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Remote Examination of Documents (Optional Alternative Procedure to Physical Document Examination)

If you are an employer who is enrolled and participating in E-Verify, you may choose to remotely examine your employee's documentation.

E-Verify Participation Required

You must participate in E-Verify in good standing if you want to remotely examine your employee's documents. New E-Verify enrollees and users will complete an E-Verify tutorial that includes fraudulent document awareness training. Existing employers who are already enrolled in E-Verify have access to this tutorial and may retake it at any time.

E-Verify Employer in Good Standing:

- Is enrolled in E-Verify with respect to all hiring sites that use the alternative procedure to remotely examine documents,
- Uses E-Verify to confirm the employment eligibility of newly-hired employees in the United States, and
- Complies with all other requirements of the E-Verify program.

Remote Examination of Documents Procedures:

- Examine copies (front and back, if the document is two-sided) of Form I-9 documents or an acceptable receipt to ensure that the documentation presented reasonably appears to be genuine and relates to the employee;
- Conduct a live video interaction with the individual presenting the document(s) to ensure that the documentation reasonably appears to be genuine and relates to the individual. The employee must first transmit a copy of the document(s) to the employer (per Step 1 above) and then present the same document(s) during the live video interaction; and
- Retain a clear and legible copy of the documentation (front and back if the documentation is two-sided).

Indicate that you used an Alternative Procedure on Form I-9:

- On the Form I-9 dated 08/01/2023, check the box to indicate that you used an alternative procedure in the Additional Information field in Section 2.
- On the Form I-9 dated 10/21/2019, notate "Alternative Procedure" in the Additional Information field in Section 2.

Additional Information

☒ Check here if you used an alternative procedure authorized by DHS to examine documents.

Reverification or Rehire

- If you are completing the remote documentation examination for a rehire or reverification, check the box on Form I-9 Edition 08/01/2023, in Supplement B.
- Continue to complete the Form I-9 according to Form I-9 instructions and related guidance on I-9 Central and in the M-274, Handbook for Employers.
- For reverification, do not create a new E-Verify case.

Retention of Documents

- Retain a clear copy (front and back, if two-sided) of all documents examined in a paper or electronic format, or in an acceptable combination, for as long as the employee works for you, plus the specified period after their employment has ended.
- The retention of document copies allows an opportunity, at the time of a routine employer audit or for a DHS auditor to assess if the documentation presented during the remote examination appears to be genuine and relate to the employee.
- In the event of a Form I-9 audit by a federal government inspector, you must make available copies of the identity and U.S. work authorization documentation the employee presented for remote document examination.

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