



## ELECTRONIC I-9 SYSTEM Security Request Form

### GENERAL INFORMATION

Employee Name \_\_\_\_\_ Employee ID# \_\_\_\_\_  
Title (Dr., Mr., Ms.) Last, First MI

Email Address \_\_\_\_\_

Campus Phone # \_\_\_\_\_ Employee Status Faculty or A&P  USPS  OPS

Eight Digit Home Department Name & Number(s) \_\_\_\_\_

### USER STATUS

Status (check one)  New  Change  Terminate (Effective date of termination \_\_\_\_\_)

- *To receive access to the Electronic I-9 System, employees must complete I-9 Training Course.*
- *Please ensure that your department has back-up users for the Electronic I-9 System in the event they are out of the office.*

### SIGNATURES

- Each user is responsible for his/her own access to the system. **Users are not permitted to share their user id and passwords.**
- Security will be DELETED upon termination of employment at UCF.
- The Department Head/Vice President/Dean or Designee signature is required.

As an employee of the University of Central Florida, I, the undersigned, accept the responsibilities of having security in the Electronic I-9 System to complete I-9 Forms. I understand that my security is for use in administrative support only. Any other uses of this access are strictly prohibited. I, further, understand that Human Resources reserves the right to terminate my security for improper or illegal use. I understand that my request will be processed in accordance with UCF and HR policy.

\_\_\_\_\_  
Employee Signature Date Dept Head/Vice President/Dean or Designee Signature Date

\_\_\_\_\_  
Employee Name (Print) Date Dept Head/Vice President/Dean or Designee Name (Print) Date

### DEPARTMENTAL CONTACT INFORMATION

The departmental contact will be notified by email when the security access has been created.

Departmental Contact \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

### Human Resources Use Only

REC001 or I-9		Location	
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**SUBMISSION INSTRUCTIONS:** Form must be signed, scanned, and emailed to [records@ucf.edu](mailto:records@ucf.edu) or faxed to HR-Employment Services & Records at (407)823-3507.