SUNY RF
The Research
Foundation for
The State University of New York

E-VERIFY REQUEST

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PLEASE PRINT

New Hire/Rehire Name:		Hire/Rehire Date:
Job Title:	**Tel. #**	**Supervisor:** Lisa Chichura
Dept. Contact: Lisa Chichura	**Dept.** ECE	**Drop Code**

I understand that _____ *(New/Rehire)* may not work until the E-verify process is completed. Human Resource Services (HRS) will confirm completion of the E-verify process through an email to the department contact.

_____   _____
Supervisor/Department Head Signature   Date

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All newly hired/rehired RF employees MUST be E-verified by Human Resource Services (HRS) using the internet based verification system operated by the Department of Homeland Security in partnership with Social Security Administration and United States Citizenship and Immigration Services. The verification process requires completion of Form I-9. **Employees MAY NOT work until the E-verify process is completed by HRS.**

The following documents must be presented:
    -a completed copy of this form
    -acceptable Form I-9 original identification documents (no copies) (*)
by their first day of employment to:

* *West Campus*: HRS - 390 Administration Building
  Office Hours: Monday to Friday 8:30 a.m. – 5:00 p.m.
                                                Or
* *Health Science Center*: HRS - 4th Floor, Room 047(across from Family Med)
  Office Hours: Monday 1:00 – 5:00 PM, Tuesday to Thursday 8:30 a.m. to 5:00 p.m., and Friday 8:30 a.m. to 12:00 p.m.

(*) A LIST OF ACCEPTABLE IDENTIFICATION DOCUMENTS CAN BE FOUND ON THE FOLLOWING WEBSITE:
    HTTP://WWW.USCIS.GOV/I-9-CENTRAL/ACCEPTABLE-DOCUMENTS