

# Employee Experience for Section 1



- Employee uses the provided email to access the online I-9 form using a computer/laptop, tablet or mobile device.

The screenshot shows an email interface with a blue header bar containing the text "We are here to help you get hired." Below this is a white content area with a grey border. The email text is as follows:

**Dear Jane Doe,**

All new employees are required by federal law to complete Section 1 of an I-9 Employment Eligibility Form by the first day of work for pay. Employees may complete Section 1 of the I-9 Form at any time between acceptance of a job offer and the first day of work for pay. Please complete your I-9 Form as soon as possible by going to the online portal listed below.

[Login](#)

**Questions about the I-9 Form**

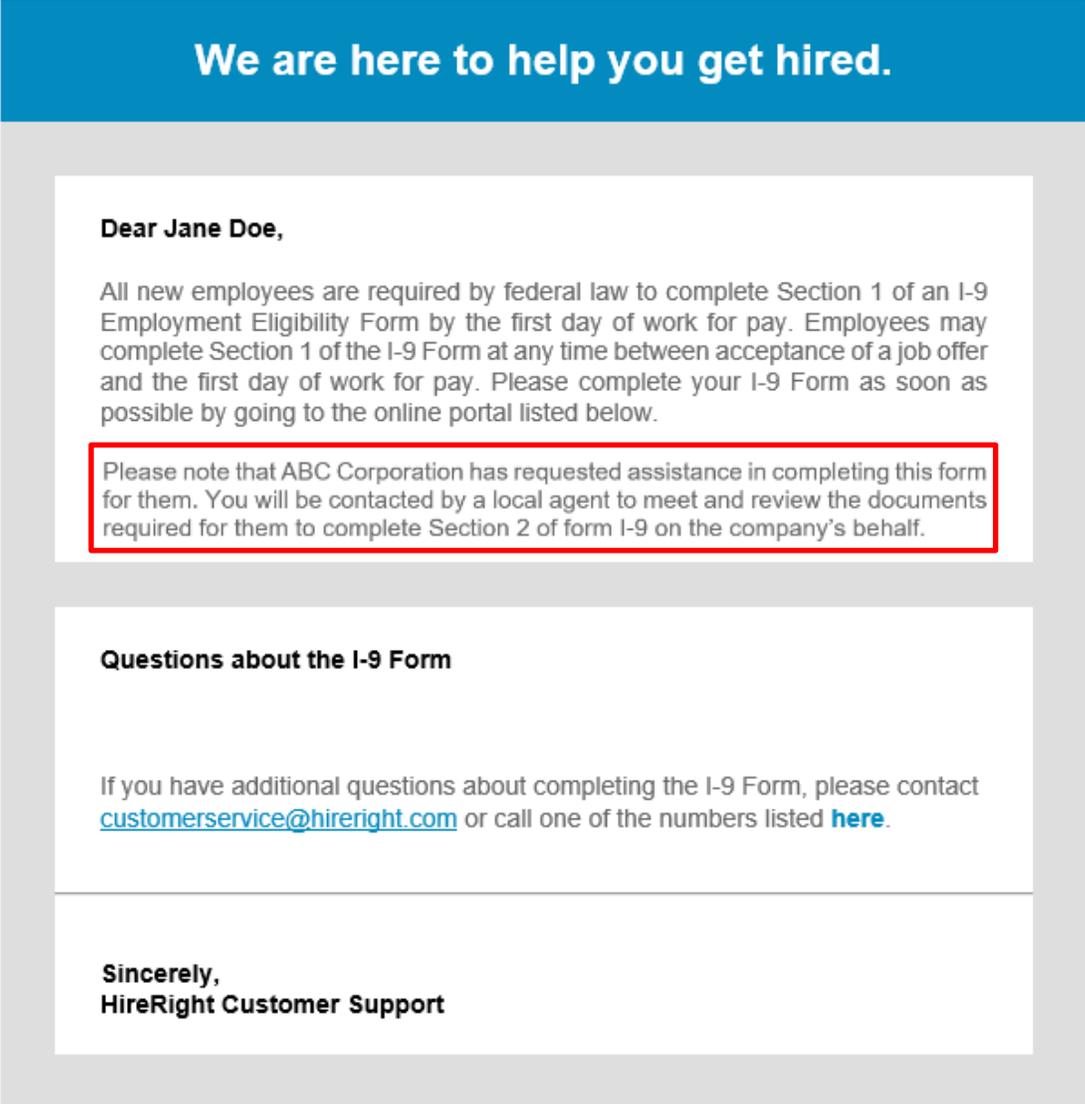
If you have additional questions about completing the I-9 Form, please contact [customerservice@hireright.com](mailto:customerservice@hireright.com) or call one of the numbers listed [here](#).

