



# READ ME!



## INSTRUCTIONS ON HOW TO COMPLETE THE EMPLOYMENT ELIGIBILITY VERIFICATION, FORM I-9 – TIME SENSITIVE



### IMPORTANT INFORMATION:

- This form must be completed on or before your first day of hire.
- It requires you to choose a person to be your authorized representative to view your **original, unexpired documents** that establish both identity and employment authorization.
- You will complete this form via Adobe Sign.
- SUNY Geneseo cannot employ you without a properly completed I-9 form.

### STEPS:

1. Click on the Adobe Sign Link in the email you received from Human Resources from either Beth Shafer or Victoria Phipps
2. You, the employee, will need to complete Section 1 (Employee Information and Attestation).
3. Please carefully view page 2 of Form I-9 for documents **that you can present to your authorized representative and also upload into Adobe Sign form.**
  - a. You must upload either one document from the LIST A column OR a document from LIST B AND LIST C columns into this Adobe Sign Form.
  - b. Your authorized representative MUST view your original documents. They will need these documents to help them complete Section 2 of the I-9 form.

HELP NOTE: You, the employee, **WILL NOT** complete Section 2 of the I-9 form.

**Your authorized representative, that you choose, will complete Section 2 of the I-9 form.**

### WHAT IS AN AUTHORIZED REPRESENTATIVE?

- Your authorized representative is a friend, family member or coworker **that you choose** to assist you with completing Section 2 of the I-9 form.
- You cannot list yourself as your authorized representative; you must enter a name and email for someone other than yourself.
- **Your authorized representative will need to view the original, unexpired documents that you uploaded and then complete page 2 of Form I-9 on your behalf using the information from your documents.**
- Your authorized representative will view your original List A document, **OR** B AND C documents and enter the document(s) information under the appropriate columns. **IMPORTANT – Your Authorized Representative should review page 2 of the I9 form for help. Your authorized representative needs to be sure to**
  - enter List A document(s) information only in the List A column.
  - enter List B document information only in the List B column.
  - enter List C document information only in the List C column.
- The authorized representative will sign at the bottom of Section 2 on page 1.
  - They will enter their last name, first name and their relationship to you as their “title”. (Examples: Friend, Spouse, Co-worker, Relative, Supervisor, etc.)



Section 2. Employer Review and Verification: Employers must physically examine, or examine consistent with an alternative procedure (a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions

List A	
Document Title 1	Passport
Issuing Authority	USA
Document Number (if any)	A12345678
Expiration Date (if any)	11/30/2029
Document Title 2 (if any)	
Issuing Authority	
Document Number (if any)	
Expiration Date (if any)	
Document Title 3 (if any)	
Issuing Authority	
Document Number (if any)	
Expiration Date (if any)	

List A Document Example



List B AND List C Document Example

List B	AND	List C
Drivers License		SS Card
NYS		Social Security Administration
123 456 789		123-45-678
10/30/2025		
Additional Information		

Certification: I attest, under penalty of perjury, that (1) I have examined