

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