Dear NAME,

Congratulations on your decision to join the University of Alabama! As part of the onboarding process, we are required to verify the identity and employment authorization of all employees. Form I-9 is the required form the U.S. government provides for this purpose.

**Step One:**

Before DATE OF HIRE, please access the following link to complete Section 1 of the Form I-9:

https://secure.i9express.com/preauthenticated/LoginCaptcha.ascx?Employer=18965&Location=860101

**NOTE:** Please copy and paste this link into another browser.

**Step Two:**

No later than your first day of employment, you must present **ORIGINAL** documentation to verify your identity and employment authorization. U.S. citizens and lawful permanent residents must present documents at DEPT ADDRESS. Non-citizen nationals or aliens authorized to work must present documents at the HR Service Center, 1022 Employee Resource Center, 1515 Flint River Drive. All documents must be unexpired.

- You may present one document (or a document combination) from List A to establish identity and employment authorization.

  **OR**

- You may present one document from List B to establish identity and one document from List C to establish employment authorization.

Click [here](#) for a list of acceptable documents.

We look forward to seeing you on DATE OF HIRE.