**Sincerely,  
HireRight Customer Support**

# Employee Experience for Section 1 Completion

## Remote Order Sample Email

- Employee uses the provided email to access the online I-9 form using a computer/laptop, tablet or mobile device.
- Remote Order invite contains additional information to address employee experience.



**We are here to help you get hired.**

**Dear Jane Doe,**

All new employees are required by federal law to complete Section 1 of an I-9 Employment Eligibility Form by the first day of work for pay. Employees may complete Section 1 of the I-9 Form at any time between acceptance of a job offer and the first day of work for pay. Please complete your I-9 Form as soon as possible by going to the online portal listed below.

Please note that ABC Corporation has requested assistance in completing this form for them. You will be contacted by a local agent to meet and review the documents required for them to complete Section 2 of form I-9 on the company's behalf.

**Questions about the I-9 Form**

If you have additional questions about completing the I-9 Form, please contact [customerservice@hireright.com](mailto:customerservice@hireright.com) or call one of the numbers listed [here](#).

**Sincerely,  
HireRight Customer Support**

# Section 1: Employee Information Worksheet

- Employee creates a personal password, first, to secure their information.
- Employee may opt in for text notification, if desired.

The screenshot shows the HireRight Applicant Center interface. At the top, it says 'HIRE RIGHT Applicant Center' and 'Log out'. The main heading is 'A warm welcome from HireRight.' Below this, it says 'Let's set up your account. All fields below are required.' The page is divided into two main sections: 'Create New Password' and 'Text Notifications'. The 'Create New Password' section includes a list of 'Best practices for a strong password' (1 Upper case letter, 1 Number, At least 1 special character, more than 7 characters) and a 'Do not' list (Include your username or e-mail address, Include personal information (your name, phone number, etc), Include spaces, Repeat the same character more than 4 times consecutively). There are two input fields: 'Enter Password' and 'Confirm Password'. The 'Text Notifications' section asks 'Would you like to subscribe to text messages for notifications and password resets?' with radio buttons for 'Yes' and 'No'. Below the 'No' option, it says 'I would like to receive emails only for notifications and password resets.' At the bottom of the form is a blue 'Next' button. The footer contains the copyright notice: 'Copyright © 2004 - 2022 HireRight, LLC. All Rights Reserved. [Privacy/Security](#)'.

# Section 1: Employee Information Worksheet

Employee clicks the link to access their form.

The screenshot displays the HireRight Applicant Center interface. At the top, the logo "HIRE RIGHT Applicant Center" and a "Log out" link are visible. The main message states "Your application is incomplete." Below this, a yellow box contains the text "We need the following information from you to proceed:". A numbered list item "1" points to the link "I-9 Employment Eligibility Form". Below the list is a video thumbnail with the title "How Long do Background Checks Take? (ASL included)" and a "Share" button. The video title is overlaid on a background image of a clock face. The HireRight logo and "Watch on YouTube" text are located in the bottom left corner of the video thumbnail.

# Section 1: Employee Information Worksheet

## Individual Preparing Form

Employee will indicate if someone is assisting them in form completion, such as a translator.

Employee clicks NEXT to continue to the next segment of the form.

The screenshot shows the 'I-9 Section 1' form in the HireRight Applicant Center. The page title is 'I-9 Section 1' with links for 'Live chat', 'Help', and 'Print'. The main heading is 'Individual Preparing Form' with a note that 'All fields are required'. Under 'USCIS Links', there are links for 'I-9 Form Instructions', 'List of Acceptable Documents', 'Who is issued this document?', and 'Information on Receipts'. A question asks 'Is this form being prepared by an individual other than the employee?'. Two radio button options are provided: 'A preparer(s) and/or translator(s) assisted the employee in completing Section 1.' and 'I did not use a Preparer or Translator.'. A detailed note explains that preparers or translators must select the first option, and parents or legal guardians for minors and individuals with disabilities must select this option. Below the question are 'NEXT' and 'SAVE' buttons. A sidebar on the right contains a list of worksheets: 'Employee Information Worksheet', 'Citizenship or Immigration Status Worksheet', 'Additional Information', 'Worksheet Review', and 'Attestation and E-Signature'. The footer contains the copyright notice: 'Copyright © 2004 - 2022 HireRight, LLC. All Rights Reserved. Privacy/Security'.

