



Remote I-9 / E-Verify Checklist

Complete I-9s for remote hires correctly — alternative document examination, E-Verify steps, retention, and reverification.

WHAT THIS HELPS YOU DO

Use this checklist to complete Form I-9 for remote employees using the DHS alternative procedure (or a compliant in-person route), run E-Verify correctly, and keep retention and reverification on schedule.

WHEN TO USE THIS DOCUMENT

- Before a remote employee's first day
- When deciding between remote examination and in-person verification
- When enrolling in or auditing your E-Verify participation
- When a work authorization document nears expiration
- During I-9 self-audits

WHAT THIS DOCUMENT HELPS PREVENT

- I-9 paperwork violations — fined per form, even with an authorized workforce
- Using remote document examination without E-Verify eligibility
- Three-day deadline misses on remote starts
- Missed reverifications when authorizations expire
- Retention failures discovered in an ICE audit

Faulkner HR Solutions focuses on the system behind the people problem. This tool is designed to help employers slow down the decision, identify the risk, and create proof before the issue becomes a claim, complaint, turnover event, or credibility problem.

BEFORE YOU START: READINESS CHECKLIST

Gather the following before working through this document. Incomplete inputs are one of the most common reasons employer decisions fail under later scrutiny.

Have it	Input	Notes / location
<input type="checkbox"/>	Employee name and role	
<input type="checkbox"/>	Date of incident, request, or separation	



Have it	Input	Notes / location
<input type="checkbox"/>	Supervisor involved	
<input type="checkbox"/>	Policy or handbook section that applies	
<input type="checkbox"/>	Prior documentation on file	
<input type="checkbox"/>	Pay records, if applicable	
<input type="checkbox"/>	Relevant emails, texts, notes, or complaints	
<input type="checkbox"/>	Decision-maker name	
<input type="checkbox"/>	Deadline, if applicable	



REMOTE I-9 / E-VERIFY CHECKLIST

The remote-examination shortcut is real, but it is conditional: only E-Verify participants in good standing may use it, and every step must be documented. Choose the route first, then execute the timeline.

Part 1 — New Hire Snapshot

Employee name	
Start date (first day of work for pay)	
Section 1 deadline (on or before day 1)	
Section 2 deadline (within 3 business days of start)	
Verification route chosen (remote alternative / in-person / authorized representative)	

Part 2 — Eligibility for the Remote Alternative Procedure

Met?	Eligibility condition	Notes
<input type="checkbox"/>	Employer is enrolled in E-Verify and in good standing	
<input type="checkbox"/>	The hiring site is enrolled in E-Verify	
<input type="checkbox"/>	Procedure offered consistently — no picking and choosing by citizenship or national origin (offering it only to remote staff is acceptable)	
<input type="checkbox"/>	If not E-Verify enrolled: STOP — use in-person or an authorized representative instead	

Part 3 — Remote Examination Steps (alternative procedure)

Done	Step	Date / notes
<input type="checkbox"/>	Employee transmits copies of documents (front and back where applicable)	
<input type="checkbox"/>	Copies examined to determine they reasonably appear genuine and relate to the employee	
<input type="checkbox"/>	Live video interaction conducted; employee presents the same documents on camera	
<input type="checkbox"/>	'Alternative procedure' checkbox marked in Section 2	
<input type="checkbox"/>	Clear, legible copies of all documents retained with the I-9 (required for this route)	



Done	Step	Date / notes
<input type="checkbox"/>	Section 2 completed within 3 business days of the start date	

Part 3a — Authorized Representative Route (non-E-Verify employers)

Done	Step	Notes
<input type="checkbox"/>	Any adult may act as the authorized representative (notary acting as one should not apply a notarial seal)	
<input type="checkbox"/>	Representative physically examines original documents in the employee's presence	
<input type="checkbox"/>	Representative completes and signs Section 2 — the employer remains liable for their errors	
<input type="checkbox"/>	Completed form returned within the 3-business-day window	

