

A new function that allows the addition of an **employer representative** after completing Section 2 has been added by the Tracker I-9 vendor. The use of an employer representative to conduct in-person document inspection is advised, and instructions on how to complete this process are below.

Please contact the I-9 Administrator at i9complete@umd.edu with any questions.

Please note:

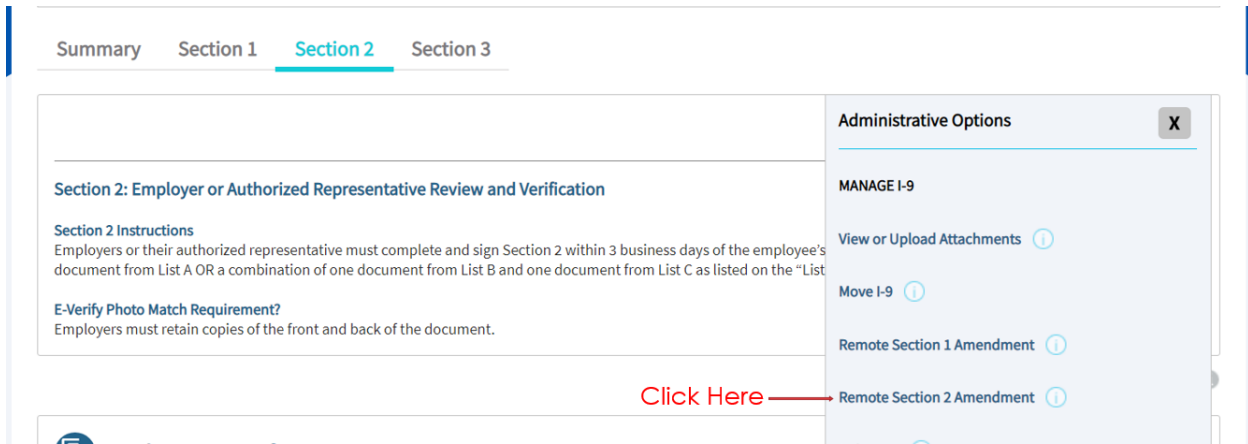
- It is advised that **new** Form I-9 records should be created using the remote employer representative option to complete Section 2.
- I-9 Creators can identify records created during the regulation flexibility period using the **“COVID-19 I-9 Records” report** in Tracker.
- An **audit note is required** stating “Document Viewed in Person” when the in-person inspection is complete.

Summary: Identify a remote employer representative to complete a Remote Section 2 Amendment. The employer representative and employee will need to coordinate a face-to-face meeting to complete the in-person physical document inspection. The employer representative must be an adult.

Detailed Steps:

1. Identify an individual who will serve as the employer representative to update Section 2 using the Tracker Remote Section 2 Amendment workflow. You only need the individual's email address to get started.
2. Help coordinate a meeting between the employee and the employer representative. The employee and employer representative must meet in person. The purpose of this meeting is for the employee to present the physical document to the remote employer representative and for the employer representative to document the inspection in the Tracker I-9 system.
3. Access the Form I-9 that requires the document inspection. Click the menu option in the right corner of the Form I-9 page and select the Remote Section 2 Amendment option.