# Section 1: Employee Information Worksheet

## Name of Employee

- Employee provides their full legal name including middle initial, if applicable.
- Employee indicates any other last names they have used.

HIRE RIGHT Applicant Center [Log out](#)

I-9 Section 1 [Live chat](#) [Help](#) [Print](#)

▶ Individual Preparing Form

### Employee Information Worksheet

All fields are required

Name of Employee →

**Legal First Name (Given Name)**

Enter your full legal first name. Your first name is your given name.

Some examples of correctly entered first names include Jessica, John-Paul, Tae Young, D'Shaun, Mai.

If you only have one name, enter it in the Legal Last Name field, then enter "Unknown" in this field. You may not enter "Unknown" in both this field and the Legal Last Name field.

**Legal Last Name (Family Name)**

Enter your full legal last name. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in this field.

Examples of correctly entered last names include De La Cruz, O'Neill, Garcia Lopez, Smith-Johnson, Nguyen.

If you only have one name, enter it in this field, then enter "Unknown" in the Legal First Name field. You may not enter "Unknown" in both this field and the Legal First Name field.

→ Do you have a legal middle initial?

Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any.

Yes

No

→ Have used any other last names?

Provide all other last names used, if any (such as maiden name).

For example, if you legally changed your last name from Smith to Jones, you should enter the name Smith in this field.

Yes

No

# Section 1: Employee Information Worksheet

## Employee Home Address

- Country (of residence)
- Street Address
- Apartment or Suite Number (if applicable)
- City/Town
- State
- Zip/Postal Code

Employee Home Address

Country

USA

Address (Street Number and Name)

Enter the street name and number of the current address of your residence. If you are a border commuter from Canada or Mexico, you may enter your Canada or Mexico address in this field.

If your residence does not have a physical address, enter a description of the location of your residence, such as "3 miles southwest of Anytown post office near water tower".

123 Main Street

Do you have an apartment or suite number?

Enter the number(s) or letter(s) that identify(ies) your apartment. If you do not live in an apartment, check the box below.

Yes

No

Apartment or Suite Number

Enter the number(s) or letter(s) that identify(ies) your apartment.

B

City or town

Enter your city, town or village in this field.

If your residence is not located in a city, town or village, enter your county, township, reservation, etc., in this field.

Irvine

State

Select your state/territory/province from the drop-down list. You may also type the first letter of the state/territory/province and use the down arrow to select your state/territory/province.

California

Zip/Postal Code

Enter the 5- or 9-digit U.S. ZIP code, 5- or 9-digit Mexican postal code, or 6-digit Canadian postal code (ex. H0H 0H0) in this field.

92617

# Section 1: Employee Information Worksheet

## Date of birth

- Optional: Email and Phone number

Date of Birth	<p>Month</p> <p>-- Select From List --</p> <p>Day</p> <p>-- Select From List --</p> <p>Year</p> <p>-- Select From List --</p>
E-mail Address	<p>Would you like to provide your e-mail address?</p> <p>Providing your e-mail address is optional on Form I-9. To enter your e-mail address, use one of the valid formats:</p> <ul style="list-style-type: none"><li>• user@domain.com or</li><li>• user@q.domain.com (single-letter second-level domain) or</li><li>• user@qq.domain.com (two-letter second-level domain).</li></ul> <p>One reason the Department of Homeland Security (DHS) may e-mail you is if your employer uses E-Verify and DHS learns of a potential mismatch between the information provided and the information in government records. This e-mail would contain information on how to begin to resolve the potential mismatch. You may use either your personal or work e-mail address in this field.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
Telephone Number	<p>Would you like to provide your telephone number?</p> <p>Providing your telephone number is optional on Form I-9.</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>

# Section 1: Employee Information Worksheet

## Citizenship or Immigration Status

- Employee indicates current status
- Social Security Number
  - Optional for I-9 only customers
    - Required for I-9 customers with E-verify enabled

HIRE RIGHT Applicant Center [Log out](#)

I-9 Section 1 [Live chat](#) [Help](#) [Print](#)

▶ Individual Preparing Form

▶ Employee Information Worksheet

### Citizenship or Immigration Status Worksheet

All fields are required

Status

What is your citizenship or immigration status?

