



How to complete Section 3 with LPR

Notes:

When an employee has become a LPR, their I-9 will need to be updated.

Reverification is due no later than the expiration date of their current work authorization.

Once an employee becomes a LPR, the employees work authorization will no longer have to be monitored.

Employee Detail

Name: [REDACTED]

Other Names Used:

U.S. Social Security Number: XXX-XX-2600

[↕ Change SSN](#)

Date of Birth: [REDACTED]

Address: [REDACTED]
charlottesville, va 22902

E-mail Address:

Telephone Number:

Hire Date:: 08/08/2012

[↕ Change Hire Date](#)

Work Status: An alien authorized to work

Alien Registration
Number/USCIS Number:

I-94 #: [REDACTED]

Reverification Due Date: 08/24/2015

Foreign Passport Number:

Country of Issuance:

Obtained I-94 from USCIS:

Group: LW-Law School

Location: 31135 LW-Law School Central

[↕ Change Location](#)

Previous Locations:

Visa Type: H-1

[↕ Change Visa Type](#)

Audit Report: [View/Download](#)

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[Section 3](#)

[New I-9](#)

[Upload I-9](#)

[Send to E-Verify](#)

[Receipt Update](#)

- Pull employee up by clicking on “search for Employees”.
- Click on “Section 3”.

Updating and Reverification

Enter new name, or select a document.

Name: [REDACTED]
Address: [REDACTED]
charlottesville, va 22902
Birth Date: [REDACTED]
Social Security #: XXX-XX-2600

Last Name: [REDACTED] **First Name:** [REDACTED] **Middle Initial:** [REDACTED]

Visa Type:
Permanent Resident ▼

List A and C Documents:
Form I-551 - Permanent Resident Card or Alien Registration Receipt Card ▼

- Choose “visa type”.
- Choose document presented.
- Hit continue.

Section 3 - Employer Review and Verification

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

Immigration Status

- A citizen of the United States
- A noncitizen national of the United States
- A Lawful Permanent Resident
- An alien authorized to work

List A document - Form I-551 - Permanent Resident Card or Alien Registration Receipt Card

Issuing Authority:

DHS/USCIS

[Sample Document](#)

Alien #:

Expiration Date (mm/dd/yyyy):

- The document does not have an expiration date

Document #:

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Cancel

Continue

- Choose new immigration status, "A lawful permanent resident".
- Enter Alien # (Could also be listed as USCIS number).
- Enter expiration date.
- Enter document number; this is going to start with a SRC, LIN, MSC.
- Hit continue.

Employer Review

Please review the following information as it was entered. You can make changes to the information by clicking on the link below the information.

After verifying that the information is correct, complete the signature block at the bottom of the page.

[C] Corrected field

Name: [REDACTED]
Other Names Used:
U.S. Social Security Number: [REDACTED]
Date of Birth: [REDACTED]
Address: [REDACTED]
charlottesville, va 22902
E-mail Address:
Telephone Number:
Hire Date:: 08/08/2012
Work Status: A Lawful Permanent Resident [C]
Alien Registration Number/USCIS Number:
I-94 #: [REDACTED]
Alien Work Until Date:
Foreign Passport Number:
Country of Issuance:
Obtained I-94 from USCIS:

[↕ Change Information](#)

Visa Type: Permanent Resident

Document Information Summary

List A document: Form I-551 - Permanent Resident Card or Alien Registration Receipt Card

Issuing Authority: DHS/USCIS

Alien #: [REDACTED]

Expiration Date (mm/dd/yyyy): 04/26/2023

Document #: [REDACTED]

Employer Electronic Signature [\(English | Español\)](#)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual. I also attest that I have confirmed that the name on the Form I-94 or Form I-94A, if either was presented, bears the same name as the employee's foreign passport.

I have read and agree with the certification statement above.

[Back](#)

[Cancel](#)

[Continue](#)

- Review information.
- Hit continue. Attach copy of LPR card

I-9 History			
Hire/Entry	Type (click to view)	E-Verify	Actions
8/17/2012	SSN Applied For		 Attach File

Comments		
Date	Short Description	Username
<input type="button" value="Add Comment"/>		

- Attach a copy of the LPR card.

Documents may be attached either through the file information feature below or through the I-9 Mobile App option on this page.

To upload a document do the following:

1. Select the document name from the drop-down list below. If you have a document to upload that is not listed in the drop-down, select the Other option and enter the document name in the box provided.
2. Use the Browse... button to select the image file of the document to upload. The image file must be a TIF, GIF, JPG, or PDF file.
3. Click the Upload button.
4. The document you uploaded is displayed and you must click Correct or Incorrect to proceed.
5. Upload the next document.
6. When all documents are uploaded you may click the Finished button.

If you are unable to upload documents do the following:

1. Click the checkbox above indicating you could not upload documents.
2. Click the Finished button.

Note: The maximum file size that can be uploaded is 1536 KB.

IMPORTANT! The documents you upload will NOT be saved until you click Finished. You may not click the Finished button unless you have:

- Uploaded all of the required documents, or
- Clicked the checkbox above indicating that you could not upload documents.

File Information

Select document: Receipt

Image file to attach:
(TIF, GIF, JPG, PDF)

Document Name:

First Name:

Middle Initial:

Last Name:

SSN:

- Select document from the drop down list.
- Select image to upload.
- Click upload, verify picture is correct.
- Click Finished.