

REMOTE EMPLOYEE ONBOARDING

Form I-9 Employer Checklist

A pre-appointment guide for HR teams, recruiters, and staffing agencies scheduling Form I-9 Section 2 verification through Straub Document Group as your Authorized Representative in Minnesota. This checklist is a preparation aid; it is not legal or immigration advice.

1. Before the appointment — employer

- ☐ Confirm the new hire's start date and target Section 2 deadline (within three business days of the first day of work).
- ☐ Complete Section 1 with the employee, or confirm the employee has completed it electronically.
- ☐ Designate Straub Document Group as your Authorized Representative for this hire.
- ☐ Send the partially completed Form I-9 (PDF) or electronic onboarding system access to the employee.
- ☐ Share any employer-specific completion instructions, workflows, or naming conventions.
- ☐ Provide the return method for the completed Form I-9 (upload portal, email, courier, or electronic system).
- ☐ Send the employee the appointment details, the meeting location, and this checklist.

2. What the employee brings

The employee presents unexpired, original documents that establish identity and employment authorization. Copies, photos, and expired documents are not acceptable. Choose one document from List A, OR one document from List B plus one document from List C.

- ☐ **List A (identity + work authorization)** — e.g. U.S. Passport, Permanent Resident Card, or Employment Authorization Document.
- ☐ **List B (identity)** — e.g. state-issued driver's license or ID card with photograph.
- ☐ **List C (work authorization)** — e.g. unrestricted Social Security card, or certified U.S. birth certificate.
- ☐ Refer to the official USCIS Lists of Acceptable Documents for the current authoritative list.

3. Appointment logistics

- ☐ Meeting location confirmed with the employee (home, workplace, coffee shop, library, or other public location).
- ☐ Appointment time and expected duration (approximately 30 minutes) confirmed.

- ☐ Contact number for the employee on the day of the appointment.
- ☐ Backup contact at the employer/HR in case questions arise on-site.

4. After the appointment

- ☐ Straub Document Group completes Section 2 following your instructions and returns the documentation using your preferred process.
 - ☐ Employer retains the completed Form I-9 per federal record-keeping requirements (three years after the date of hire OR one year after termination, whichever is later).
 - ☐ Employer stores the record securely and separately from personnel files where practical.
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Important compliance notes

Form I-9 verification is **not** a notarization. Straub Document Group acts only as the employer's designated Authorized Representative under federal law and completes Section 2 according to the employer's instructions and applicable federal requirements. Straub Document Group does not provide legal or immigration advice. For the current list of documents an employee may present, refer to the official USCIS Lists of Acceptable Documents at uscis.gov/i-9-central/form-i-9-acceptable-documents.

Schedule a verification

straubdocumentgroup.com/services/i9-employment-verification

Contact

(612) 552-1186 · jstraub@straubdocumentgroup.com