

HireRight: Step-by-Step Guide

Correcting an Employment Eligibility Verification Form I-9

A Form I-9 may need to be edited after it has been signed, as in the following examples:

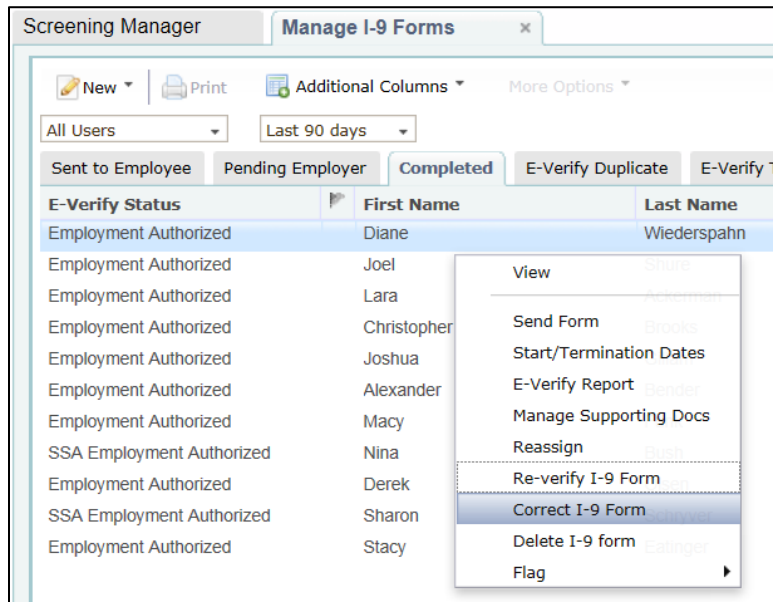
- Mistakes or typos may have been made on the form by either the employee or the employer.
- The employee may not have been issued a Social Security number (SSN) when completing the form. Later, the Social Security Administration issued the employee an SSN.
- The employee presented a receipt for a lost or stolen document.
- *Section 3. Reverification and Rehires* was completed in error.

Note: Your HireRight account must have the correct Form I-9 correction permissions enabled. Any field within the Form I-9 may be corrected. All Form I-9 corrections will be recorded in the Audit Trail.

Making Corrections

You can make corrections from the **Manage I-9 Forms** tab in your HireRight Account:

1. Locate and right-click the form you want to correct.
2. From the pop-up menu, choose **Correct I-9 Form**. Depending on your permissions, a dialog box will open with several options.



3. Select the option for who will make the correction. The example below shows **Send Section 3 to Hiring Manager**.

- If you choose to send the form to the employee or the hiring manager, the system will prompt you for the required name and email address.
- If an employee has more than one Section 3 completed, you will be required to select which Section 3 to correct based on its completion date.

Form I-9 Corrections Options

What would you like to do with this form?

Correct Myself - Section 1 and Section 2

Correct Myself - Section 3

Send Section 1 to Employee

Send Section 2 to Hiring Manager

Send Section 3 to Hiring Manager

Hiring Manager Name: *

Email: *

The email will be sent once you have pressed "Submit"

Correcting Sections 1 and 2

1. Make the necessary corrections in Section 1. In the following example, the word Street is being changed to Sacramento.
2. If you have no changes for Section 1, click **Next**, and make any necessary changes to Section 2 on the next page. Click the menu on the left to navigate back to a previous section of the form if necessary.

Employment Eligibility Verification - Employee I-9 Information

Fields marked with an * are required

Please make any changes or corrections as necessary. You will be asked to review and confirm your changes on the next page.

Section 1: Employee Information and Verification

Last Name: *

First Name: *

Middle Initial:

Maiden Name (if applicable):

Address: *

City: *

State: *

Zip/Postal Code: *

Date of Birth: * / /

Citizenship Status

I attest, under penalty of perjury, that I am (select one of the following) : *

Citizen of the United States

Noncitizen national of the United States

Lawful Permanent Resident (Alien # Required)

Alien Authorized to Work (Alien # or Admission # required)

Alien Authorized to Work (Alien # or Admission # required) until / /

Type Alien # Admission #

Social Security Number: *

NEXT →

3. Click **Next**.

Correcting or Permanently Deleting Section 3

1. Make any necessary corrections in Section 3.

Note: If you want to permanently delete this Section 3 entry, select the **Permanently Delete Section 3** box.