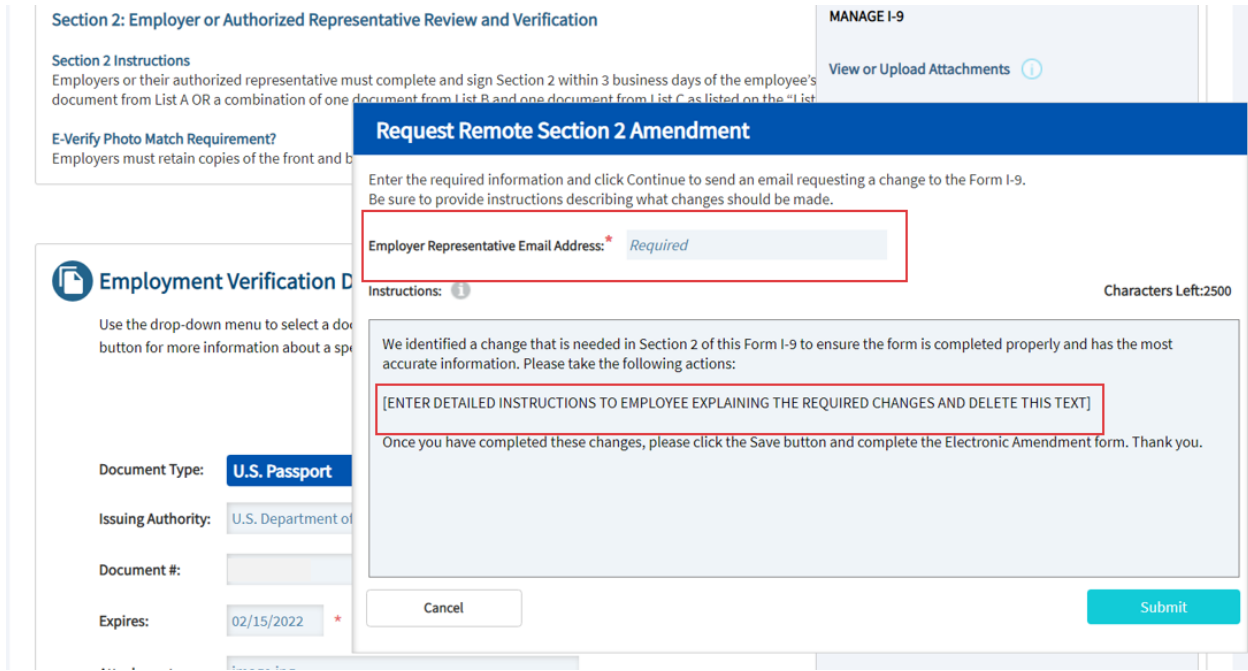
The screenshot displays the Tracker I-9 system interface. At the top, a 'Progression' bar shows five stages: 'Created/On 10/1/2020', 'Start Date Entered 10/1/2020', 'Section 1 Completed 10/1/2020', 'Section 2 Completed 10/1/2020', and 'E-Verify Completed 10/1/2020'. A green arrow labeled 'NONE' is positioned below the first stage. Below the progression bar, there are navigation tabs for 'Summary', 'Section 1', 'Section 2', and 'Section 3'. The 'Section 2' tab is highlighted with a red box. To the right of the tabs, there is a red arrow pointing to a 'Click Here' link and a hamburger menu icon. Below the navigation, the page title is 'Section 2: Employer or Authorized Representative Review and Verification'. On the right side, there are links for 'I-9 Instructions: English | Español'. At the bottom, there is a section for 'Section 2 Instructions' with a paragraph of text: 'Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "I lists of Acceptable Documents'.



4. Enter the required information on the form and click Submit to send an email to the employer representative’s email address requesting a change to Section 2 of the Form I-9.

NOTE: Consider adding the following instructions to in your email to the employer representative:

- i. Please meet with the employee and physically inspect their original Section 2 documents.
- ii. Please verify that the document information is correct. Make any necessary changes to the previously entered document information.



5. The Authorized Representative receives a Remote Section 2 Amendment request email with instructions for accessing Section 2 of the Form I-9.

To Whom It May Concern,

University of Maryland, College Park has identified a need to amend [REDACTED] [REDACTED] Section 2 of the Form I-9. The following link will provide you temporary access to [REDACTED] Form I-9 Section 2 to make an amendment.


The request and access to the link will expire in three (3) days if no action is taken. Please click the link and follow the amendment instructions.

[Form I-9 Section 2](#) ← Click Here

Regards,

University of Maryland College Park, MD 20742

6. The Remote Section 2 Amendment landing page provides an overview of the amendment process, with an option for the employer representative to accept or decline the request. If the employer representative declines the request, the amendment process ends, and the Section 2 Amendment task status changes to Declined.







Authorized Representative Instructions

Request to Amend Section 2: Verify Employee's Identity and Work Authorization I-9 Instructions: [English](#) | [Español](#)

U.S. Citizenship and Immigration Services (USCIS) requires University of Maryland, College Park to verify the eligibility of its employees to work in the United States by completing the Form I-9. University of Maryland, College Park is requesting that you act as an Authorized Employer Representative to amend Section 2 of the Form I-9 for the employee named below.

