



# Guardian I-9 Electronic Section 3

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# FAQ

## ➤ **When is Section 3 used?**

In general, I-9 Section 3 is used to document work authorization reverification and/or an employee rehire, as well as employee name changes. Users should defer to their organization's policy regarding Section 3 usage.

## ➤ **Can Section 3 be completed for all types of I-9s?**

Yes, Section 3's can be completed for all I-9 types (Archival Paper I-9, New Hire Paper, and Electronic). Section 3's added to approved I-9's will be Electronic Section 3's of the current Form I-9 version.

# FAQ

## ➤ **When can I add Section 3 to an I-9?**

A completed and approved I-9 (Section 1 and 2 data) must first exist before Guardian provides the option to add an electronic Section 3.

## ➤ **How is the electronic Section 3 represented?**

Each Section 3 appears on its own I-9 form. For the 2013 and 2016 form versions (in which the form is 2 pages), page 2 of the I-9 (that includes Section 3) is included in the I-9 PDF.

## ➤ **Can more than one Section 3 be added to an I-9?**

Yes, Guardian does not limit the number of Section 3s per I-9 record.

# Searching for Employee

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Employee Group

My Managed Groups

Refresh All

Location

Type of I-9: **Current** | Imported

[Create New Employee](#)

To add a **Section 3** first search for the employee. The **Top Pending Re-Verifications** dashboard panel is useful in monitoring employees that will need to be re-verified.

### Top Pending Re-Verifications

[View](#) [All](#) [Analyze](#)

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
●	10/12/2020	Miami:	Andrews, Robert	10/31/2020	19	
●	09/30/2020	E-Verify Cases:	Donaldson, Marie	10/15/2020	3	
●	09/28/2020	Miami:	Smith, David	11/01/2020	20	
●	09/21/2020	Phoenix:	Stevens, Justin	01/10/2021	90	
●	09/14/2020	E-Verify Cases:	Bennett, Susan	11/25/2020	44	
●	09/11/2020	E-Verify Cases:	Lavender, Lisa	12/31/2021	445	
●	09/09/2020	Portland:	Milbarge, Joe	08/01/2021	293	
●	08/28/2020	Phoenix:	Stevens, Brent	02/15/2021	126	
●	08/17/2020	Phoenix:	Lopez, Deborah	10/10/2020	-2	
●	08/17/2020	Portland:	Duncan, Sandra	12/31/2020	80	
●	08/12/2020	E-Verify Cases:	Jones, Douglas	10/10/2020	-2	

### Top Pending I-9s

[View](#) [All](#) [Analyze](#)

	Date I-9 Created	Location	Employee Name	Status	Section 1 Deadline	Section 2 Deadline	
● E	09/28/2020	Miami:	Smith, David	Approved	N/A	N/A	
● E	10/07/2020	DM Import:	Harper, Bryce	Started	08/01/2020	08/05/2020	
● E	09/09/2020	Phoenix:	Nestor, Sabina	Started	09/04/2020	09/10/2020	
● E	10/02/2020	Portland:	Duncan, Sandra	Approved	N/A	N/A	
● E	08/28/2020	Portland:	Brady, Sam	Signed Sec 1	09/16/2020	09/21/2020	
● E	09/21/2020	Phoenix:	Sanchez, Samuel	Started	09/21/2020	09/24/2020	
● E	09/21/2020	Phoenix:	Chavez, Donald	Started	09/23/2020	09/28/2020	
● E	09/18/2020	Phoenix:	Jones, Steve	Started	09/23/2020	09/28/2020	
● E	09/21/2020	Phoenix:	Michaels, Sandra	Started	09/25/2020	09/30/2020	
● E	09/02/2020	Phoenix:	McNeil, Mary	Started	09/30/2020	10/05/2020	
● E	09/21/2020	Phoenix:	Sanders, Maria	Started	10/01/2020	10/06/2020	
● E	10/01/2020	Miami:	Jones, Michael	Signed Sec 1	10/01/2020	10/06/2020	
● E	09/28/2020	Portland:	Moreno, Tanisha	Started	10/01/2020	10/06/2020	
● E	10/02/2020	Austin:	Doe, Joe	Signed Sec 1	10/02/2020	10/07/2020	
● E	10/09/2020	Phoenix:	Andrews, Robert	Signed Sec 1	10/09/2020	10/15/2020	
● E	10/09/2020	Phoenix:	Andrews, Robert	Signed Sec 1	10/09/2020	10/15/2020	
● E	09/23/2020	Portland:	Hoy, Daniel	Uploaded Documents (Employee)	10/10/2020	10/15/2020	
● E	08/25/2020	Cleveland:	Smith, Marge	Signed Sec 2	10/15/2020	10/20/2020	