Part 4 — E-Verify Case Steps

Done	Step	Date / case #
<input type="checkbox"/>	Case created no later than the third business day after the start date	
<input type="checkbox"/>	Case information matches the I-9 exactly	
<input type="checkbox"/>	Employment Authorized: record case number and close	
<input type="checkbox"/>	Tentative Nonconfirmation (mismatch): notify employee promptly and privately; provide referral notice	
<input type="checkbox"/>	NEVER take adverse action while the employee contests a mismatch	
<input type="checkbox"/>	Final Nonconfirmation only: employment may be terminated; document the timeline	

Part 5 — Retention and Reverification

Item	Rule	Calendared?
I-9 retention	3 years after hire OR 1 year after separation, whichever is later	
Document copies (remote route)	Retained with the I-9 for its full retention life	
Reverification (Supplement B)	Before employment authorization expires — never reverify green cards or List B identity documents	
Reverification reminder	Calendar alert 90 days before any expiration	



Part 6 — Anti-Discrimination Guardrails

Confirmed	Guardrail	Notes
<input type="checkbox"/>	Employee chooses which acceptable documents to present — employer never specifies	
<input type="checkbox"/>	No document requests beyond what the form requires	
<input type="checkbox"/>	Same process applied to all hires in the same category	
<input type="checkbox"/>	No 'citizen-only' hiring rules unless legally required for the role	

Role	Name / signature	Date
Completed by		
Audited by		

STOP AND REVIEW BEFORE ACTING

If any statement below is true, pause. Get the decision reviewed by HR, counsel, or Faulkner HR Solutions before you act.

- Remote document examination is happening but the company is not in E-Verify.
- Section 2 routinely slips past three business days for remote starts.
- Someone is telling new hires which documents to bring.
- An employee with a contested E-Verify mismatch was suspended 'until it clears.'
- Work authorization expirations live in no one's calendar.
- I-9s for departed employees were shredded on no particular schedule.

MINIMUM DOCUMENTATION STANDARD

Before this file is closed, the employer should be able to answer every question below and point to where the proof lives.

Question	Your answer / where the proof is stored
What happened?	
When did it happen?	
Who observed or reported it?	
What policy, standard, deadline, or expectation applies?	



Question	Your answer / where the proof is stored
What decision was made?	
Who had authority to make the decision?	
What alternatives were considered?	
What risk was reviewed?	
What follow-up is required?	
Where is the proof stored?	

COMMON MISTAKES

1. Using video examination as a convenience without E-Verify enrollment — that was pandemic flexibility, and it ended.
2. Skipping the live video step and verifying from emailed copies alone.
3. Forgetting that the remote route requires retaining document copies.
4. Creating E-Verify cases late and inviting a pattern finding.
5. Re-verifying permanent residents — a common practice that is itself a violation.
6. Treating an authorized representative's mistakes as their problem; the employer owns every error.

WHAT TO DO NEXT

File the I-9 and copies in the I-9 file (separate from personnel files), record the E-Verify case number, and calendar both retention dates and any re-verification deadline. Run a self-audit annually — finding your own errors with a documented correction beats ICE finding them first.

Before you terminate, deduct, discipline, classify, or respond, get the decision reviewed.

Call 210.446.8730 or email thomas@faulknerhrsolutions.info.



Before you process payroll, terminate, classify, deduct, or respond to a claim, get the decision reviewed.

Need help applying this to a real workplace decision?

Faulkner HR Solutions helps Texas employers, nonprofits, municipalities, and growing businesses fix the people systems behind recurring workplace problems.

If this document raised a risk flag, do not guess your way through the next step.

Call: 210.446.8730

Email: thomas@faulknerhrsolutions.info

Website: faulknerhrsolutions.info

DISCLAIMER

This resource is provided for general employer education and planning purposes. It is not legal advice and does not create an attorney-client relationship. Employment laws, agency guidance, and local requirements may change. Employers should review the facts of each situation before acting and consult appropriate HR or legal counsel when needed.