



## I-9 Verification Process

Sac State uses a 3<sup>rd</sup> party vendor called Tracker I-9 Complete to create and track I-9 employment eligibility verification forms electronically. New employees or returning employees who have been separated from the campus for a year or more will be asked to complete this process.

Steps to complete I-9 verification process:

1. You will receive an email from [i9complete@trackercorp.com](mailto:i9complete@trackercorp.com) requesting you to complete the front page of the required form.
2. You will follow the link in the email, input the required information, and sign. This is the first section of the I-9 verification, the second must be completed in person at the Employment Services office – Del Norte Hall room 3009.
3. Review acceptable documents for section two of your I-9 verification [here](#). Gather your original, unexpired documents.
4. Bring your documents to our office, Del Norte Hall room 3009, between 8:00 am - 4:30 pm, Monday through Friday. Our staff will complete section two of your I-9 verification in person.

**If you have any questions, please contact Student Employment:** [hr-studentemployment@csus.edu](mailto:hr-studentemployment@csus.edu)