

## **MUST READ IMPORTANT I-9 INSTRUCTIONS**

The US Department of Homeland Security **REQUIRES** all employees to electronically fill out an I-9 form on the **FIRST Day of Employment**. To complete the I-9 (verification of employment eligibility), Stanford Hospital and Clinics (SHC) and Lucile Packard Children's Hospital (LPCH) has contracted with I-9 Express.

In order to facilitate the verification of your employment documents on your scheduled New Employee Orientation (NEO) date, we strongly recommend the following:

1. As soon as possible, confirm your Social Security Card matches your legal name. If it does not, you may want to visit your Social Security Office, **BEFORE** your 1<sup>st</sup> day of employment, to obtain a new card.
2. Log on to the TALX website at [www.newi9.com](http://www.newi9.com) and follow the attached instructions.
3. Review the Document List A, B, and C and decide which **original** documents you will present at NEO.
4. Print your receipt and bring a copy with you to NEO.

If your electronic I-9 cannot be validated on your first day of work, you will have 72 hours to comply. Failure to do so within 72 hours **will compromise your continued employment with SHC/LPCH**.

If you have any questions regarding these documents, please call 650 723-4748 (723-HR4U) **BEFORE** your first day of employment.