Completing Your I-9 Verification

As part of the hiring process, all new employees must complete the Form I-9, Employment Eligibility Verification online. The Form I-9 is mandated by U.S. Citizenship and Immigration Services. The Form I-9 is used to verify an employee's identity and to establish an employee's eligibility to work in the U.S. The employee MUST complete the Form I-9 online by the end of their first day of employment. The employee then has 3 business days to present documents to verify their eligibility for employment. The University of Baltimore has partnered with Equifax to maintain the Form I-9.

There are two steps to completing the Form I-9 Verification:

1. Complete the online I-9 form through the Equifax I-9 Management Portal (instructions are below).
2. Present your supporting documentation/identification. A list of acceptable documents* can be found on the Office of Human Resources website.
   a. You must bring your documentation to HR during our normal business hours. HR is located on the 3rd floor of 1319 N. Charles Street (on the corner of Charles Street and Mt. Royal Ave.). If you cannot report to HR during the posted hours, please contact us at 410.837.5410 or hr@ubalt.edu to schedule another time.

*Please note that all documentation must be the originals; we cannot accept photocopies.

Completing the Online I-9

1. Login to Equifax I-9 Management.
2. Enter the captcha that is displayed on your screen and click Continue.

3. Complete the I-9 form (you may view the Form I-9 Instructions by clicking the link).
   a. Enter your demographic information.
   b. The Employment Date entered should match the date stated on your contract or offer letter.
   c. Select one appropriate Citizenship and Employment option
      ● If selecting either lawful Permanent Resident or alien authorized to work, complete the field(s) to the right.

4. Review the information you entered. Check the Employee Electronic Signature box and click Continue.
5. Your I-9 has been recorded. You may choose to print and/or email the page as receipt of its completion.
6. Present your document(s) to the Office of Human Resources within three (3) business days.