**IMPORTANT**

Please use the following instructions when completing the Form I-9. You will complete Section 1 of the form, but you will need to select a business professional to assist you with Section 2. For your convenience, a sample I-9 is provided on the employment paperwork website at:

[http://www.byui.edu/human-resources/employee-resources/online-adjunct-faculty-resources](http://www.byui.edu/human-resources/employee-resources/online-adjunct-faculty-resources)

Please also keep in mind that incorrect completion of the Form I-9 will delay your hire and you will be required to complete the form again.

**Instructions for Section 1**

- Complete Section 1 by hand and with a black pen. Please do not ask someone else to complete the form unless you need the form translated or you need assistance due to a disability. The person assisting will then complete the “Preparer and/or Translator Certification” section.
- Fill in your birthdate (check that you did not write the current date or current year).
- Check the appropriate box regarding your citizenship.
- Sign and date the form (please be sure you did not use your birthdate where the current date is requested).
- Draw one line through any errors, correct it, and initial next to the area. Please do not use whiteout on any part of the form.

**Instructions for Section 2**

Select approved ID from the lists on the third page of the Form I-9. Please select one form of ID from List A **OR** one form of ID from each of Lists B **AND** C. Any identification document used must be presented to a representative as a current and official document, meaning no photocopies or expired documents. *If you choose to use ID from List A, please send a photocopy of this ID with your employment paperwork.*

After completing Section 1 you will need to take your selected identification documents to a business professional of your choice such as a Human Resources representative, foreman, agent, notary public, co-worker, etc. *Please also take the instructions on the following page.* The representative is welcome to call BYU-Idaho for assistance during normal business hours or use the sample I-9 for reference. BYU-Idaho has also made arrangements with BYU in Provo to assist with completing the Form I-9. Contact information is below.

**BYU-Idaho:** 208-496-1700 208-469-1701

**BYU Salt Lake Center**  
Phone: 801-933-9435  
345 West North Temple  
3 Triad Center, 3rd Floor Receptionist  
Salt Lake City, UT 84180-1023  
[http://ce.byu.edu/sl/directions.cfm](http://ce.byu.edu/sl/directions.cfm)

**BYU Continuing Education**  
Phone: 801-422-7647  
337 Harman Continuing Education Building  
Provo, UT 84602  
(Corner of University Parkway and 900 E)
Instructions for Completing the Form I-9

Instructions for the representative completing Section 2

- Examine the official documents of the individual. Do not accept photocopies or expired documents.
- Fill in all document details needed on the form. Draw a line if the information does not apply, i.e. Social Security Cards and Birth Certificates do not expire.
- Sign and date the certification area even though you are not an employee of BYU-Idaho or OLL Services LLC. You are acting as a representative for BYU-Idaho at this time. (M-274 Handbook for Employers, Questions 38 & 39, http://www.uscis.gov/files/form/m-274.pdf)
- Include your official work title.

If you have any questions, please contact BYU-Idaho at 208-496-1700 or 208-496-1873. A sample I-9 is also provided on the employment paperwork website at:

http://www.byui.edu/human-resources/employee-resources/online-adjunct-faculty-resources/form-i-9-instructions

Thank you for your help!