

I-9 Form/Work Authorization Instructions

Summary

You are required to physically present documentation that verifies you are authorized to work in the United States prior to your first day of work. Texas Instruments utilizes the I-9 Service Center and E-Verify to meet this requirement. Please read and use the following instructions **carefully** to complete your Form I-9 Employment Eligibility Verification (i.e., your work authorization).

The Form I-9 has two sections. Section 1 is completed by the employee (You), and Section 2 is completed on TI's behalf by an I-9 agent either (1) authorized by TI or (2) an authorized representative designated by the employee ("I-9 agent").

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Prerequisite Items

When reviewing this document, read all instructions thoroughly and carefully to ensure you have all 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, and in a timely manner to avoid your application session expiring.

Do not complete a second Form I-9. You can access your open application on the I-9 Service Center website under "Existing Accounts."

You will need:

- Physical documents to scan and upload to the tool after completing Section 1 of your Form I-9. You can find the Lists of Acceptable Documents [here](#).
 - Collect and scan your documents for upload in advance, if possible.
- An I-9 agent who will complete Section 2 of your I-9. This person can be any responsible person over the age of 18, who will be able to physically meet with you in person and examine the original documents you present. This person will need access to the internet to complete your I-9. If you choose to designate your agent, they can be a family member, roommate, neighbor, coworker, friend, etc.
 - You will need to provide your I-9 agent's legal last name, first name, and email address. You are required to physically present the documents you choose to complete Section 2 with to your I-9 agent. Make sure that the copies that you uploaded after completing Section 1 are the same as the original documents you are presenting to your I-9 agent.

Completing Section 1 of your Form I-9

Section 1 of your I-9 will require you to enter information such as your full legal name, address, date of birth, social security number (if applicable), and citizenship/immigration status.

- Go to the I-9 Service Center website: <https://ti.i9servicecenter.com>.

- Log in under the section labeled “New Employees.” You will need to create a username, password, and enter your 7-digit TI employee number, or aID.
 - You can find your employee number in your “Action Needed: Complete I-9 Task” onboarding email.
 - Once you have created an account, select the “Start I-9” button.
- Enter your personal information into Form I-9 Section 1.
 - If you used a preparer or translator, please be sure to have them complete the Preparer and/or Translator Certification.
 - Digitally sign your Form I-9 Section 1 and click “Continue” to proceed to the Document Uploads page.
- Upload copies of the documentation you prepared that will be shown to your I-9 agent.
 - Select the document type from the drop-down menu, and follow the prompts to upload both sides of your documentation. The copies of your documents must be legible and in color.
- Assign your chosen I-9 agent to your case.
 - Enter the legal first name, legal last name, and email address of your I-9 agent. They will receive a username and password via email from the I-9 Service Center website.
- Ensure your Form I-9 Section 1 is complete (see Electronic Signature Receipt) and sign out of the I-9 Service Center website.

Completing Section 2 of your I-9

Section 2 of your I-9 will need to be completed by the I-9 agent that you designated in Section 1. They must examine your documents in person and verify your identity and work authorization.

- Gather the documentation you uploaded to the tool after completing Section 1.
- Meet in person with the I-9 agent you designated to complete Section 2 and present your I-9 documentation to them.
- Ensure your I-9 agent completes your Form I-9 Section 2 as soon as possible; this task must be completed in order to verify your work authorization.

Your I-9 agent will receive a username and password from the I-9 Service Center. They will need to use this information to log in to the I-9 Service Center website under “existing accounts.”

Resources

This section links to additional information, procedures, processes and/or instructions related to the I-9 Process or legal requirements for work authorization outlined by the USCIS (United States Citizenship and Immigration Services).

- [I-9 Service Center Site Login](#)
- [Lists of Acceptable Documents and examples](#)
- [Form I-9: Section One, Employee Information and Attestation information](#), USCIS
- [Form I-9: Section 2, Employer or Authorized Representative Review and Verification](#), USCIS

Questions and Troubleshooting

If you have any difficulties accessing the site, need assistance with Form I-9, or have I-9 agent/Authorized Representative questions/issues, contact the I-9 Service Center Help Desk directly at: 415-263-8459 or (408) 235-3505, Monday-Friday, 6:00 a.m. – 5:00 p.m. PST or Email I9ServiceCenter@fragomen.com with your employee ID and a description of your issue.