

Dear <Insert New Employee Name>,

Great news, you have almost completed the new hire process with <Insert Department Name>. The next process for you to complete is the I-9 Verification.

Normally this would be done in person, but due to the pandemic we must do this remotely. You will need to have a non-family member verify your documents in person and upload them to our secure portal.

Step A:

Complete *Section 1* of the I-9 Tracker process. You will receive this via email:

- From: employment.authorization@universityofcalifornia.edu
- Subject: *For I-9 for New Hire: Must complete prior to work*
- You will need to have originals of your identification documents, which cannot be expired.
- Acceptable documents can be found here:
<https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>.
- This step must be completed no later than their first day of employment.

Step B:

To complete *Section 2* of the I-9 Tracker process, you must respond to the email with the name, email address, and relationship status of the person who will be verifying your documents in person. They will receive an email directly with directions and a link to the secure portal for upload.

Who can be a verifier?

- The person must be 18 years of age or older
- The person cannot be related to you by blood or marriage
- The person should be someone you trust to see your identification documents
- They need to be able to take a photo of your document and upload it onto the secure portal.

Step C:

Have your verifier upload the documents into the secure portal within three business days of the date of hire (the hire date means the first day of work for pay).

Please note that documents provided to the verifier should be the same as the documents used in completing the Section 1 of the I-9 Tracker process.

Once this process is complete, you will be one step closer to being ready to begin working at UC Santa Barbara. If you do not complete these steps in the time frame given, you will be terminated.

Please provide the **Step B** information as soon as possible.