

2024

Texas Instruments
Incorporated

New Hire Form I-9
Administration Team
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[FORM I-9 INSTRUCTIONS]

Simplified instructions for completing the Section 1 Employee Information and Attestation portion of the USCIS Form I-9 Employment Eligibility Verification document.



The Texas Instruments New Hire Orientation (NHO) sessions are virtual and detailed specifics are sent closer to your start date

Send an [email](#) if you have questions regarding your NHO session.

Your New Hire paperwork and *Form I-9* Work Authorization must be **completed prior to** your first day of work.

Please **immediately complete** your *Form I-9* ***Employment Eligibility Verification upon receipt*** of these instructions.

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Governmental Requirement for TI Hires

By law, employers and employees must complete a *Form I-9* to document identity verification and employment authorization of each citizen and noncitizen new employee to work in the United States of America.

Texas Instruments Incorporated utilizes the I-9 Service Center (I9SC) to meet this requirement.

As the employee, you are required to complete the *Form I-9* in full before you may be hired by Texas Instruments Incorporated.

Carefully read and then follow the below **Form I-9 Instructions** to navigate through the I9SC website.

Note: To access detailed instructions while completing the Form I-9, move the cursor over each field and click on the question mark symbol within the field, or click the Instructions button at the top of the page. A link to the full Form I-9 instructions is located in the [Helpful Links](#) section of this document.

*****CAUTIONS*****

- **FIRST**, read all instructions thoroughly to ensure you have all of the documents and information required to complete your Form I-9.
- Once you log in, it is best to complete your Form I-9 in **one session**.
- Complete your Form I-9 **in a timely manner** to avoid session expiration and application lockout.
- **NEVER COMPLETE A SECOND FORM I-9:**

If your session expired and you have to log back into the system, log in on the **left** side of the I9SC website under **Existing Accounts**.

FORM I-9 INSTRUCTIONS – *read details carefully to avoid issues*

Prerequisite – Documents and TI I9 Agent Authorized Representative (I9 Agent)

Aside from any previously communicated tasks, all Texas Instruments U.S. New Hires, without exception and regardless of previous assignments, must complete the online **Form I-9** “*Employment Eligibility Verification*”, a legal form accessed through the I-9 Service Center (**I9SC**), to begin work for TI US.

You are required to complete your *Form I-9* task **prior to your start date**

Form I-9: Required to be legally authorized to work in the U.S.

During this process, you will be prompted to:

- Upload Document(s):
 - Upload scans of your [acceptable](#) work authorization documentation
- Select an Agent:
 - Designate a person to act as your **I9 Agent** by entering their legal last name, first name, and email address
 - Your chosen **I9 Agent** will be TI’s “Authorized Representative” to complete your *Form I-9 Section 2*, and will receive separate email instructions from I9SC after you enter the I9 Agent information
 - Your **I9 Agent** can be any adult with access to the internet with whom you will meet in person, such as a spouse, roommate, friend, neighbor, parent, coworker, leasing office personnel, etc.
 - Your **I9 Agent** will view and compare the work authorization documentation you present during your *in-person* I9 Agent meeting to the files you uploaded during your *Form I-9 Section 1* process

Please ensure you have the required documents as listed on the [Lists of Acceptable Documents](#).

If you have any further questions about your *Form I-9*, please reach out to I9ServiceCenter@fragomen.com.

ACTION ITEMS:

1. Collect and Scan your Work Authorization documentation for upload **prior to** starting this *Form I-9* process
2. Know the legal **last** name, legal **first** name, and **email** address of your chosen **I9 Agent prior to** starting this *Form I-9* process

I9 Process Steps Summary

Your required itemized list of pending tasks for immediate I-9 Verification processing

Complete Form I-9 Section 1:

- a. **FIRST:** BE PREPARED **before** you log in to complete your **I-9 Verification**
 - **Choose** your **I9 Agent** Authorized Representative (**I9 Agent**) who will complete your *Form I-9 Section 2*

The person you choose as your **I9 Agent** can be **any adult**, such as a spouse, roommate, friend, neighbor, parent, coworker, leasing office personnel, etc. whom you can meet in person to present your documentation

