



Best Practices Checklist (abbreviated)

- Create a clear employee roster
- Compare the roster to all existing I-9s
- Original documents are required and must be presented in-person by the employee
- Update the Form I-9 in Section 2 or Section 3 (for reverification)
- If remote employees work far from employer worksites, employers may use an authorized representative
- If the employer representative who remotely reviewed the original I-9 documents is not available to perform the in-person review of original documents, a different representative can
- If the employee has since separated from employment, simply annotate in their Form I-9 “Additional Information” box, including the date of separation
- Remotely inspected documents that have since expired can still be reviewed in-person and new documents should not be requested
- An employee who was run through the E-Verify process when they were hired under the I-9 COVID-19 flexibilities provisions will still require the standard in-person inspection of original documents outlined above, but employers should not create a new E-Verify case nor update the employee’s existing E-Verify case relating to the physical inspection of their documents