# Searching for Employee

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

The panel displays the **Expiration Date** of the employee's work authorization, as well as the number of **Days Left** until it expires.

Employee Group

My Managed Groups

Refresh All

Location

Type of I-9: **Current** | **Imported**

[Create New Employee](#)

### Top Pending Re-Verifications

View	All	Analyze				
Date I-9 Created	Location	Employee Name	Expiration Date	Days Left		
10/12/2020	Miami:	Andrews, Robert	10/31/2020	19		
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09/11/2020	E-Verify Cases:	Lavender, Lisa	12/31/2021	445		
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09/21/2020	Phoenix:	Sanchez, Samuel	Started	09/21/2020	09/24/2020			
09/21/2020	Phoenix:	Chavez, Donald	Started	09/23/2020	09/28/2020			
09/18/2020	Phoenix:	Jones, Steve	Started	09/23/2020	09/28/2020			
09/21/2020	Phoenix:	Michaels, Sandra	Started	09/25/2020	09/30/2020			
09/02/2020	Phoenix:	McNeil, Mary	Started	09/30/2020	10/05/2020			
09/21/2020	Phoenix:	Sanders, Maria	Started	10/01/2020	10/06/2020			
10/01/2020	Miami:	Jones, Michael	Signed Sec 1	10/01/2020	10/06/2020			
09/28/2020	Portland:	Moreno, Tanisha	Started	10/01/2020	10/06/2020			
10/02/2020	Austin:	Doe, Joe	Signed Sec 1	10/02/2020	10/07/2020			
10/09/2020	Phoenix:	Andrews, Robert	Signed Sec 1	10/09/2020	10/15/2020			
10/09/2020	Phoenix:	Andrews, Robert	Signed Sec 1	10/09/2020	10/15/2020			
09/23/2020	Portland:	Hoy, Daniel	Uploaded Documents (Employee)	10/10/2020	10/15/2020			
08/25/2020	Cleveland:	Smith, Marge	Signed Sec 2	10/15/2020	10/20/2020			

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# Searching for Employee

Click the **Date I-9 Created** to open the employee's I-9.

[Dashboard](#)
[Start I-9](#)
[Employee ▾](#)
[E-Verify](#)
[Reports](#)
 Employee Group


 Location

 Type of I-9: [Current](#) | [Imported](#)
[Create New Employee](#)

### Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left
	<b>10/12/2020</b>	Miami:	Andrews, Robert	10/31/2020	19
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# Searching for Employee

Alternatively, search for the Employee from the **Employees** tab at the top navigation bar and open their I-9.

## Guardian

Announcements Help Denise Moreno Logout

Search Employees

Search I-9 Forms

Search Tasks

Dashboard

Start I-9

Employee

E-Verify

Reports

Employee Group

My Managed Groups

Refresh All

Type of I-9: Current | Imported

Create New Employee

Location

### Top Pending Re-Verifications

	Date I-9 Created	Location	Employee Name	Expiration Date	Days Left	
●	10/12/2020	Miami:	Andrews, Robert	10/31/2020	19	
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● E	09/18/2020	Phoenix:	Jones, Steve	Started	09/23/2020	09/28/2020	
● E	09/21/2020	Phoenix:	Michaels, Sandra	Started	09/25/2020	09/30/2020	
● E	09/02/2020	Phoenix:	McNeil, Mary	Started	09/30/2020	10/05/2020	
● E	09/21/2020	Phoenix:	Sanders, Maria	Started	10/01/2020	10/06/2020	
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● E	10/02/2020	Austin:	Doe, Joe	Signed Sec 1	10/02/2020	10/07/2020	
● E	10/09/2020	Phoenix:	Andrews, Robert	Signed Sec 1	10/09/2020	10/15/2020	
● E	10/09/2020	Phoenix:	Andrews, Robert	Signed Sec 1	10/09/2020	10/15/2020	
● E	09/23/2020	Portland:	Hoy, Daniel	Uploaded Documents (Employee)	10/10/2020	10/15/2020	
● E	08/25/2020	Cleveland:	Smith, Marge	Signed Sec 2	10/15/2020	10/20/2020	