Confirm the legal first name, last name, and email address of your chosen **I9 Agent**!
 - **Determine** what documentation you plan to present, IN PERSON, to your chosen **I9 Agent**
Your **I9 Agent** must use the documents you present to complete your *Form I-9 Section 2*
 - b. **Go to** the I-9 Service Center (**I9SC**) Website: <https://ti.i9servicecenter.com>
 - **Log in** in the center of the website under **NEW EMPLOYEES**
Enter a *Username, Password, and Confirm* your password
Enter your specific 7-digit TI Employee Number
(located in your TI “Action Needed:Complete I-9 and AOI Tasks” onboarding email)

into the *Employee ID* field ➔ EXAMPLE: * Employee ID:

Select the **Start I-9** button
 - c. **Enter** your Personal Information into *Form I-9 Section 1*
(To access specific instructions, hover over each field, or click on the  within the field)
 - **Select** the *Preparer* checkbox, then
 - **Select** the *Click to Sign* button to digitally sign your *Form I-9 Section 1*
 - d. **Upload** your same chosen documents you will present to your **I9 Agent** to complete *Form I-9 Section 2*
 - **Select** the document type from the **drop-down lists**, and follow the prompts to upload your **legible color** scan/picture of each document
 - e. **Assign** your chosen **I9 Agent** Authorized Representative to your case
 - **Enter** the legal first name, legal last name, and email address of your chosen **I9 Agent**
I9 Agent receives Username and temporary password emails from the **I9SC**
- Complete** your *Form I-9 Section 1* and sign out of the **I9SC** website
- **Select** the *Continue* button on the receipt page
 - **Select** the banner ‘Click here to log out of the I-9 Service Center’
 - **Select** the words ‘Yes, I want to log out’
 - **Close** your browser window

Complete Form I-9 Section 2:

- f. **Gather** the documentation you used to complete your *Form I-9 Section 1*
- g. **Meet** with your chosen I9 Agent in person to present your documentation
- h. **Ensure** your **I9 Agent** completes your *Section 2* as soon as possible to verify your Work Authorization for TI US!
 - I9 Agent must use the link and Username received in their I9SC email to log in on the left side of the site under “Existing Accounts”
 - Problems? See [Issues, Questions, and Troubleshooting](#)

Fully Illustrated I9 Process Steps

Step 1 – Log into the I9SC Website: <https://ti.i9servicecenter.com/>

- Under the **NEW EMPLOYEES*** section, enter your data EXACTLY as:
 - **Username:** choose a username you can remember
 - **Password:** minimum 15 char= 1+ capitol, lowercase, numeric, special
 - **Confirm:** re-type your chosen 15-character password
 - **Employee ID:** is your **TI Employee Number** [ONLY use **7-digits** in this field]
- Select the **Start I-9** button

***NOTE:** only log in under **NEW EMPLOYEES** **once per assignment term.**

NEVER COMPLETE A SECOND FORM I-9: Any additional "New Employees" entry will create a system error with multiple Forms I-9. If your session expired and you have to log back into the I9SC system, log in on the left side of the I9SC website under **Existing Accounts**, OR [CLICK HERE](#) to open a pre-formatted I9ServiceCenter@fragomen.com email and then add the employee number and description of your issue.

Visual Representation

The screenshot shows the Texas Instruments I9SC website login page. The page is divided into two main sections: "Existing Accounts" and "NEW EMPLOYEES".

Existing Accounts: This section is on the left and contains text for employer representatives and employees. A large "no" symbol (a circle with a diagonal slash) is overlaid on this section, indicating it is not the focus of this step. Below the symbol is a "Forgot your password?" link. At the bottom, there is a link for questions or error reports.

NEW EMPLOYEES: This section is on the right and is the focus of the instructions. It contains the following fields and instructions:

- *Username:** A text input field with a purple arrow pointing to it from a box labeled "Choose a Username". Below the field, it says "4 characters minimum. Letters and numbers only."
- *Password:** A text input field with a purple arrow pointing to it from a box labeled "Create a Password and Confirm". Below the field, it says "Password must be 15 minimum characters. They must contain one upper case, one lowercase, one numeric and one special character. Acceptable Special Characters are @ _ ! # \$ % () * + - ~ ^ & ? . [] { } (space)".
- *Confirm:** A text input field with a purple arrow pointing to it from the same "Create a Password and Confirm" box.
- Employee ID:** A text input field containing the example "0123456" with a purple arrow pointing to it from a box labeled "Use ONLY your 7-digit TI Employee Number!".

