, and click 'Electronically Sign' to complete your electronic signature.

Question *

Answer *

Send me proof of my electronic signature


E-mail Address

Upon signing, you will be prompted to upload a picture of your document based on your citizenship status.
DOCUMENT UPLOADED MUST CONTAIN A PICTURE

✓ You have completed Section 1 of Form I-9

Document Upload

Choose Your Document(s) ⓘ

 Documents Must:
• Be Original
• Not Photocopies
• Unexpired

[View a complete list of acceptable documents](#)

Select the document you will present to your employer from the list below.

Employment Eligibility and Identity Options


Lost or Misplaced Documents

If the employment authorization or identity document has been lost, stolen, or damaged. A receipt from the appropriate government agency showing that a replacement document has been applied for can be presented. When used, this grants the employee a 90-day extension to present the original replacement document.

List A Document Upload.

Document Upload

Choose Your Document(s) ⓘ

 Documents Must:
• Be Original
• Not Photocopies
• Unexpired

[View a complete list of acceptable documents](#)

Select the document you will present to your employer from the list below.

Employment Eligibility and Identity Options

U.S. Passport

Lost or Misplaced Documents


If the employment authorization or identity document has been lost, stolen, or damaged. A receipt from the appropriate government agency showing that a replacement document has been applied for can be presented. When used, this grants the employee a 90-day extension to present the original replacement document.

Selected Document Upload

U.S. Passport

Please upload an image of the document.

U.S. Passport-ID Page




Delete


Continue

List B & C Document Upload.

✓ You have completed Section 1 of Form I-9

Document Upload

Choose Your Document(s) 

 Documents Must Be Original or Certified Copies
[View a complete list of acceptable documents](#)

Select the document you will present to your employer from the list below.

Employment Eligibility and Identity Options
US Driver's License

The document you selected requires a second form of ID. Please select an additional document from the list below.

Employment Eligibility Options
Social Security Card (Unrestricted)

Lost or Misplaced Documents


If the employment authorization or identity document has been lost, stolen, or damaged. A receipt from the appropriate government agency showing that a replacement document has been applied for can be presented. When used, this grants the employee a 90-day extension to present the original replacement document.

Selected Document Upload

US Driver's License

Please upload an image of the document.

US Driver's License




Employee is presenting a receipt to show they applied to replace this lost, stolen, or damaged document.

Social Security Card (Unrestricted)

Please upload an image of the document.

Social Security Card (Unrestricted)



Employee is presenting a receipt to show they applied to replace this lost, stolen, or damaged document.

[Continue](#)

click Continue.

You have completed Section 1! Please review the [Completing your I-9](#) webpage for further instructions on where to go for Section 2 processing.

✓ You're Done!

Next Steps

You have completed your part of the I-9 form.

Section 2 must be filled out by an employer representative. You will be contacted to meet with a representative shortly.

Be sure to bring your documentation.

[Done](#)

How to Prepare for Section 2:

Plan to complete Section 2 of the I-9 within 3 business days of your start date. A Human Resources representative will serve as the authorized agent and complete the I-9.

Be sure you bring the physical document that was uploaded in Guardian that are acceptable documents based on USCIS.

- [List of Acceptable Documents](#) for U.S. Citizens and Legal Permanent Residents.
- [List of Acceptable Documents](#) for Foreign Nationals (also see [Baylor Orientation Guide](#) for new hires).