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Texas Instruments
Incorporated

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I-9 Administrator

[FORM I-9 INSTRUCTIONS]

Simplified instructions for completing the Section 1 Employee Information and Attestation portion of the USCIS Form I-9 Employment Eligibility Verification document.



The Texas Instruments New Hire Orientation (NHO) sessions are virtual and detailed specifics are sent closer to your start date

Send an [email](#) if you have questions regarding your NHO session.

Your New Hire paperwork and *Form I-9* Work Authorization must be **completed prior to** your first day of work.

Please **immediately complete** your *Form I-9* *Employment Eligibility Verification* **upon receipt** of these instructions.

Table of Contents

FORM I-9 INSTRUCTIONS – <i>read details carefully to avoid issues</i>	3
Prerequisite – Documents and TI I9 Agent Authorized Representative (I9 Agent)	3
ACTION ITEMS:	3
I9 Process Steps Summary	4
Complete Form I-9 Section 1:	4
Complete Form I-9 Section 2:	4
Fully Illustrated I9 Process Steps	5
Step 1 - Log into the I9SC Website: https://ti.i9servicecenter.com/	5
Step 2 - Enter Your Personal Information in the First 3 Rows.....	5
Step 3 - Attesting to Your Citizenship or Immigration Status	6
Step 4 – Preparer and/or Translator Certification.	6
Step 5 – Signature of Employee	6
Step 6 – Upload Your Documents	6
Step 7 – Assign Your Chosen I9 Agent to Your Case	6
Step 8 – Completing Your Form I-9	6
Issues, Questions, and Troubleshooting.....	7
Visual Representation: Example Overview of Form I-9 Employee Section 1	8
Visual Representation: Overview of Document Upload & I9 Agent Pages	9
Helpful Links.....	10

Governmental Requirement for TI Hires

By law, employers and employees must complete a *Form 1-9* to document identity verification and employment authorization of each citizen and noncitizen new employee to work in the United States of America.

Texas Instruments Incorporated utilizes the I-9 Service Center (I9SC) to meet this requirement.

As the employee, you are required to complete the *Form I-9* in full before you may be hired by Texas Instruments Incorporated.

Carefully read and then follow the below **Form I-9 Instructions** to navigate through the I9SC website.

Note: To access detailed instructions while completing the Form I-9, move the cursor over each field and click on the question mark symbol within the field, or click the Instructions button at the top of the page. A link to the full Form I-9 instructions is located in the [Helpful Links](#) section of this document.

*****CAUTIONS*****

- **First**, read all instructions thoroughly to ensure you have all of the documents and information required to complete your Form I-9.
- Once you log in, it is best to complete your Form I-9 in **one session**.
- Complete your Form I-9 **in a timely manner** to avoid session expiration and application lockout.
- **NEVER COMPLETE A SECOND FORM I-9:**

If your session expired and you have to log back into the system, log in on the **left** side of the I9SC website under ***Existing Accounts***.

FORM I-9 INSTRUCTIONS – *read details carefully to avoid issues*

Prerequisite – Documents and TI I9 Agent Authorized Representative (I9 Agent)

Aside from any previously communicated tasks, all Texas Instruments U.S. New Hires, without exception and regardless of previous assignments, must complete the online **Form I-9** “*Employment Eligibility Verification*”, a legal form accessed through the I-9 Service Center (**I9SC**), to begin work for TI US.

You are required to complete your *Form I-9* task **prior to your start date**

Form I-9: Required to be legally authorized to work in the U.S.

During this process, you will be prompted to:

- Upload Document(s):
 - Upload scans of your [acceptable](#) work authorization documentation
- Select an Agent:
 - Designate a person to act as your **I9 Agent** by entering their legal last name, first name, and email address
 - Your chosen **I9 Agent** will be TI’s “Authorized Representative” to complete your *Form I-9 Section 2*, and will receive separate email instructions from I9SC after you enter the I9 Agent information
 - Your **I9 Agent** can be any adult with access to the internet with whom you will meet in person, such as a spouse, roommate, friend, neighbor, parent, coworker, leasing office personnel, etc.
 - Your **I9 Agent** will view and compare the work authorization documentation you present during your *in-person* I9 Agent meeting to the files you uploaded during your *Form I-9 Section 1* process

Please ensure you have the required documents as listed on the [Lists of Acceptable Documents](#).