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# Adding Section 3

From the **Details** tab scroll down and click the **Add Section 3** button.

[Dashboard](#)[Start I-9](#)[Employee](#)[E-Verify](#)[Reports](#)

### I-9 for Andrews, Robert

[View Employee](#)[View E-Verify](#)[Refresh](#)[Update and Go Back](#)[Update Info](#)[Go Back](#)[Delete](#)[Details](#)[OnDocs](#)[Issues](#)[Amendments](#)

#### I-9 Overview

#### This I-9 will be expiring Soon!

If the employee has new documents to present, please add a new section 3 entry to record them.

#### I-9 Information

I-9 No: **2,675,887 (Primary)**

I-9 Location:

Type: **Electronic I-9**

Version: **3/17/20**

I-9 Business Unit:

Expires: **10/31/2020**

I-9 Hire Date: **10/12/2019**

Date Completed: **10/12/2020**

Date approved: **10/12/2020**

#### Section 3

Section 3 Entries: **0**

[Refresh](#)[Add Section 3](#)[Add Remote Section 3](#)

#### Print Center

[View I-9](#)[Employee Receipt](#)[Preparer/Translator Receipt](#)

# Adding Section 3

Specify the reason for the Section 3 update.

Dashboard

Start 1-9

Employee ▾

E-Verify

Reports

## Section 3 - Reason

You are about to add an **Electronic** Section 3. This type of Section 3 requires an electronic signature..

**Please specify the reason for the Section 3 update**

- None ▾
- None
- Reverification
- Name Change Only
- Rehire
- Rehire & Reverification

Cancel

# Adding Section 3

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

If selecting **Rehire** or **Rehire & Reverification**, ensure the employee has been terminated and re-hired from their **Job Details** tab, prior to adding Section 3.

### Section 3 - Reason

You are about to add an **Electronic** Section 3. The

Please specify the reason for the Section 3 up

None ▾

- None
- Reverification
- Name Change Only
- Rehire
- Rehire & Reverification

Personal Job Details Tasks I-9 Forms OnDocs Login Info Custom Fields E-Verify

#### Job Information

##### Employment Information

Employee ID

Employee Group Branch 123-1001 ?

Location Branch 123 ?

Date Hired 12/07/2016

Date Terminated 12/07/2016

Date Purgeable 12/07/2019  Do Not Purge when Eligible

##### Employment History

Date Hired	Date Terminated
12/07/2016	12/07/2016

Re-Hire Employee

##### Notification Emails

Address 1:

Address 2:

# Adding Section 3

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Rehires may be subject to E-Verify. If it is determined that the rehire must be submitted to **E-Verify**, click **Create New I-9**, instead of adding a Section 3.

### Section 3 - Reason

You are about to add an **Electronic** Section 3. This type of Section 3 requires an electronic signature..

Please specify the reason for the Section 3 update

Rehire & Reverification ▾

Add Section 3

Create New I-9

Cancel

# Adding Section 3

After specifying the reason, click **Add Section 3**.

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

## Section 3 - Reason

You are about to add an **Electronic** Section 3. This type of Section 3 requires an electronic signature..

Please specify the reason for the Section 3 update

Rehire & Reverification ▾

Add Section 3

Create New I-9

Cancel

# Adding Section 3

Enter the information into Section 3. The yellow required fields will vary depending on the reason selected for the Section 3 update.

