



February 25, 2021

TO: Texas A&M AgriLife I-9 Processors and HR Contacts

SUBJECT: Guardian I-9 Enforce Document Capture

Effective March 15, 2021

Coming soon the TAMUS system will implement the **Enforce Document Capture** feature in the Guardian I-9 application. *Enforce Document Capture* will require the upload of certain documents used in Section 2 List A of an I-9 form. When one of the required documents from the short list below is selected, an upload screen is triggered for the Section 2 signer before completion of the I-9 form. USCIS requires copies of these documents for photo matching purposes when submitting an I-9 through E-Verify. AgriLife has reviewed the impact of this change and believe it should be minimal based on the short list of required documents.

Required Documents for upload:

- U.S. Passport
- U.S. Passport Card
- Form I-551, Permanent Resident Card
- Form I-766, Employment Authorization Document (EAD)

****No other documents should be uploaded to the Guardian I-9 application**

Attached is a slide deck with screen prints of completing Section 2 of an I-9 with the Document Capture feature.

Please share this update with all staff who are processing I-9 forms for your department.

For questions, please contact: Christin Spivey at christin.spivey@agnet.tamu.edu or (979) 845-3637

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