

VRIS UPDATE

I - 9
Effective 8/4/2014
Number 397

SUMMARY OF UPDATES

The New Employee Set Up Process chapter and the I – 9 Checklist have been revised to clarify that when an individual presents a U.S. Passport, Passport Card, Permanent Resident Card (I – 551) or an Employment Authorization Document (I-766) as documentation under List A on the I – 9, it will be necessary to make a copy of the photo page in the Passport or side of the respective immigration card that has the individual’s photo and submit the copy along with the I – 9 form. The reason for needing a copy is because the E-Verify process includes photo matching. Personnel must compare the photo on the document with the online photo in the United States Citizen and Immigration Services (USCIS) E-Verify portal to confirm an exact match.

VRIS POSTING

The chapter is posted to VRIS: Program Manual: Administrative Chapters: Personnel – Hiring: [New Employee Set Up Process](#). The [I – 9 Checklist](#) is posted to both this chapter and to the Administrative Forms page.

TEAM COMMUNICATION

I – 9 Contacts for each office should be sure to review this update to avoid delays in the timely submission of the I – 9.

LEADERSHIP CONTACT

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