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports

Section 3 - (Rehire & Reverification)



### Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 10/31/2022

#### Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

##### A. New Name *(if applicable)*

Last Name *(Family Name)*

N/A

First Name *(Given Name)*

N/A

Middle Initial

N/A

##### B. Date of Rehire *(if applicable)*

Date *(mm/dd/yyyy)*:

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title

Document Number

Expiration Date *(if any) (mm/dd/yyyy)*

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative

Today's Date *(mm/dd/yyyy)*

Name of Employer or Authorized Representative

Moreno, Denise

Delete

Go Back

Sign

# Adding Section 3

Enter only those name fields that have changed. Enter **N/A**, either manually or by using the provided checkboxes, for the name portions that remain unchanged.

## Guardian

Dashboard


Start I-9

Employee ▾

E-Verify

Reports

Section 3 - (Rehire & Reverification)

	<b>Employment Eligibility Verification</b> Department of Homeland Security U.S. Citizenship and Immigration Services	<b>USCIS</b> <b>Form I-9</b> OMB No. 1615-0047 Expires 10/31/2022
<b>Section 3. Reverification and Rehires</b> <i>(To be completed and signed by employer or authorized representative.)</i>		
<b>A. New Name (if applicable)</b>		<b>B. Date of Rehire (if applicable)</b>
Last Name (Family Name) <input type="text"/> <input type="checkbox"/> N/A	First Name (Given Name) <input type="text"/> <input type="checkbox"/> N/A	Middle Initial <input type="text"/> <input type="checkbox"/> N/A
		Date (mm/dd/yyyy): <input type="text"/>
<b>C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.</b>		
Document Title <input type="text"/>	Document Number <input type="text"/>	Expiration Date (if any) (mm/dd/yyyy) <input type="text"/>
<b>I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.</b>		
Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative Moreno, Denise

Delete

Go Back

Sign



# Adding Section 3

**Date of Rehire** is required if one of the **Rehire** reasons was selected for the Section 3 update.

## Guardian

Dashboard


Start I-9

Employee ▾

E-Verify

Reports

Section 3 - (Rehire & Reverification)

	<b>Employment Eligibility Verification</b> Department of Homeland Security U.S. Citizenship and Immigration Services	<b>USCIS</b> <b>Form I-9</b> OMB No. 1615-0047 Expires 10/31/2022
<b>Section 3. Reverification and Rehires</b> <i>(To be completed and signed by employer or authorized representative.)</i>		
<b>A. New Name (if applicable)</b>		<b>B. Date of Rehire (if applicable)</b>
Last Name (Family Name) <input type="text" value="Andrews"/> <input type="checkbox"/> N/A	First Name (Given Name) <input type="text" value="Robert"/> <input type="checkbox"/> N/A	Middle Initial <input type="text" value="N/A"/> <input checked="" type="checkbox"/> N/A
		Date (mm/dd/yyyy): <input type="text" value="11/01/2020"/>
<b>C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.</b>		
Document Title <input type="text"/>	Document Number <input type="text"/>	Expiration Date (if any) (mm/dd/yyyy) <input type="text"/>
<b>I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.</b>		
Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative Moreno, Denise

Delete

Go Back

Sign

# Adding Section 3

Document information is required if one of the **Reverification** reasons was selected for the Section 3 update.

## Guardian

Dashboard

Start I-9

Employee ▾

E-Verify

Reports



### Employment Eligibility Verification Department of Homeland Security U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 10/31/2022

#### Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

##### A. New Name *(if applicable)*

Last Name *(Family Name)*

Andrews

N/A

First Name *(Given Name)*

Robert

N/A

Middle Initial

N/A

N/A

##### B. Date of Rehire *(if applicable)*

Date *(mm/dd/yyyy)*:

11/01/2020

##### C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title

Employment Authorization Document (Form I-766) ▾

Document Number

MSC0902850001

Expiration Date *(if any)* *(mm/dd/yyyy)*

12/31/2021

**Note:** Document Retention Required. [\[Upload Document\]](#)  
**Document/Image not found in OnDocs**

**Upload Confirmation**  I confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record.

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative

Today's Date *(mm/dd/yyyy)*

Name of Employer or Authorized Representative

Moreno, Denise

# Document Retention

If document retention is required, click **Upload Document** to retain a copy.

