



UW

Human Resources



Updated I-9 Information and Requirements Following the Pandemic

The US Department of Homeland Security and US Immigration and Customs Enforcement announced that the ability to inspect I-9 documentation remotely will end, as COVID-19 flexibilities sunset on July 31, 2023. In addition, there is a requirement to ensure that all documents reviewed electronically since March 2020 be physically inspected prior to August 30, 2023.

To meet this requirement, Human Resources personnel will be contacting all current employees, whose documents were inspected electronically. If impacted, original documents will need to be presented to HR for physical inspection as soon as possible. Human Resources, I-9, and document assistance is located in Hill Hall, 3rd Floor (room 327).

To help, if you completed your I-9 electronically via Zoom, we encourage you to bring appropriate documents to the HR office for physical inspection as soon as possible. If you are not located in Laramie, WY, (or are a supervisor and have employees that are not located in Laramie, WY) Human Resources will provide connections with an authorized representative to physically inspect documents on our behalf. If you or your employee(s) are unsure of what documents they need to bring in, please have them contact Human Resources at 307-766-2377 or jobapps@uwyo.edu, or review the Form I-9 [List of Acceptable Documents](#).

Please understand that going forward, Human Resources will no longer be able to complete I-9's via Zoom – for new employees not located in Laramie, WY, arrangements will be made to have their I-9 completed by an authorized representative or notary. We thank you in advance for your cooperation and support as we work diligently to maintain compliance with federal regulations.

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