



Policy and Procedures Manual

Application: All Personnel

Section A5.2.5 E-Verify

A 5.2.5 Requirements for E-Verify System compliance, in accordance with Oklahoma Statutes. Compliance activities are performed by the Employment Services Office.

- Employment eligibility verification (Form I-9) must be completed and signed when a newly hired employee has accepted his/her position.
- The newly hired employee must present original documentation to establish identity and employment eligibility within 3 business days of hire.
- Documentation presented must include a document with a photo. A list of acceptable documents will be provided to the employee with the Form I-9.
- Photocopies are not acceptable – the only exception is a certified copy of a birth certificate.
- The Employment Services Office will perform verification inquiries (E-Verify) within three business days of hire.