

If you need help with completing the I-9 form, contact askHR at askHR@northwestern.edu or call 847-491-4700.

This document explains how to complete an **I-9 Section 3 Rehire for a US citizen or permanent resident who has a terminated I-9 record**. There is a separate job aid for I-9 Section 3 Reverification of foreign nationals who are current employees and have obtained an extension of their work authorization.

Determine if Section 3 Rehire is Appropriate	
1.	Go to the log in page for the I-9 Service Center: https://northwestern.i9servicecenter.com/
2.	<p>You will need to log in on the left under Existing Accounts. Do not log in under New Employees.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div>
3.	<p>Log in using the credentials you received from the I-9 Service Center after you completed your I-9 training and your security request form was submitted.</p> <ol style="list-style-type: none"> a. The username and password are specific to this website. The password is not your NetID password. b. If you need your password reset, email askHR@northwestern.edu.
4.	<p>Click on the Employees menu on the left and click on Employee Search submenu.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> </div>

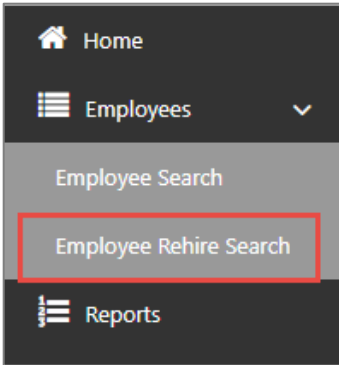
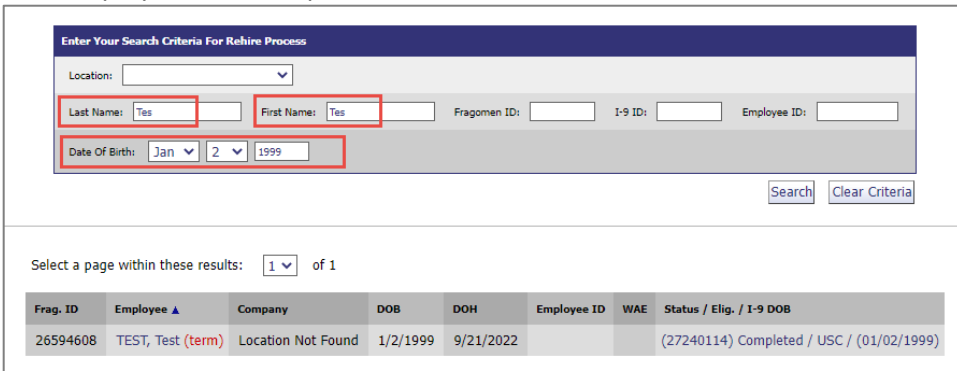
5. Search for the employee by name and birthdate.
 - a. Type in the first 3 letters of the **Last Name**, the first 3 letters of the **First Name**, and the **Date of Birth**.
 - b. Some I-9s are not connected to myHR employee ID numbers, so searching by Employee ID often doesn't work.
 - c. Check the **Include Terminated Employees** checkbox.
 - d. Click **Search**.

6. Review the results to determine next steps.
 - a. If the employee has a search result that **does not have (term)** in red next to it and it has a **Completed** status, then the person has a current active I-9 and **there is no action required**. (If you believe that the person's I-9 should have been terminated, email askHR@northwestern.edu.)

Frag. ID	Employee	Company	DOB	DOH	Employee ID	WAE	Status / Elig. / I-9 DOB
26712547	TESTING, Testing	Location Not Found		10/20/2022			(27369284) Completed / USC / (01/01/1970)

- b. If the person only has a terminated I-9 and the person is a **foreign national** (not US citizen or permanent resident), then the person will need to complete a **new I-9 Section 1 and Section 2**.
 - c. A person is considered a **seasonal employee** if they are returning to the same job (same job code) and the same department (same department ID) with a gap in employment that is less than 12 months. If someone is a seasonal employee and have a terminated I-9 record with **(term)** next to their name, you can submit the hire paperwork to HR Operations. Put a comment in the submission to note it is a seasonal employee and you are **requesting that HR Operations un-terminate the I-9 record**. Only US citizen and permanent resident I-9s can be un-terminated.
 - d. A person has a terminated I-9 but is not a seasonal employee. Open the terminated I-9 and review Section 2. If **Section 2 was completed more than 3 years ago** **or** any of the documents that were used on the original I-9 have **expired**, then the person will need to complete a **new I-9 Section 1 and Section 2**.
 - e. If the old I-9 is **terminated and** it was completed as a **US citizen or permanent resident and** Section 2 was **completed in the last 3 years and** the documents have **not yet expired**, then you can complete the **Section 3 Rehire process** described in this job aid.