At the bottom right of the "NEW EMPLOYEES" section is a "Start I-9" button.

Step 2 – Employee Information and Attestation

Enter Your Personal Information, Attest to Your Citizenship or Immigration Status, Sign and Date

Visual Representation

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.						
Last Name (Family Name) Ride		First Name (Given Name) Sally		Middle Initial (if any) K	Other Last Names Used (if any)	
Address (Street Number and Name) 7555 Draper Ave.			Apt. Number (if any)	City or Town La Jolla	State CA ZIP Code 92037	
Date of Birth (mm/dd/yyyy) 05/26/1951	U.S. Social Security Number 1 2 3 4 5 6 7 8 9		Employee's Email Address sallyride@email.com		Employee's Telephone Number (555) 555-5555	
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.	Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):					
	<input checked="" type="checkbox"/> 1. A citizen of the United States					
	<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions.)					
	<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)					
<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)						
If you check Item Number 4., enter one of these:						
USCIS A-Number		OR	Form I-94 Admission Number		OR	Foreign Passport Number and Country of Issuance
Signature of Employee <i>Sally Ride</i>				Today's Date (mm/dd/yyyy) Date Employee Completes Section 1		
If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.						

- > Texas Instruments, Inc. participates in E-Verify so **employees must provide their Social Security number**
- > **To apply** for a new or lost SSN: <https://www.ssa.gov/forms/ss-5.pdf> and take to <https://secure.ssa.gov/ICON/main.jsp>.
- > **ONLY NEW** applicants may leave this field blank; when your SSN card arrives, contact [TI Staffing](#) to enter into your Form I-9.

Step 3 – Upload Your Documents

- Read the instructions on the *Upload Documents* page
- Review the displayed *Lists of Acceptable Documents*
- Determine which documents you plan to present to your TI I9 Agent who will be completing Section 2
- Select your chosen document type from the drop-down lists and follow the prompts to upload your scanned version of each document

Step 4 – Assign Your Chosen I9 Agent to Your Case

- On the *Select an Agent* page, enter the legal first name, legal last name, and email address of your chosen I9 Agent
- Select the *Continue* button

Step 5 – Completing Your Form I-9

- Select the *Continue* button on the receipt page
- Select the *'Click here to log out of the I-9 Service Center'* banner
- Select the words *'Yes, I want to log out'*
- Close your browser window

Issues, Questions, and Troubleshooting

If you have any difficulties accessing the site, or for assistance with Work Authorization, *Form I-9*, or Authorized Representative I9 Agent-related issues, **immediately contact** the I-9 Service Center (**I9SC**) Help Desk directly at:

- **(415) 263-8459** or **(408) 235-3505**, Monday-Friday, 6a-5p PST*
 - ***I9SC** are located in California, so office is open 8a-7p Dallas Time
- [Click HERE](#) to open a pre-formatted I9ServiceCenter@fragomen.com email and then add the employee number and description of your issue.

Helpful Links

- TI New Hire Form I-9 Questions and Assistance
 - ti_i9administration@list.ti.com
- I-9 Service Center Site Login
 - <https://ti.i9servicecenter.com/Login.aspx>
- I-9 Service Center Site Questions and Assistance
 - I9ServiceCenter@fragomen.com
- Form I-9 Employment Eligibility Verification
 - Full Form I-9 Instructions:
<https://www.uscis.gov/sites/default/files/document/forms/i-9instr.pdf>
- Acceptable Documents - Examples
 - <https://www.uscis.gov/i-9-central/acceptable-documents>
- USCIS - HOMEPAGE
 - <https://www.uscis.gov/>
- Texas Instruments Career Site
 - <https://careers.ti.com/>

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A	OR	LIST B	AND	LIST C
Documents that Establish Both Identity and Employment Authorization		Documents that Establish Identity		Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p style="margin-left: 20px;">For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p style="margin-left: 20px;">The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> ● Receipt for a replacement of a lost, stolen, or damaged List A document. ● Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. ● Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> ● Receipt for a replacement of a lost, stolen, or damaged List B document. 		<ul style="list-style-type: none"> ● Receipt for a replacement of a lost, stolen, or damaged List C document.

*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.