



Employment Eligibility Verification (Form I-9) Policy

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PURPOSE

The purpose of this policy is to ensure compliance with the Immigration Reform and Control Act of 1986, which requires King County to only employ individuals authorized to work in the United States. The law requires King County to complete and maintain an *Employment Eligibility Verification* form (“the I-9”) for every new or returning individual hired for employment.

POLICY APPLICABILITY

The county’s Employment Eligibility Verification (Form I-9) policy applies to all employees in the executive branch departments, offices, divisions and agencies, including the Assessor’s Office and King County Elections. This includes all career service, provisional, temporary, probationary, and appointed employees.

POLICY

It is the policy of King County to consider all job applicants, regardless of their nationality, citizenship, immigration status, or work authorization expiration date.

Employees must physically present original documents that establish their identity and work authorization within three business days of their date of hire. For example, if an employee begins employment on a Monday, Section 2 of the I-9 must be completed prior to work commencing on Thursday of the same week. If documentation is not produced within three business days of their date of hire, employees must not be permitted to work, and employment shall be terminated.

Completing the I-9

Instructions for completing [Form I-9](#) can be found on the United States Citizenship and Immigration Services (USCIS) [website](#). King County departments and offices must use the NEOGOV system to complete an I-9. However, reasonable accommodations will be made for employees unable to complete an I-9 digitally.

Section 1: Employee Information and Attestation

The employee completes Section 1 of Form I-9, which may be completed as soon as a job offer has been extended and accepted.

Section 2: County Review and Verification

When Section 1 is complete, the employee will receive instructions, including a list of [Acceptable Documents](#), to present for completion of Section 2. The employee chooses which documents they will present from the list of acceptable documents, not HR staff. Human Resources staff are required to physically review and verify original, unexpired documentation provided by the employee to complete Section 2. *Section 2 must be completed by the third business day after the employee's date of hire.*

Questions concerning employment authorization documents or employment visas should be directed to classcomp@kingcounty.gov.

Section 3: Reverification and Rehires

If the employee's work authorization expires, the employee must present unexpired documents from either [List A](#) or [List C](#) showing new authorization to work. Human Resources staff are required to physically review and verify new, unexpired documentation provided by the employee to complete Section 3. Receipts for replacement documentation (due to the document being lost, stolen or damaged) are acceptable for reverification. For more information about work authorization expiration dates, see [I-9 Policy Appendix A: Managing Work Authorization Expiration Dates](#).

Individuals who leave county employment and are subsequently rehired must complete a new I-9 upon rehire.

Retaining the I-9

Completed I-9s are used to verify the employee's identity and work authorization and shall be retained in accordance with the [Official Personnel File Policy](#) and [Disposition Authority Notice GS50-05A-26R2](#). With the issuance of this policy, agencies shall not make or retain copies of I-9 supporting documentation.

RESPONSIBILITIES

The Department of Human Resources is responsible for reviewing King County's employment eligibility verification processes on a regular basis to ensure compliance with federal requirements.

Human Resources Managers are responsible for ensuring their department's Human Resources staff receive training necessary to accurately verify employment eligibility documentation (see the USCIS' [training resources](#)).

Department-level Human Resources staff are responsible for ensuring individual I-9s are completed according to USCIS requirements and filed in the employee's Official Personnel File in a timely manner.

Employees are responsible for physically presenting original, unexpired documentation within three business days of their date of hire or before their work authorization expires.

QUESTIONS

Refer questions or comments to your department's [Human Resources Manager](#) or the Department of Human Resources.