A citizen of the United States

A noncitizen national of the United States

Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

A lawful permanent resident

A lawful permanent resident is any person who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. The term "lawful permanent resident" includes conditional residents.

An alien authorized to work

Any person who is not a citizen or national of the United States or a lawful permanent resident, but are authorized to work in the United States.

**NEXT**

SAVE

Additional Information

Worksheet Review

Attestation and E-Signature

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# Section 1: Employee Information Worksheet

## Citizenship or Immigration Status

- Employee indicates current status
- Social Security Number
  - Optional for employees if your account is set up for I-9 only
    - Required for employees if your account has E-verify enabled

HIRE RIGHT Applicant Center [Log out](#)

I-9 Section 1 [Live chat](#) [Help](#) [Print](#)

▶ Individual Preparing Form

▶ Employee Information Worksheet

### Citizenship or Immigration Status Worksheet

All fields are required

Status

What is your citizenship or immigration status?

A citizen of the United States

A noncitizen national of the United States

Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

A lawful permanent resident

A lawful permanent resident is any person who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. The term "lawful permanent resident" includes conditional residents.

An alien authorized to work

Any person who is not a citizen or national of the United States or a lawful permanent resident, but are authorized to work in the United States.

Social Security Number

Would you like to provide your Social Security Number (SSN)?

Yes

No

**NEXT**

SAVE

# Section 1: Employee Information Worksheet

## Citizenship or Immigration Status

- Form prompts for information based on the selection made by the Employee.

Individual Preparing Form

Employee Information Worksheet

### Citizenship or Immigration Status Worksheet

All fields are required

Status	<p>What is your citizenship or immigration status?</p> <p><input type="radio"/> A citizen of the United States</p> <p><input type="radio"/> A noncitizen national of the United States</p> <p>Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.</p> <p><input checked="" type="radio"/> <b>A lawful permanent resident</b></p> <p>A lawful permanent resident is any person who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. The term "lawful permanent resident" includes conditional residents.</p> <p><input type="radio"/> An alien authorized to work</p> <p>Any person who is not a citizen or national of the United States or a lawful permanent resident, but are authorized to work in the United States.</p>
Social Security Number	<p>Would you like to provide your Social Security Number (SSN)?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p>
Alien Registration or USCIS Number	<p>Alien Registration Number or USCIS Number</p> <p>Alien Registration Number (A-Number) begins with the optional letter 'A' or 'a', followed by 7-9 digits. The USCIS Number is the same as the A-Number without the 'A' prefix. Do not include dashes or spaces.</p> <input type="text"/>