If you have any further questions about your *Form I-9*, please reach out to I9ServiceCenter@fragomen.com.

ACTION ITEMS:

1. Collect and Scan your Work Authorization documentation for upload **prior to** starting this *Form I-9* process
2. Know the legal **last** name, legal **first** name, and **email** address of your chosen **I9 Agent prior to** starting this *Form I-9* process

I9 Process Steps Summary

Your required itemized list of pending tasks for immediate I-9 Verification processing

Complete Form I-9 Section 1:

- a. **FIRST:** BE PREPARED **before** you log in to complete your **I-9 Verification**
 - **Choose** your **I9 Agent** Authorized Representative (**I9 Agent**) who will complete your *Form I-9 Section 2*

The person you choose as your **I9 Agent** can be **any adult**, such as a spouse, roommate, friend, neighbor, parent, coworker, leasing office personnel, etc. whom you can meet in person to present your documentation

Confirm the legal first name, last name, and email address of your chosen **I9 Agent**!
 - **Determine** what documentation you plan to present, IN PERSON, to your chosen **I9 Agent**
Your **I9 Agent** must use the documents you present to complete your *Form I-9 Section 2*
 - b. **Go to** the I-9 Service Center (**I9SC**) Website: <https://ti.i9servicecenter.com>
 - **Log in** in the center of the website under **NEW EMPLOYEES**
Enter a *Username, Password, and Confirm* your password
Enter your **specific 7-digit** TI Employee Number
(located in your TI “Action Needed:Complete I-9 and AOI Tasks” onboarding email)

into the *Employee ID* field ➔ EXAMPLE: * Employee ID:

Select the **Start I-9** button
 - c. **Enter** your Personal Information into *Form I-9 Section 1*
(To access specific instructions, hover over each field, or click on the (?) within the field)
 - **Select** the *Preparer* checkbox, then
 - **Select** the *Click to Sign* button to digitally sign your *Form I-9 Section 1*
 - d. **Upload** your same chosen documents you will present to your **I9 Agent** to complete *Form I-9 Section 2*
 - **Select** the document type from the **drop-down lists**, and follow the prompts to upload your **legible color** scan/picture of each document
 - e. **Assign** your chosen **I9 Agent** Authorized Representative to your case
 - **Enter** the legal first name, legal last name, and email address of your chosen **I9 Agent**
I9 Agent receives Username and temporary password emails from the **I9SC**
- Complete** your *Form I-9 Section 1* and sign out of the **I9SC** website
- **Select** the *Continue* button on the receipt page
 - **Select** the banner ‘Click here to log out of the I-9 Service Center’
 - **Select** the words ‘Yes, I want to log out’
 - **Close** your browser window

Complete Form I-9 Section 2:

- f. **Gather** the documentation you used to complete your *Form I-9 Section 1*
- g. **Meet** with your chosen I9 Agent in person to present your documentation
- h. **Ensure** your **I9 Agent** completes your *Section 2* as soon as possible to verify your Work Authorization for TI US!
 - I9 Agent must use the link and Username received in their I9SC email to log in on the left side of the site under “Existing Accounts”
 - Problems? See [Issues, Questions, and Troubleshooting](#)

Fully Illustrated I9 Process Steps

Step 1 - Log into the I9SC Website: <https://ti.i9servicecenter.com/>

- Under the **NEW EMPLOYEES*** section, enter your data EXACTLY as:
 - Username:** choose a username you can remember
 - Password:** minimum 15 char= 1+ capitol, lowercase, numeric, special
 - Confirm:** re-type your chosen 15-character password
 - Employee ID:** is your **TI Employee Number** [ONLY use **7-digits** in this field]
- Select the **Start I-9** button

***NOTE:** only log in under **NEW EMPLOYEES** **once per assignment term.**

NEVER COMPLETE A SECOND FORM I-9: Any additional "New Employees" entry will create a system error with multiple Forms I-9. If your session expired and you have to log back into the I9SC system, log in on the left side of the I9SC website under **Existing Accounts**, OR [CLICK HERE](#) to open a pre-formatted I9ServiceCenter@fragomen.com email and then add the employee number and description of your issue.