Frag. ID	Employee	Company	DOB	DOH	Employee ID	WAE	Status / Elig. / I-9 DOB
26594608	TEST, Test (term)	Location Not Found	1/2/1999	9/21/2022			(27240114) Completed / USC / (01/02/1999)

Complete Section 3 Rehire	
1.	The employee does not need to show documents and does not need to meet with you in person. The Section 3 rehire process is completed by an authorized user in the I-9 Service Center.
2.	<p>Find the employee record in the Employee Rehire Search.</p> <ol style="list-style-type: none"> On the left, click the Employees menu. Click on the Employee Rehire Search submenu. 
3.	<p>Search for the employee by Name and Date of Birth.</p> <ol style="list-style-type: none"> If you saw the terminated I-9 in Employee Search and it's less than 3 years old, but it doesn't come up in Employee Rehire Search, then the I-9 is not eligible for Section 3 rehire and the employee must complete a new I-9 Section 1 and Section 2. 
4.	<p>Click on the name in the search results to open the record.</p> <ol style="list-style-type: none"> If the person's I-9 shows up in the search results, but the name is in black and is not a blue clickable hyperlink, then you don't have security access to the department that was used when the person originally completed the I-9. In that case, email askHR@northwestern.edu with the person's name, date of birth, and the rehire date (the start date of the new job) and askHR will complete the I-9 Section 3 Rehire process for you.
5.	When the I-9 opens, review the form . Confirm that it is the right person and that the person completed the form as a US citizen or permanent resident. Confirm that the I-9 Section 2 documents haven't expired yet and the Section 2 signature is within the last 3 years.

6. If the person is eligible for the Section 3 rehire, scroll down and click the **Do Rehire** button at the bottom of the page.

Please Choose From One Of The Options Below

Log Out I have inspected the previously completed Form I-9(s) and have determined the employee's information or work eligibility has changed. The employee must complete a new I-9

OR

Do Rehire I have inspected the previously completed Form I-9(s) and determined the information relates to the rehire individual and that the employee is still eligible to work in the United States. Employee will not be resubmitted to E-Verify because they already have an employment authorized case result. Continue to Section 3.

7. In Section 3, only enter the **Date of Rehire in Box B.**

- This is the start date of the new job.
- Do not enter a new name under Box A, and do not click Select Document under Box C.
- Your name should automatically populate in the Name of Employer or Authorized Representative box at the bottom.

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) Record Name Change			B. Date of Rehire (if applicable)	
Last Name	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	
			10/31/2022	
C. If employee's previous grant of employment authorization has expired, provide the information for the document(s) presented that establishes current employment authorization in the space provided below.				
Document Title		Document Number		
[Select Document Clear]				
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.				
Name of Employer or Authorized Representative		Date (mm/dd/yyyy)	Signature of Employer or Authorized Representative	
Jane Doe			Today: October 24, 2022	

Click this Button to Continue > **Continue >**

8. Click **Continue** on the bottom right.

9. Read the attestation. **Check the checkbox, type in your name, and click Sign and Continue.**

DIGITAL SIGNATURE

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

I verify I am:

Jane Doe

Please type your name, as stated in section 3, in the field above.

< Back Sign and Continue

10. The system will present a page to **Review Uploaded Documents**. There is no need to upload any documents or review previously-uploaded documents.

Just click **Continue** at the bottom. Then click **OK** on the pop-up window.

I9ID: [REDACTED]
Please Review [REDACTED] **Uploaded Document(s)**

Action Required: You must now upload a scanned copy of the document(s) verified in Section 3.

Select the "document type" below, and upload the scanned version of the document used to complete Section 3.

Select a Document Type:

Select Document Orientation:

If you are uploading one of the Photo-Match documents listed below for submission to E-Verify, please note the following E-Verify instructions:

For **US Passport Cards, Permanent Resident Cards (I-551), and Employment Authorization Documents (I-766)** please scan a photo match of the document.

For **US Passports**, please scan and upload both the front page and the back barcode page (Required).

No document(s) have been uploaded.

northwestern.i9servicecenter.com says

You have not uploaded a supporting document! Please click Cancel and then upload a document or click OK to continue.

Get Electronic Signature Receipt and Log Out

1. At the end of the process, you will be provided with an **Electronic Signature Receipt**. You are not required to keep the receipt. If you'd like to keep the receipt, you can email it to yourself or print it.

2. Double-check that the rehire worked by searching the employee using the **Search Employees** submenu on the left. The rehire record should show up as a second I-9 associated with the same Fragomen ID record. The Date of Hire (DOH) column should show the rehire date.

The screenshot shows a search form titled "Enter Your Search Criteria" with various input fields for location, name, ID, status, and dates. Below the form, there is a table of search results. The table has columns for Frag. ID, Employee, Company, DOB, DOH, Employee ID, WAE, and Status / Elig. / I-9 DOB. A red box highlights the "Status / Elig. / I-9 DOB" column for the first result, showing "(27381119) Rehire / USC / (01/02/1999)" and "(27240114) Completed / USC / (01/02/1999)".

Frag. ID	Employee	Company	DOB	DOH	Employee ID	WAE	Status / Elig. / I-9 DOB
26594608	TEST, Test	Location Not Found	1/2/1999	10/31/2022			(27381119) Rehire / USC / (01/02/1999) (27240114) Completed / USC / (01/02/1999)

3. You can log out of the system by clicking your user initials on the top right corner and the click **Logout**. Confirm that you want to log out and then close the browser tab.