**NEXT**

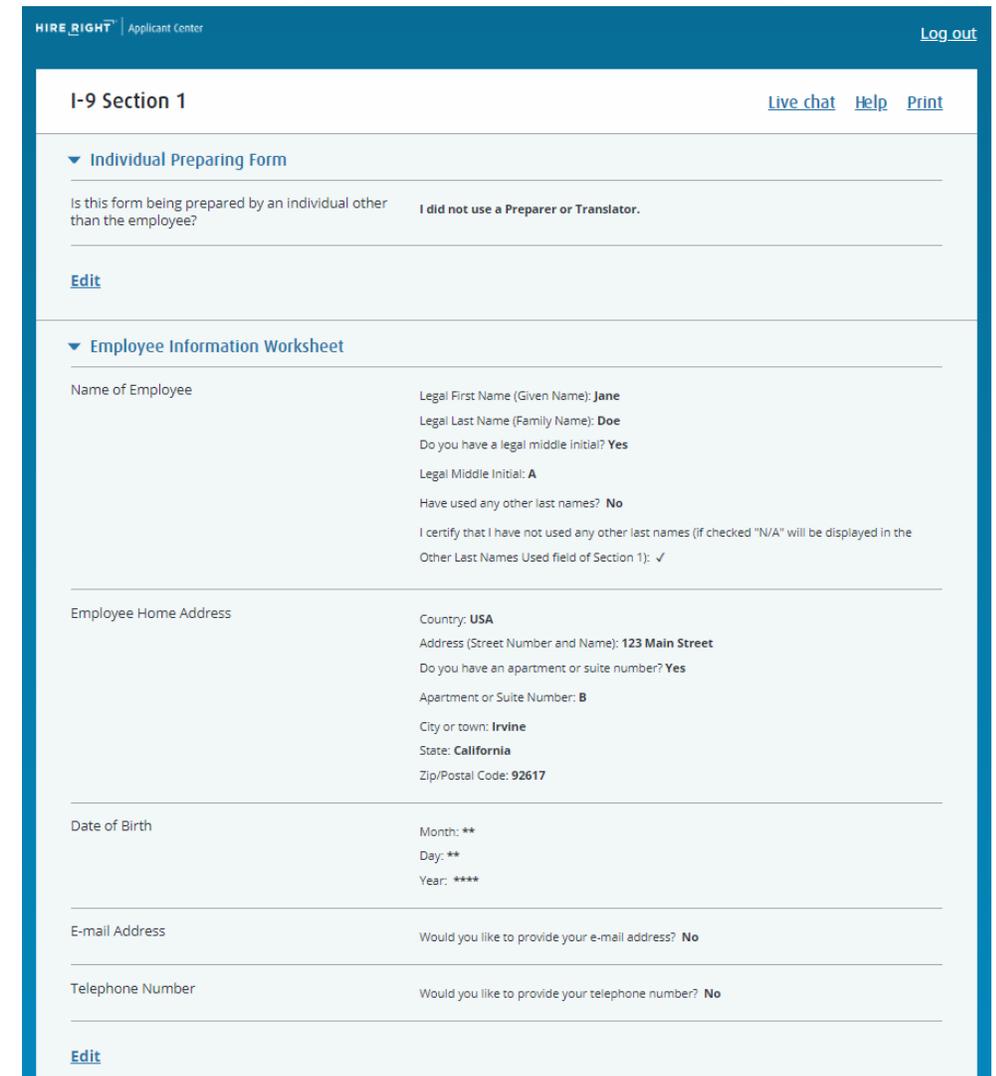
SAVE

Worksheet Review

# Section 1: Employee Information Worksheet

## Worksheet Review

Option(s) to [Edit](#).



HIRE RIGHT Applicant Center [Log out](#)

I-9 Section 1 [Live chat](#) [Help](#) [Print](#)

▼ Individual Preparing Form

Is this form being prepared by an individual other than the employee? **I did not use a Preparer or Translator.**

[Edit](#)

▼ Employee Information Worksheet

Name of Employee

Legal First Name (Given Name): **Jane**  
Legal Last Name (Family Name): **Doe**  
Do you have a legal middle initial? **Yes**  
Legal Middle Initial: **A**  
Have used any other last names? **No**  
I certify that I have not used any other last names (if checked "N/A" will be displayed in the Other Last Names Used field of Section 1): ✓

Employee Home Address

Country: **USA**  
Address (Street Number and Name): **123 Main Street**  
Do you have an apartment or suite number? **Yes**  
Apartment or Suite Number: **B**  
City or town: **Irvine**  
State: **California**  
Zip/Postal Code: **92617**

Date of Birth

Month: \*\*  
Day: \*\*  
Year: \*\*\*\*

E-mail Address

Would you like to provide your e-mail address? **No**

Telephone Number

Would you like to provide your telephone number? **No**

[Edit](#)

# Section 1: Employee Information Worksheet

## Worksheet Review

Employee will indicate the information is accurate and should be **applied to Section 1 of their Form I-9.**

The screenshot shows a digital form interface. The top section is titled 'Citizenship or Immigration Status Worksheet' and contains two rows of information: 'Status' with the value 'What is your citizenship or immigration status? A citizen of the United States' and 'Social Security Number' with the value 'Would you like to provide your Social Security Number (SSN)? No'. Below this is an 'Edit' link. The second section is 'Additional Information' with the value 'ABC Corp. additional information' and 'Reference ID (Optional) :'. It also has an 'Edit' link. The third section is 'Worksheet Review', which includes the instruction 'Please certify that the information is correct using the checkbox below in order to proceed.' and a row with the name 'Jane Doe' and a checkbox. A red arrow points to the checkbox, which contains the text 'I certify that the information that appears above should be inserted into Section 1 of the Form I-9.'. Below the checkbox is a blue 'NEXT' button. At the bottom of the form is the text 'Attestation and E-Signature' and a footer with the copyright notice 'Copyright © 2004 - 2022 HireRight, LLC. All Rights Reserved. Privacy/Security'.