Visual Representation

Step 2 - Enter Your Personal Information in the First 3 Rows

Visual Representation

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) LEGAL LAST (if applicable, include Jr, III, VII, etc. here)	First Name (Given Name) LEGAL FIRST	Middle Initial	Other Last Names Used (if any) FILL ONLY IF ANY PAST CHANGES		
Address (Street Number and Name) CURRENT, EVEN IF TEMPORARY		Apt. Number	City or Town	State	ZIP Code
Date of Birth (mm/dd/yyyy) Month/Day/Year	U.S. Social Security Number EVERIFY REQUIRED	Employee's E-mail Address PERSONAL EMAIL ADDRESS		Employee's Telephone Number PERSONAL PHONE#	

>To apply for a new or lost SSN: <https://www.ssa.gov/forms/ss-5.pdf> and take to <https://secure.ssa.gov/ICON/main.jsp>.

>For **new** SSN applicants, leave this field blank until you receive your SSN card.

Step 3 - Attesting to Your Citizenship or Immigration Status

- Choose and then select one of the four boxes to attest to your citizenship or immigration status.

Visual Representation

Note: if you choose the incorrect box, deselect and re-select the box

<input type="checkbox"/> 1. A citizen of the United States ?	
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions) ?	
<input type="checkbox"/> 3. A lawful permanent resident ? (Alien Registration Number/USCIS Number): ?	
<input type="checkbox"/> 4. An alien authorized to work ? until (expiration date, if applicable, mm/dd/yyyy): ?	

Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: [?](#) _____
OR
2. Form I-94 Admission Number: [?](#) _____

QR Code - Section 1
Do Not Write In This Space

Step 4 – Preparer and/or Translator Certification.

- Choose the box that relates to you

Step 5 – Signature of Employee

- Select the *Click to Sign* button,
- Type in your full legal name and select the *Sign and Continue* button

Step 6 – Upload Your Documents

- Read the instructions on the *Upload Documents* page
- Review the displayed *Lists of Acceptable Documents*
- Determine which documents you plan to present to your TI I9 Agent who will be completing Section 2
- Select your chosen document type from the drop-down lists and follow the prompts to upload your scanned version of each document

Step 7 – Assign Your Chosen I9 Agent to Your Case

- On the *Select an Agent* page, enter the legal first name, legal last name, and email address of your chosen I9 Agent
- Select the *Continue* button

Step 8 – Completing Your Form I-9

- Select the *Continue* button on the receipt page
- Select the *Click here to log out of the I-9 Service Center* banner
- Select the words *Yes, I want to log out*
- Close your browser window

Issues, Questions, and Troubleshooting

If you have any difficulties accessing the site, or for assistance with Work Authorization, *Form I-9*, or Authorized Representative I9 Agent-related issues, ***immediately contact*** the I-9 Service Center (**I9SC**) Help Desk directly at:

- **(415) 263-8459** or **(408) 235-3505**, Monday-Friday, 6a-5p PST*
 - ***I9SC** are located in California, so office is open 8a-7p Dallas Time
- [Click HERE](#) to open a pre-formatted I9ServiceCenter@fragomen.com email and then add the employee number and description of your issue.

Visual Representation: Example Overview of Form I-9 Employee Section 1

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) ?		First Name (Given Name) ?		Middle Initial ?	Other Last Names Used (if any) ?	
FULL LEGAL LAST [include JR/III/etc.]		FULL LEGAL FIRST		1 LETTER ONLY	i.e., MAIDEN, ADOPTIVE, or LEGAL CHANGE	
Address (Street Number and Name) ?		Apt. Number ?	City or Town ?		State ?	Zip Code ?
THIS LINE IS FOR YOUR CURRENT ADDRESS EVEN IF YOU ARE STAYING IN TEMPORARY LODGING i.e. EXTENDED STAY or APARTMENT						
Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?		Employee's E-mail Address ?		Employee's Telephone Number ?	
MONTH/DAY/YEAR	TYPE ONLY 9-DIGITS & NO DASHES		example@email.com		(123)456-7890	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am: (check one) of the following:

