

Covid-19 Physical Inspections in I-9 HQ™

Employee’s identity and work authorization documents that were designated as a **Covid-19 virtual inspection must be physically inspected by August 30, 2023.**

Follow the steps below to confirm completion of the physical inspection of the documents that were virtually inspected.

→ **Send a new Form I-9 to the employee in I-9 HQ:**

- 1 Fill in the employee details
- 2 Enter the original hire date in the Work Start Date field.
- 3 Select a work location that does not use E-Verify
- 4 Select the Section 2 completion checkbox: **Use I-9 Anywhere Network of Completers**¹

Send I-9

Please provide employee details.

1 New Employee Info

First Name Last Name

Email Phone (optional) Also send by text message ⓘ

Work Start Date **2**

Work Location **3** Select Location

Language English

4 Section 2 Completion

Provide your employee one or more ways to complete Section 2 of the Form I-9.

Use I-9 Anywhere Network of Completers **Most Popular** ←

In-Office Completion

Send I-9

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¹I-9 Anywhere is available under your plan for an additional \$95 per remote completer I-9 appointment.

View May 4, 2023 announcement for full details →