# Section 1: Employee Information Worksheet

## Final Review

Employee must review the I-9 and either Edit or continue with Attestation.

Review and Attest to the Statements.

HIRE RIGHT Applicant Center Log out

### I-9 Section 1 [Live chat](#) [Help](#) [Print](#)

#### Attestation and E-Signature - Jane Doe

All fields are required

Final Review

Please review all the information on Section 1 of the I-9 Form.

**Employment Eligibility Verification** USCIS Form I-9  
OMB No. 1615-0047  
Expires 10/31/2022

Department of Homeland Security  
U.S. Citizenship and Immigration Services

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**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

<small>Last Name (Family Name)</small> Doe	<small>First Name (Given Name)</small> Jane	<small>Middle Initial</small> A	<small>Other Last Names Used (if any)</small> N/A
<small>Address (Street Number and Name)</small> 123 Main Street	<small>Apt. Number</small> 5	<small>City or Town</small> Spring	<small>State</small> CA
<small>Date of Birth (mm/dd/yyyy)</small> mm/dd/yyyy	<small>U.S. Social Security Number</small> N/A	<small>Employee's E-mail Address</small> N/A	<small>Employee's Telephone Number</small> N/A

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 (check one of the following boxes):

<input checked="" type="checkbox"/> 1. A citizen of the United States	N/A
<input type="checkbox"/> 2. A non-EU/EEA national of the United States (See instructions)	N/A
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number)	N/A
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy)	N/A

Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
An Alien Registration Number (USCIS Number) OR Form I-94 Admission Number OR Foreign Passport Number:

<small>1. Alien Registration Number/USCIS Number:</small>	N/A
<small>OR</small>	
<small>2. Form I-94 Admission Number:</small>	N/A
<small>OR</small>	
<small>3. Foreign Passport Number:</small>	N/A
<small>Country of Issuance:</small>	N/A

QR Code - Section 1  
Do Not Write in This Space

Signature of Employee \_\_\_\_\_ Today's Date (mm/dd/yyyy) \_\_\_\_\_

**If you found any errors, please make the proper corrections now.**

[Edit Worksheet](#)

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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: Citizen of the United States

→ Attestation



# Section 1: Employee Information Worksheet

## E-Signature

- Employee enters names.
- Review statements and indicate understanding by checking the boxes.
- **E-sign and Save.**

E-Signature

First Name

Last Name

E-Signature

[Clear](#)

I understand that I am using electronic means to sign this agreement. I have reviewed the following [electronic signature disclosure](#), and I consent to signing this agreement electronically and receiving electronic disclosures as described.

I understand that by typing my information above, I am certifying that I am the person identified by this information, and that by providing this information and clicking the "Electronically Sign" button will constitute my electronic signature.

**E-Sign and Save**

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# Section 1: Employee Information Worksheet

## Confirmation

- Visibility to I-9 and List of Acceptable Documents

The screenshot shows the HireRight Applicant Center interface. At the top, it says "HIRE RIGHT | Applicant Center" and "Log out". The main heading is "Thank you for your information!". Below this, there are two sections:

- I-9 Employment Eligibility Verification**: A message thanking the user for completing Section 1 of their I-9 Form. It notes that the I-9 is still incomplete until the user presents required documents confirming work authorization and identity in person to their employer and they have completed Section 2.
- Communication Preferences**: A section asking if the user wants to receive text alerts and status updates to their mobile phone. It includes a form with a country code dropdown (set to +1), a phone number input field, and radio buttons for "Between" (selected) and "Anytime". The "Between" option has time dropdowns for "9:00am" and "5:00pm", and a time zone dropdown set to "PST". There are "Yes" and "No, don't text me" buttons at the bottom.