

Notice and Directions for I-9 Form

Through the acquisition, you are becoming an employee of a new employer, ESI. To be federally compliant, the government requires that you complete a new I-9 Form and present your Employment Eligibility Documents in-person to your new employer. We know this is an inconvenience, but we'll do everything we can to make it as easy and as pain-free as possible.

If you are an existing active ESI employee already, you do not need to complete a new I-9 Form. We will contact you if we need an updated I-9 Form.

If you are new to ESI, you have two options to complete your I-9 Form:

Option #1 – For those that have access to a printer and want to get a head start:

- 1) Print the I-9 Form here in your transition checklist (if you need to print it after you've completed your transition checklist, you can find the form in Employee Documents in your portal)
- 2) Fill out Section 1 (Page 1) of the I-9 Form
- 3) Bring the I-9 Form and your Employment Eligibility documents to ESI's office or to one of the available locations near you on the designated dates/times
- 4) ESI will scan your documents and complete Section 2 of the I-9 Form

Option #2 – For those that may not have access to a printer or need assistance in completing the form:

- 1) Bring your Employment Eligibility documents to ESI's office or to one of the available locations near you on the designated dates/times
- 2) Fill out Section 1 of the I-9 Form on-site (we will have forms on hand)
- 3) ESI will scan your documents and complete Section 2 of the I-9 Form

What are Employment Eligibility Documents?

A complete list of document options can be found on page 3 of the I-9 Form itself, which you will have access to in this checklist. It's important that the document(s) you choose are unexpired.

You must bring the actual document(s) in-person to be scanned by ESI, either:

- 1) One document from **LIST A**
- or-
- 2) The combination of one document from **LIST B** and one from **LIST C**

Be sure to check our [Transition Website](#) to find a live schedule of our I-9 workshops at various locations throughout the state, where we will have authorized personnel available to review and to receive your employment eligibility documents. As new dates and locations become available, we'll post them on the [Transition Website](#) and will notify you via email.

If you have questions about the I-9 process, please contact ESI at 480-719-3271 or hr@esiaz.us.