

# QUICK Q&A

## Answers to not-so-common questions

*Even the most experienced HR pros have questions from time to time. Our monthly Quick Q&A series provides answers to not-so-common questions and links to helpful resources.*

**Q. Is it true that when completing Form I-9s, employers have the option to remotely examine employee identity and employment authorization documents?**

**A.** Yes, recently the Department of Homeland Security (DHS) released an [optional alternative](#) to the physical document examination process, but it requires employers to be participants in [E-Verify](#). The E-Verify system is internet-based and compares Form I-9 information to records available to DHS and the Social Security Administration (SSA) to confirm employment authorization.

Employers using this optional examination method must

- retain clear and legible copies of all Form I-9-related documents (front and back),
- conduct a live video interaction after the employee transmits a copy of the documents,
- and indicate on the Form I-9 that that alternative documentation review was used.

Even if the optional documentation review isn't adopted, employers using E-Verify must post the [E-Verify Participation Notice](#) and the [Right to Work](#) posters at the company's hiring location (both English and Spanish versions). The E-Verify Participation poster can only be downloaded during the E-Verify registration process. If posters cannot be displayed, they should be visible to job applicants and provided with job application materials.

**Got an HR question? Let us know how we can help at [HRconsulting@bukaty.com](mailto:HRconsulting@bukaty.com).**