Note: Please update the highlighted areas prior to sending the email. To update the link with the correct location code, enter the six digit ORG code after the equal sign and hit the space bar. Be sure to test the link before sending it out.

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:**

Complete Section 1 of the form by accessing the following link:

https://secure.i9express.com/preauthenticated/LoginCaptcha.ascx?Employer=18965&Location=506101

**Step Two:**

You must present **ORIGINAL, unexpired** documentation to prove your identity and authorization to work in the United States. As a remotely located employee, we need to make special arrangements for an authorized representative to review your documents and complete Section 2 of your Form I-9. Please email hr@ua.edu with the name and email address of the person who will perform your Section 2 verification remotely. The authorized representative can be a co-worker, an HR representative from your job, etc.

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

  **OR**

- You may present one document from List B to provide identity and one document from List C to prove work authorization.

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

Section 2 of the I-9 must be completed by 05/05/23.

Please contact the HR Service Center at 205-348-7732 or hr@ua.edu if you have any questions.