Guardian

Announcements Help Denise Moreno Logout

Dashboard

Start I-9

Employee

E-Verify

Reports



## Employment Eligibility Verification

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

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 10/31/2022

### Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

#### A. New Name *(if applicable)*

Last Name *(Family Name)*

Andrews

N/A

First Name *(Given Name)*

Robert

N/A

Middle Initial

N/A

N/A

#### B. Date of Rehire *(if applicable)*

Date *(mm/dd/yyyy)*:

11/01/2020

#### C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title

Employment Authorization Document (Form I-766)

Document Number

MSC0902850001

Expiration Date *(if any)* *(mm/dd/yyyy)*

12/31/2021

**Note:** Document Retention Required. [\[Upload Document\]](#)  
*Document/Image not found in OnDocs*

**Upload Confirmation**  I confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record.

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative

Today's Date *(mm/dd/yyyy)*

Name of Employer or Authorized Representative

Moreno, Denise

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# Document Retention

Click the **Select File** button.

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### Section 3.

#### A. New Name

Last Name (F)

Andrews

#### C. If the empl

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Employe

**Note:** Docu

**Document/**

**Upload Con**

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record.

Select File

## Upload File

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

Close

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy)

Name of Employer or Authorized Representative

Moreno, Denise

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# Document Retention

Browse to and select the desired file, then click **Open**.



### Upload File

Use the **Select File** button to select a file less than 5MB in size.

Select File

The screenshot shows a file selection dialog box titled "Open" with the path "Google Drive > Guardian > Docs". It displays a grid of document thumbnails with labels: "AS passport card", "Birth Certificate with number", "birth certificate", "Chile Passport", "drivers license", "i-766 sample", "JL passport card", and "passport card". The "i-766 sample" file is selected. At the bottom, the "File name" field contains "i-766 sample" and the file type is set to "All Files". The "Open" button is circled in red.

Close

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy)

Name of Employer or Authorized Representative  
Moreno, Denise

# Document Retention

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Repeat the previous two steps to add additional files, if needed. When done click the **Upload** button.



### Section 3.

#### A. New Name

Last Name (F)

Andrews

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Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy)

Name of Employer or Authorized Representative

Moreno, Denise

### Upload File

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

**Select File** i-766 sample.jpg

**Upload**

**Close**

# Document Retention

Click the **Close** button once all files have been successfully uploaded.

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### Section 3.

#### A. New Name

Last Name (F

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#### C. If the empl continuing en

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Employee

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Signature of

## Upload File

The file has been successfully sent

Use the **Select File** button to locate the supporting document image. Note: The file name must be 78 characters or less and must not contain additional periods (aside from the file extension) or slashes. Files must be less than 5MB in size.

Select File

i-766 sample.jpg

Upload

Close

# Document Retention

Click the **Upload Confirmation** checkbox to confirm all required documents have been retained.

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C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title

Employment Authorization Document (Form I-766) ▾

**Note:** Document Retention Required. [[Upload Document](#)]



[[View Document](#)]

**Upload Confirmation**  confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record.

Document Number

MSC0902850001

Expiration Date (if any) (mm/dd/yyyy)

12/31/2021

**I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.**

Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy)

Name of Employer or Authorized Representative

Moreno, Denise

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Sign

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# Signing Section 3

Click the **Sign** button once Section 3 has been completed.

[Dashboard](#)[Start I-9](#)[Employee](#) ▾[E-Verify](#)[Reports](#)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
<input type="text" value="Employment Authorization Document (Form I-766)"/> ▾ <b>Note:</b> Document Retention Required. [ <a href="#">Upload Document</a> ]	<input type="text" value="MSC0902850001"/>	<input type="text" value="12/31/2021"/>



[\[View Document\]](#)

**Upload Confirmation**  I confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record.

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

<input type="text" value="Signature of Employer or Authorized Representative"/>	<input type="text" value="Today's Date (mm/dd/yyyy)"/>	<input type="text" value="Name of Employer or Authorized Representative Moreno, Denise"/>
---	--	---

[Delete](#)[Go Back](#)[Sign](#)

# Signing Section 3

Accept the agreement by clicking the **I Accept** checkbox and enter your signing credentials in the **Password** field.

recora.