Please review this request and make one of the following selections:

Click the Accept button and agree to act as an Authorized Representative of University of Maryland, College Park to amend Section 2 of the Form I-9. By clicking Accept, you agree to:

-  Meet with the employee IN PERSON and review the employee's ORIGINAL document(s), if you have not done so already. [Click here to view the List of Acceptable Documents](#)
-  Review the ORIGINAL Section 2 documents presented by the employee. If the documents reasonably appear to be genuine and relate to the employee, record the document information and all other required fields. (Perform this step only if you have not done so previously).
-  Update and amend Section 2 of Form I-9 with the correct information.
-  Electronically sign Section 2 of the Form I-9

Electronically sign Section 2 of the Form I-9.

Or, click the Decline button if you do not agree to act as an Authorized Representative.

Employer Information	Employee Information		
Employer Name University of Maryland, College Park	First Name	Middle Initial	Last Name

Click Here

Accept

& Begin Completing Section 2

Decline

& Send Notification to Employer

7. When the employer representative accepts the request, the system displays the Remote Section 2 Amendment page. The **Amendment Instructions** will display at the top of the Section 2 page.

Amendment Instructions

We identified a change that is needed in Section 2 of this Form I-9 to ensure the form is completed properly and has the most accurate information. Please take the following actions: [ENTER DETAILED INSTRUCTIONS TO EMPLOYEE EXPLAINING THE REQUIRED CHANGES AND DELETE THIS TEXT] Once you have completed these changes, please click the Save button and complete the Electronic Amendment form. Thank you.

[View Section 1 Employee Information](#) ⓘ

Employment Verification Documents (The Employee Must Present One Document from List A OR one document from List B and List C)

Use the drop-down menu to select a document from List A or one from List B and C. Then, enter the respective document number(s) and expiration date(s). Click the (i) button for more information about a specific document.

[Reset](#)

List A

Document Type: U.S. Passport * ⓘ

Issuing Authority: U.S. Department of State * ⓘ

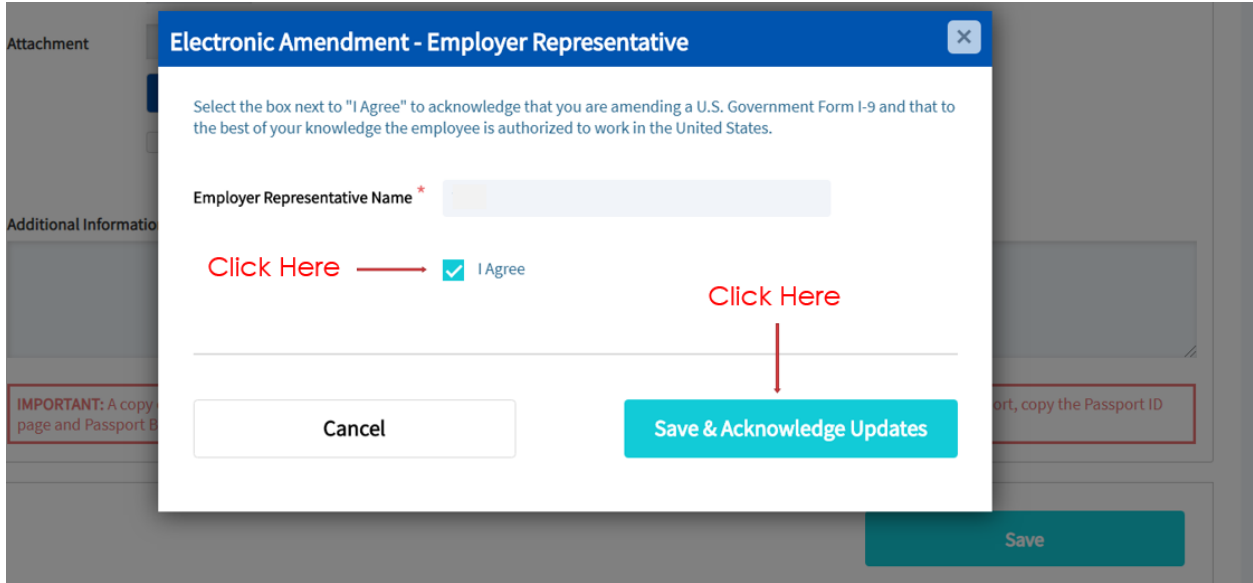
Document #: * ⓘ

8. The employer representative clicks **Save**, enters their name, completes the attestation, which concludes the Remote Section 2 process.

