



In order to meet the U.S Department of Homeland Security requirements, we must have an "Employment Eligibility Verification" form, also known as an "I9" on file for you.

To complete your Form I-9, please follow the below steps:

- 1. Click this link: https://hrx.talx.com/ec/#/login/21024/Template/331f4f43-3c17-4615-9220-09946bbf7db7
2. Select the "Default" Location and click continue:

- 3. Click on Personal Information and proceed to the next steps:

- 4. Fill out all the required information: Social Security Number, First Name, Last Name, Middle Initial, Other Last Names Used (if any), Address, Apt. Number (if any), City or Town, State, Zip Code, Date of Birth, and optional to enter e-mail address and telephone number. Type in your initials for signature.

5. Once you've completed your personal information, continue to next page.

a. Your employment date is your orientation date

b. You will mark your citizenship attestation and select if you used a preparer/translator; click continue

Employment Date (mm/dd/yyyy)

06/10/2019



**Citizenship Attestation**

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (see instructions)
- 3. A lawful permanent resident
- 4. An alien authorized to work until

**Preparer and/or Translator Certification**

- I did not use a preparer or translator.
- A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

6. Once the form has been completely filled out, review the document, check-mark for your electronic signature and click "continue"

7. Once you click continue, you will be given a list of acceptable documents to bring to your orientation date; make sure to bring the original documents as copies will not be accepted. Click "log out"

**LIST A DOCUMENTS**

- U.S. Passport or U.S. Passport Card

**LIST B DOCUMENTS**

- Driver's License Issued by State or Possession with Photo
- ID Card Issued by State or Possession with Photo
- ID Card Issued by Federal, State, Possession or Local Government with Photo
- School ID Card with Photo
- Voter's Registration Card with Photo
- U.S. Military Card
- Military Dependent's ID Card
- U.S. Coast Guard Merchant Mariner Card
- Native American Tribal Document with Photo
- Canadian Driver's license

**LIST C DOCUMENTS**

- Social Security Account Number Card Without Employment Restriction
- Original Birth Certificate or Certified Copy with Official Seal
- Form FS-545 - Certification of Birth Abroad from Dept. of State
- Form DS-1350 - Certification of Report of Birth from Dept. of State
- Form FS-240 - Consular Report of Birth Abroad from Dept. of State
- Native American Tribal Document
- Form I-197 - U.S. Citizen ID Card
- Form I-179 - ID Card for Use of Resident Citizen in the U.S.
- Employment authorization document issued by DHS (US Citizen or Non-Citizen)

8. Your electronic I9 document is now considered complete. **Please remember to bring your acceptable documents on your orientation day.** If you have any questions, please contact Human Resources at 262.656.2116.