**I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.**

Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy)

Name of Employer or Authorized Representative

Moreno, Denise

### Electronic Signature

The person who physically examines the employee's original document(s) and completes this Section 3 must electronically sign as indicated below. By signing Section 3 of this Form I-9, you attest under penalty of perjury that you have physically examined the documents presented by the employee, the document(s) reasonably appear to be genuine and relate to the employee named, and that to the best of your knowledge the employee is authorized to work in the United States.

Please read the following statement, select "I Accept" to acknowledge your agreement, and enter your Password/SSO ID to electronically sign this section 3:

I consent to provide an electronic signature in connection with this Form I-9 and understand that by clicking on "I Accept", typing my system Password/SSO ID below and clicking the "Electronically Sign" button, that I am electronically signing this Form I-9. I understand that my electronic signature will be binding as though I had physically signed this document.

**I Accept**

Password:

Electronically Sign

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# Signing Section 3

Click the **Electronically Sign** button.

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recora.

**I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.**

Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy)

Name of Employer or Authorized Representative

Moreno, Denise

## Electronic Signature

The person who physically examines the employee's original document(s) and completes this Section 3 must electronically sign as indicated below. By signing Section 3 of this Form I-9, you attest under penalty of perjury that you have physically examined the documents presented by the employee, the document(s) reasonably appear to be genuine and relate to the employee named, and that to the best of your knowledge the employee is authorized to work in the United States.

Please read the following statement, select "I Accept" to acknowledge your agreement, and enter your Password/SSO ID to electronically sign this section 3:

I consent to provide an electronic signature in connection with this Form I-9 and understand that by clicking on "I Accept", typing my system Password/SSO ID below and clicking the "Electronically Sign" button, that I am electronically signing this Form I-9. I understand that my electronic signature will be binding as though I had physically signed this document.

**I Accept**

Password:

**Electronically Sign**

Delete

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# Editing Section 3

A signed Section 3 can be edited prior to being approved. If an edit needs to be made, click the **Created** date to reopen the Section 3.

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### I-9 for Andrews, Robert

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View E-Verify

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Update and Go Back

Update Info

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Details OnDocs Issues Amendments

#### I-9 Overview

FAR 0 Special 0

Click the Issues tab above to view all issues

Check I-9

#### E-Verify

#### Section 3

Section 3 Entries: 1

#	Created	Section 3 Reference	Controls Reverification	Remote Settings	Form Version	Signed	Approved	Expiration
1	10/12/2020	Reverification	Ⓞ	N/A	03/17/2020	10/12/2020	*Approve	12/31/2021

#### Print Center



View I-9



Employee Receipt



Preparer/Translator Receipt

# Editing Section 3

## Guardian

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Click the **Edit Section 3** button. This will erase the current signature. A new electronic signature will need to be completed after the edits have been made.

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
<p>Employment Authorization Document (Form I-766) ▾</p> <p><b>Note:</b> Document Retention Required. [<a href="#">Upload Document</a>]</p>  <p>[<a href="#">View Document</a>]</p> <p><b>Upload Confirmation</b> <input checked="" type="checkbox"/> I confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record.</p>	<p>MSC0902850001</p>	<p>12/31/2021</p>

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
		Moreno, Denise

**Edit Section 3**

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# Approving Section 3

From the I-9 **Details** page click **Approve** from within Section 3.

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### I-9 for Andrews, Robert

[View Employee](#)[View E-Verify](#)[Refresh](#)[Update and Go Back](#)[Update Info](#)[Go Back](#)[Delete](#)[Details](#) | [OnDocs](#) | [Issues](#) | [Amendments](#)

#### I-9 Overview

FAR 0 | Special 0

Click the Issues tab above to view all issues

[Check I-9](#)

#### E-Verify

#### Section 3

Section 3 Entries: 1

#	Created	Section 3 Reference	Controls Reverification	Remote Settings	Form Version	Signed	Approved	Expiration
1	10/12/2020	Reverification	Ⓢ	N/A	03/17/2020	10/12/2020	<a href="#">*Approve</a>	12/31/2021

#### Print Center

[View I-9](#)[Employee Receipt](#)[Preparer/Translator Receipt](#)

# Approving Section 3

## Guardian

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Review the Section 3 data.  
No edits can be made once approved. When ready, click the **Approve Section 3** button.

