

## HireRight: Step-by-Step Guide

### Reverifying Employment Authorization (Section 3 of the Form I-9)

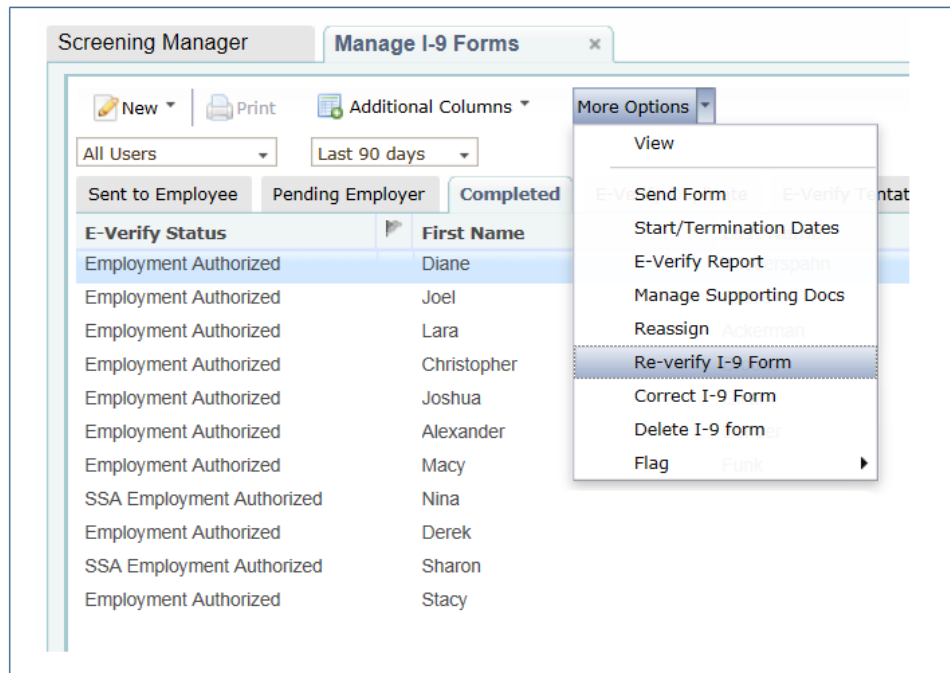
An Employment Eligibility Verification Form I-9 may need to be reverified in the following situations:

- An employee who has a name change.
- An employee's work authorization documentation has expired and requires updating.
- An employee is rehired within three years of when the Form I-9 was originally completed.

**Note:** If the Form I-9 was not initially completed electronically, the paper form may be scanned to an image file and uploaded to the HireRight system. Once complete, you can perform an electronic reverification as described below.

To reverify an employee's employment authorization:

1. Find the employee whose Form I-9 needs to be reverified.
2. Right-click the employee and choose **Re-verify I-9 Form**.  
Or, select the employee and then choose **Re-verify I-9 Form** from the **More Options** menu on the toolbar.



The Updating and Reverification screen is displayed.

**Note:** Some accounts display an option box at this time, asking whether you want to send the form to a hiring manager or complete the form yourself. This is a custom feature, so not all users will see this box display. After you make your selection, you can continue as described in the remaining steps.

- Under **Purpose of Reverification**, select the reason for reverifying the Form I-9.

The screenshot shows the HCM Step-by-Step Guide interface for Form I-9 completion. At the top, there are navigation links: Save Form, Print, Clear Form, Help, Live Chat, and Cancel & Discard. The main content area is divided into two columns. The left column, titled '1 EMPLOYMENT ELIGIBILITY VERIFICATION', contains a 'Directions' link and a 'Updating and Reverification Worksheet' link. The right column, titled 'Section 3 - Reverification and Rehires Worksheet', contains a note that fields marked with an asterisk are required. Below this, there is a section titled 'To be completed and signed by employer or authorized representative'. Underneath, there is a 'Purpose of Reverification' section with three checkboxes: 'Employee Name Change', 'Employee Rehire', and 'Employee Work Authorization renewal'. The 'Employee Name Change' checkbox is highlighted with a red box. At the bottom right, there is a 'Proceed to Form I-9 Completion' button.

Save Form | Print | Clear Form | Help | Live Chat | Cancel & Discard

**1 EMPLOYMENT ELIGIBILITY VERIFICATION**

✓ [Directions](#)

• [Updating and Reverification Worksheet](#)

Section 3 Review and E-Sign

**Section 3 - Reverification and Rehires Worksheet**

Fields marked with an \* are required

To be completed and signed by employer or authorized representative

**Purpose of Reverification**

☐ Employee Name Change

☐ Employee Rehire

☐ Employee Work Authorization renewal

[Form I-9 Instructions](#)

[List of Acceptable Documents](#)

[Who is Issued This Document?](#)

[Sample Document Images](#)

[Information on Receipts](#)

Proceed to Form I-9 Completion

4. Enter updated information.
5. Select the **I attest...** box.
6. Click **Proceed to Form I-9 Completion**.

Employee's New Name

Last Name:

First Name:

Middle Initial:

Date of rehire

Date of rehire:

/

/

Document

List A

List C

If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

☐ The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document. ?

Document Title: \* ?

Document #: \* ?

Expiration Date (if any): \* ?  /  /

☒ I attest under penalty of perjury that to the best of my knowledge this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual. I certify that the information entered above can be used to complete Section 3 of the Form I-9. \*

Proceed to Form I-9 Completion

7. Fill out the section, Complete and Electronically Sign Form I-9, Section 3.
8. Provide the name of the authorized representative signing the form.
9. Read and select each of the certification boxes.

### Complete and Electronically Sign Form I-9, Section 3

Fields marked with an \* are required

#### Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Hire (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	
			05/01/2017	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below:

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative

#### Electronic Signature of Employer or Authorized Representative

First Name: \*
Last Name: \*
E-mail Address:

Hold down left mouse button and draw your signature below

Clear

☐ CERTIFICATION - I attest, under the penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual. \*
☐ certify that the information that appears above on the Form I-9 is exactly as I entered it in the Updating and Reverification Worksheet \*
☐ understand that I am using electronic means to sign this document, and I consent to signing this document electronically \*
☐ understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. \*

Back

E-Sign & Save

Decline

10. Click **E-Sign & Save**.