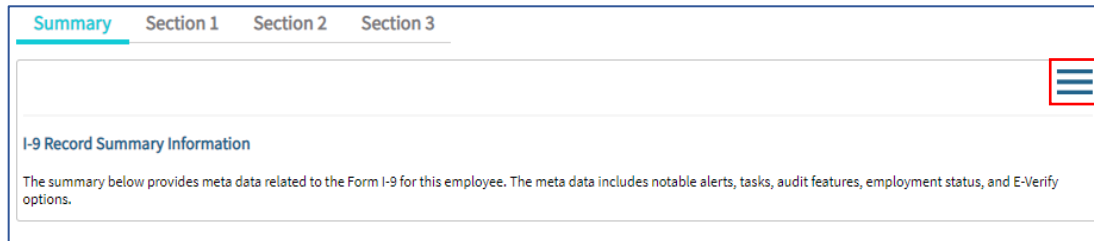


## Job Aid for “Remote Section 2 Amendment for in-person verification”

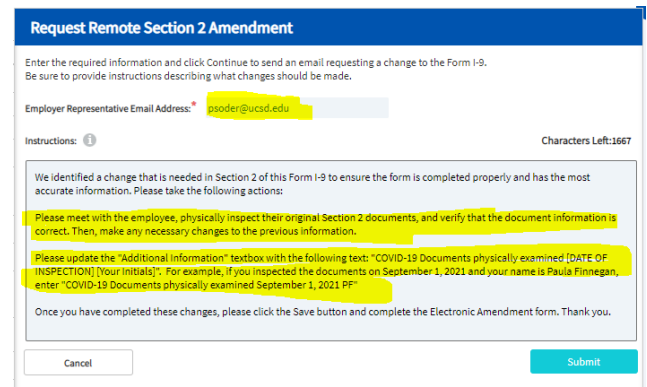
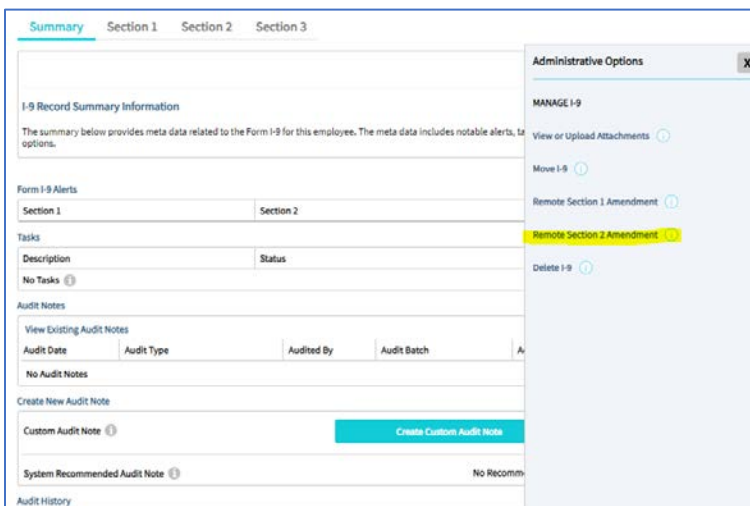
Documents that were presented during the time the DHS Remote Inspection was used can now be physically inspected by an Authorized Representative using Remote Section 2 Amendment. Leveraging Tracker's Remote Section 2 Amendment can alleviate potential bottleneck at the locations to complete in-person inspection for all hires that used the DHS Remote Inspection.

1) Visit the prior **Form I-9** and navigate to the **Summary** page. Click the top right corner section to open the administrative options.



Administrative Options

2) From the Administrative options, select “Remote Section 2 Amendment”



The communication to the Authorized Representative should instruct them to update the Additional Information textbox, please insert the following text where it instructs you to enter detailed instructions:

**Please meet with the employee, physically inspect their original Section 2 documents, and verify that the document information is correct. Then, make any necessary changes to the previous information.**

**Please update the "Additional Information" textbox with the following text: "COVID-19 Documents physically examined [DATE OF INSPECTION] [Your Initials]". For example, if you inspected the documents on September 1, 2021 and your name is Paula Finnegan, enter "COVID-19 Documents physically examined September 1, 2021 PF"**

When conducting Remote Section 2 using Tracker, I-9 Managers may setup Zoom calls to assist authorized representatives in reviewing and completing Section 2 correctly or make themselves available for any questions.

FAQs:

Q1. Who can serve as an authorized representative?

**A: An authorized representative can be 'any person' even to include family or household member. We recommend that the UC San Diego onboarding coordinator or I-9 manager schedule a call with the new employee and the authorized representative to support the authorized representative through the completion of section 2.**

Q2. What if the employee brings different documents for the in-person verification? For example, if they provided a US passport during the remote verification, but at the in-person verification, they bring a Driver's License and Unrestricted Social Security Card. Do we amend section 2 with the information or require them to bring the documents initially presented?

**A: You may amend Section 2 with the new document information.**

Q3: If an ID document used in the remote inspection expired, such as US passport or Driver's license, do I need to request valid, unexpired documents at this time, or does the expired document suffice?

**A: The expired documentation will suffice.**

Q4: If an employee was hired during a period that we were completing remote inspections and has since separated, am I required to take any actions on separated employees?

**A: If the employee has already separated, you will not be able to do the in-person inspection, but you may create an audit note to explain that the employee have been termed.**