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
<input type="text" value="Employment Authorization Document (Form I-766)"/> <b>Note:</b> Document Retention Required. [ <a href="#">Upload Document</a> ]	<input type="text" value="MSC0902850001"/>	<input type="text" value="12/31/2021"/>



[\[View Document\]](#)

**Upload Confirmation**  I confirm that the appropriate supporting document has been scanned and uploaded to the employee's OnDocs record.

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative Moreno, Denise
--	---------------------------	---

Approve Section 3

Delete

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# Approving Section 3

Section 3 will now reflect the **Approved** date from the Employee's I-9 **Details** tab.

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## I-9 for Andrews, Robert

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Details OnDocs Issues Amendments

### I-9 Overview

FAR 0 Special 0

Click the Issues tab above to view all issues

Check I-9

### E-Verify

### Section 3

Section 3 Entries: 1

#	Created	Section 3 Reference	Controls Reverification	Remote Settings	Form Version	Signed	Approved	Expiration
1	10/12/2020	Reverification	⊙	N/A	03/17/2020	10/12/2020	10/12/2020	12/31/2021

### Print Center



View I-9



Employee Receipt



Preparer/Translator Receipt

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# Viewing Section 3

Click **View I-9** to view Section 3, which will appear at the bottom of the original I-9.

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### I-9 for Andrews, Robert

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I-9 Overview

FAR 0 Special 0

E-Verify

Section 3

Section 3 Entries: 1

Refresh

#	Created	Section 3 Reference
1	10/12/2020	Reverification

Print Center



Form - Google Chrome  
uat1.guardiandocuments.com//getdoc/E312A882E969314087A66...

**Employment Eligibility Verification**  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS Form I-9  
OMB No. 1615-0047  
Expires 10/31/2022

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**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.)

Last Name (Family Name) <b>Andrews</b>	First Name (Given Name) <b>Robert</b>	Middle Initial <b>N/A</b>	Other Last Names Used (If any) <b>N/A</b>		
Address (Street Number and Name) <b>123 W. Main St.</b>		Apt. Number <b>N/A</b>	City or Town <b>Jackson</b>	State <b>MS</b>	ZIP Code <b>39216</b>
Date of Birth (mm/dd/yyyy) <b>01/01/1977</b>	U.S. Social Security Number <b>799-64-4438</b>	Employee's E-mail Address <b>N/A</b>	Employee's Telephone Number <b>N/A</b>		

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):

- 1. A citizen of the United States.
- 2. A noncitizen national of the United States. (See instructions)
- 3. A lawful permanent resident. (Alien Registration Number/USCIS Number) **N/A**
- 4. An alien authorized to work. (List expiration date, if applicable, mm/dd/yyyy) **10/31/2020**  
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.

1. Alien Registration Number/USCIS Number: **A123456789**  
OR  
2. Form I-94 Admission Number: **N/A**  
OR  
3. Foreign Passport Number: **N/A**  
Country of Issuance: **N/A**

Signature of Employee: **Electronically Signed by R. Andrews** Today's Date (mm/dd/yyyy) **10/12/2020**

**Preparer and/or Translator Certification (check one):**  
 I did not use a preparer or translator.  A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparer and/or translator(s) assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator  
Last Name (Family Name) First Name (Given Name)  
Address (Street Number and Name) City or Town State ZIP Code

Signature of Preparer or Translator Today's Date (mm/dd/yyyy)

Employer Completes Next Page

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View E-Verify Refresh Update and Go Back Update Info Go Back Delete

Check I-9

Add Section 3 Add Remote Section 3

Signed	Approved	Expiration
10/12/2020	10/12/2020	12/31/2021



# For Additional Assistance

- Select **Help** from the vertical toolbar to access other Guardian tutorials.
- For additional assistance contact your in-house Guardian expert.

# Confidential User Guide

Please do not distribute this document outside of your organization without our written permission.

Thank you.