

## I-9/ E-Verify Quick Reference Table

The quick reference table is intended to be used as a quick reference guide to the most common scenarios encountered with I-9 forms and E-Verify queries. Links to the complete policies and procedure and E-Verify are listed below.

Scenario	Form I-9	E-Verify System
<b>New Employee</b>	Complete New <a href="#">Form I-9</a>	Create Case In E-Verify
<b>Return of a Seasonal Employee</b> (as defined in the <a href="#">Employment Eligibility Policy</a> )	*Review most recent <a href="#">Form I-9</a> for current work authorization only. <b>If work authorization has expired, update Supplement B, Reverification and Rehire (Formerly Section 3).</b> If work authorization is still active, one may rely on the most recent I-9.	No New E-Verify Case Required
<b>Rehire</b> <ul style="list-style-type: none"> <li>More than 3 Years from Most Recent <a href="#">Form I-9</a></li> </ul>	Complete New <a href="#">Form I-9</a>	Create Case In E-Verify
<b>Rehire</b> <ul style="list-style-type: none"> <li>Within 3 Years of Most Recent <a href="#">Form I-9</a>;</li> <li>Original work authorization either does not require re-verification (i.e. citizen, LPR, asylee) or temporary work authorization has not yet expired; and</li> <li>Previous E-Verify Case Created with an Employment Authorized Result.</li> </ul>	<b>*Complete</b> Supplement B, Reverification and Rehire (Formerly Section 3) on the most recent <a href="#">Form I-9</a> , sign, and date.	No New E-Verify Case Required
<b>Rehire</b> <ul style="list-style-type: none"> <li>Within 3 Years of Most Recent <a href="#">Form I-9</a>;</li> <li>Previous E-Verify Case Created with an Employment Authorized Result; and</li> <li>Work authorization documentation has expired.</li> </ul>	<b>*Complete</b> Supplement B, Reverification and Rehire (Formerly Section 3) on the most recent <a href="#">Form I-9</a> , sign, and date.	No New E-Verify Case Required
<b>Rehire</b> <ul style="list-style-type: none"> <li>Within 3 Years of Most Recent <a href="#">Form I-9</a></li> <li><b>NO</b> Prior E-Verify Case Created or if anything other than an Employment Authorized Result was received</li> </ul>	*Complete New <a href="#">Form I-9</a>	Create Case In E-Verify

*\*Note: When re-verifying a previous [Form I-9](#) for a rehire within the three year period, you must also check the version of the form. If the form in question is not the current [Form I-9](#) version, a new [Form I-9](#) must be used. The name and Supplement B, Reverification and Rehire (Formerly Section 3) need to be completed. The new form can then be attached the previous form.*

### Related Information

[Employment Eligibility Policy](#)

[Employment Eligibility Requirements: The I-9 Process](#)

[E-Verify: Employee Verification Procedure](#)