Additional Information ⓘ

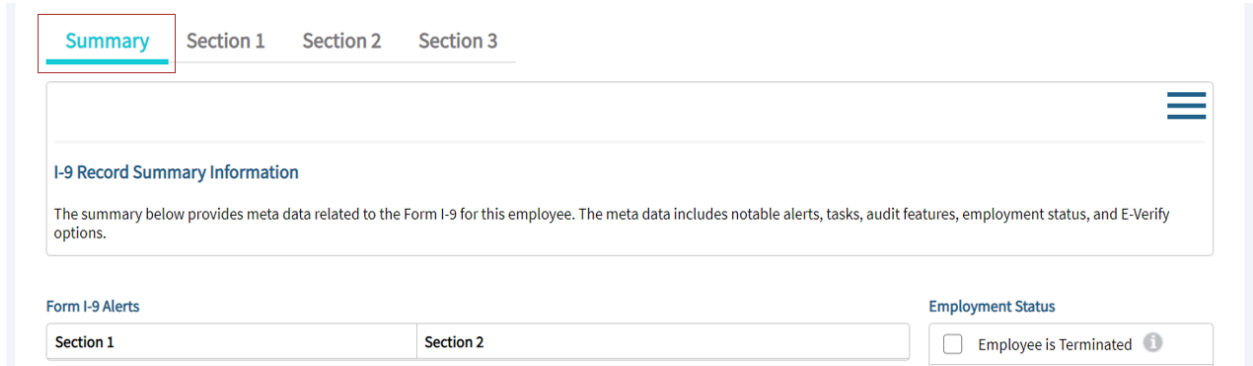
IMPORTANT: A copy of both the front and back of the document must be retained with the employee's I-9 record, or in the case of a U.S. Passport, copy the Passport ID page and Passport Barcode page. The photocopies must be of sufficient quality to allow for verification of the photo and written information.

Click Here → Save

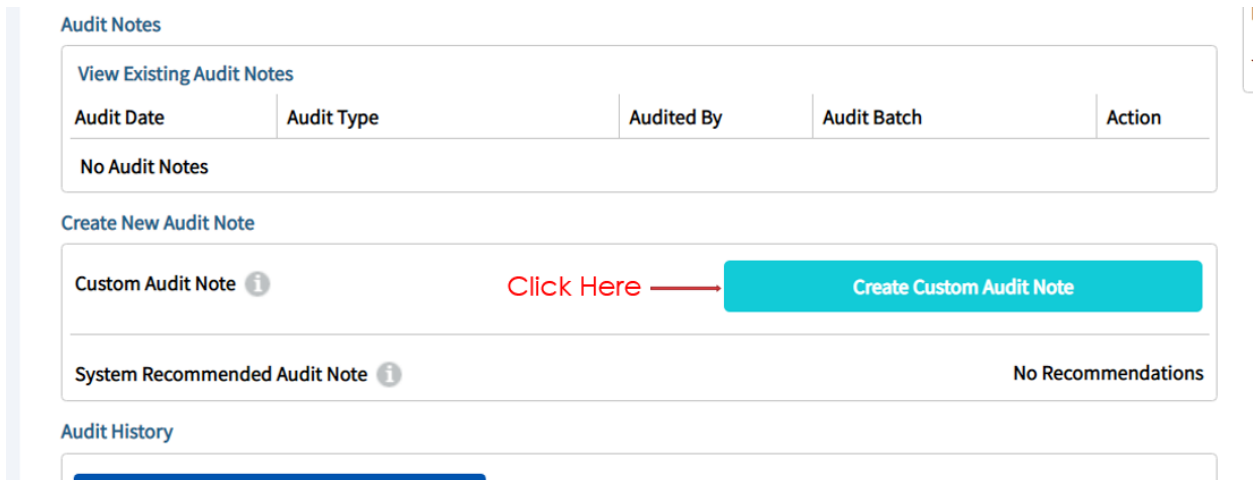


Creating an Audit Note:

1. Select the “**Summary**” tab



2. Click the “**Create Custom Audit Note**” button



3. Enter the audit note and click **Save**

Custom Audit Note

Audit Date:

Audit Batch:

Audited Without Correction

Audited Correction Needed

Check if Corrected

Internal Note:

Click Here 