**Electronic I-9 Form Completion Verification in I-9 Express**

**This verification sheet documents that the following new hire’s electronic I-9 form was checked for completion in “I-9 EXPRESS”:**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **I-9 Completed in I-9 Express \_\_\_\_\_\_\_\_\_\_\_ (Yes/No)**

 **Date Verified in I-9 Express \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Name/Initials of I-9 Express Verifier \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DO NOT print the actual electronic I-9 form from I-9 Express for submission with the new appointment form package, but submit a copy of this completed verification form.**