2. Click **Next**.

Employment Eligibility Verification - Updating & Reverification

Fields marked with an * are required

Section 3: Updating & Reverification

To be completed and signed by employer.

New Name (if applicable)

Last Name:

First Name:

Middle Initial:

Date of rehire (if applicable): / /

Document

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): / /

The Employee has presented a Receipt.

Remove Section 3

Permanently Delete Section 3 Completed 01/01/2011

← BACK NEXT →

Reviewing Corrections and Submitting Changes

1. From the Correction Review form, carefully review the changes you have made. The review page displays the old value (Street) and the new value (Sacramento).
2. If you are ready to commit the changes, click **Submit Changes**.

Employment Eligibility Verification - Correction Review

Correction Review

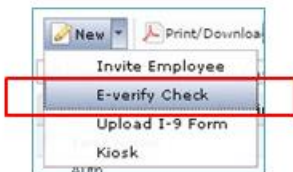
Please review the changes you have made carefully. Once you are sure you want to accept these changes and update this I-9 form, click Submit Changes. If you do not wish to commit these changes, click Cancel. If you wish to go back to the previous page and update your corrections, click on menu to the left.

| Field | Old Value | New Value |
|-------|-----------|------------|
| City | Street | Sacramento |

Submit Changes Save and Run E-Verify Cancel

Notes:

- **Section 1 or 2 Corrections:** If you previously ran an E-Verify request on this employee and a Tentative Non-Confirmation status was returned, you will see the option to **Save and Run E-Verify**. This will resubmit the E-Verify check using the updated Form I-9 information.
- **Errors After E-Verify Employment Authorized:** If E-Verify has returned a status of Employment Authorized, and you later discover an error in the Form I-9, you will have to create a new a-la-carte E-Verify request.



- **Section 3 Corrections:** If you created a Section 3 (e.g., Reverification and Rehires) in error, you may permanently delete the Section 3 entry. The system records the details of that action in the Audit Trail. **Caution:** Once a Section 3 entry is deleted, it cannot be restored.
- **Exiting Without Saving:** If you would like to exit the corrections process without submitting your changes, click **Cancel**. No changes will be made to the Form I-9, and no details will be recorded in the Audit Trail.

About the I-9 Audit Trail

To view the Audit Trail:

1. From the **Manage I-9 Forms** tab, right-click the form you want to view.
2. Select **View Audit Trail** from the menu.

HireRight maintains an audit trail of all Form I-9 actions and any corrections made to the form, including:

- Old and new values.
- The date changes were made.
- The name of the user who made changes.

The screenshot shows the 'I-9 Employment Eligibility Form' interface with the 'Audit Trail' tab selected. Below the header, there is a table of actions. The last entry is highlighted with a red box and expanded to show a detailed view of a correction.

| Date | Who | Action | Details |
|-------------------------|-----------------------|--|---|
| 01/09/2017 10:37:27 PST | James Cobbs(New Hire) | Section 1 Submitted | MMDD: 0101 IP Address: [redacted] |
| 01/09/2017 10:37:28 PST | HireRight System | Email "Notice of Section 1 Completion" sent. | E-Mail Address: "Samantha Johnson" |
| 01/09/2017 10:42:18 PST | Samantha Johnson | Section 2 Submitted | E-Mail Address: sjohnson@abccompany.com IP Address: [redacted] |
| 01/09/2017 10:42:19 PST | HireRight System | Email "Notice of I-9 Form Completion" sent. | E-Mail Address: "Samantha Johnson" |
| 01/09/2017 10:42:22 PST | Samantha Johnson | E-Verify Request Submitted | E-Mail Address: sjohnson@abccompany.com IP Address: [redacted] |
| 01/09/2017 10:46:47 PST | Samantha Johnson | Form Corrections Section 2 | E-Mail Address: sjohnson@abccompany.com IP Address: [redacted] |

| Field | Old Value | New Value | Reason/Change Summary |
|------------|-----------|-----------|-----------------------|
| Document A | B123456 | C123456 | Incorrectly entered |

At the bottom of the interface, there are 'Print' and 'Close' buttons.

It may take several hours to view the Audit Trail while the system updates the corrected information, depending on system usage.

All corrections that an employee or hiring manager enters will be viewable in the electronic Form I-9, as well as in the Audit Trail. Because notifications are not sent when a correction is made, it is recommended that you periodically check the Audit Trail to confirm the changes have been successfully submitted.