



## Form I-9/E-Verify Frequently Asked Questions

### General

#### **What is E-Verify?**

E-Verify is an Internet-based system that compares information entered by an employer from an employee's Form I-9, Employment Eligibility Verification, to records available to the U.S. Department of Homeland Security and the Social Security Administration to confirm employment eligibility.

#### **Why do I need to complete the Form I-9 for E-Verify comparison?**

As a federal contractor, The Hartford is required to E-Verify all new hires in the US to confirm work authorization. The Form I-9 must be fully completed no later than 3 business days after your start date.

#### **Do I have to check a box in the Preparer/Translator area in Section 1?**

You must check yes or no.

Check **No** if you completed Section 1 without the assistance of a preparer or translator.

Check **Yes** if a preparer, translator, or other individual helped you in completing Section 1 of your Form I-9.

### Authorized Representative

#### **Who can act as an Authorized Representative on behalf of The Hartford to complete Section 2?**

You can ask anyone who is at least 18 years old, besides yourself. Some examples could be a family member, friend, or a neighbor.

#### **What if I don't have someone to act as my Authorized Representative?**

Please email [HRVerification@thehartford.com](mailto:HRVerification@thehartford.com) and we can provide you with alternative options and instructions.

### Acceptable Documents

#### **What if my documents have been lost, stolen, or damaged?**

You can provide a receipt showing that you have applied to replace a document that was lost, stolen or damaged. However, you must present the actual document within 90 days from your date of hire.

**Can I use an expired document?**

No. Expired documents are not valid work authorization documents. *Please reach out to [HRVerification@thehartford.com](mailto:HRVerification@thehartford.com) with any concerns.*

**What if I have documents to fulfill List A, B and C in Section 2 – should I fill out all 3?**

No. Per the USCIS rules, The Hartford cannot specify which documents you may present from the [list of acceptable documents](#). You may present either one selection from List A or a combination of one selection from both List B and List C.

**Other****Who do I contact if I have questions about E-Verify or completing the Form I-9?**

Please email [HRVerification@thehartford.com](mailto:HRVerification@thehartford.com)