<input type="checkbox"/>	1. A citizen of the United States ?
<input type="checkbox"/>	2. A noncitizen national of the United States (See instructions) ?
<input type="checkbox"/>	3. A lawful permanent resident ? (Alien Registration Number/USCIS Number): ? 9-digit USCIS#
<input type="checkbox"/>	4. An alien authorized to work ? until (expiration date, if applicable, mm/dd/yyyy) ? Month/Day/Year PER NOTE #1

Some aliens may write "N/A" in the expiration date field. (See instructions) Indefinite

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number

1. Alien Registration Number/USCIS Number: ? 9-digit USCIS# PER NOTE #2
OR
2. Form I-94 Admission Number: ? 11-digit Admission Record Number PER NOTE #3
OR
3. Foreign Passport Number: ? Country

NOTE #3
F-1 CPT/H-/J-/L-/O- & all other Visa holders
⇒ Enter your 11-digit Form I-94 Admission (I-94) Record Number

NOTE #2
F-1 Visa OPT & EAD card holders
⇒ Enter the 9-digit USCIS#
⇒ Select USCIS Number from the dropdown menu

NOTE #1
⇒ F-1 Visa CPT holders enter your I-20 Authorization End date
OR
⇒ F-1 Visa OPT & EAD card holders enter your Card Expires date
OR
⇒ J-1 Visa holders enter your DS-2019 Covers Period To date
ALL OTHER VISA HOLDER TYPES [i.e. H-/J-/L-/O- Visa holders]
⇒ enter your Form I-94 Admit Until Date

Signature of Employee: Click to Sign Press "Click to Sign" to go to the next step - If someone assisted you in completing this form, please have the preparer/translator(s) complete the information below. Date (mm/dd/yyyy): ?

Preparer and/or Translator Certification (check one): ?

I did not use a preparer or translator. **2** A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I am the best of my knowledge and belief, the true and correct completion of Section 1 of this form and that to

1 **WHEN FORM I9 IS COMPLETE:**
First ⇒ Select Preparer/Translator Box
Then ⇒ Select Click to Sign button

Signature of Preparer/Translator		Date (mm/dd/yyyy): ?	
Last Name (Family Name)		First name (Given Name) ?	
Address (Street Number and Name) ?		City or Town ?	State ? Zip Code ?

Visual Representation: Overview of Document Upload & I9 Agent Pages

TEXAS INSTRUMENTS I-9 Service Center

My Details Logout Help Instructions

Upload Document(s) I9ID: 12477335

Please review the List of Acceptable Documents to determine which documents you plan to present to the employer rep who will be completing Section 2. Choose one document from List A or one document from List B AND one from List C. Select the document type below from the drop down list and upload the scanned version of each document.

List A: [Select One]
 List B: [Select One]
 List C: [Select One]

Choose **one** document from **List A**
OR
One document from **List B**
AND
One document from **List C**

No documents have been uploaded.

Show Samples

Continue

LISTS OF ACCEPTABLE DOCUMENTS
 All documents must be **UNEXPIRED**

Employer may choose one document from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address. 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Form DS-1360, FS-545, FS-240) 3. Original or certified copy of birth

TEXAS INSTRUMENTS I-9 Service Center

My Details Logout Help Instructions

Select an Agent

Action Required : Please provide the name and email address of the person you have selected as the Agent to complete Section 2 of the Form I-9 on behalf of your employer.

Do not input your own name and email address in the fields below.

First Name:
 Last Name:
 Email Address:
 Email Address Confirmation:

Continue

Helpful Links

- **Form I-9: Section One**, Employee Information and Attestation Video
 - (Play Video) <https://youtu.be/a2qXNLwICwY>
- **Section One: Employee** Information and Attestation
 - <https://www.uscis.gov/i-9-central/complete-correct-form-i-9/completing-section-1-employee-information-and-attestation>
- **Section Two:** Employer or **Authorized Representative** Review & Verification
 - <https://www.uscis.gov/i-9-central/complete-correct-form-i-9/completing-section-2-employer-review-and-attestation>
- I-9 Service Center Site Login
 - <https://ti.i9servicecenter.com/Login.aspx>
- Form I-9 Employment Eligibility Verification
 - Full Form I-9 Instructions:
<https://www.uscis.gov/sites/default/files/document/forms/i-9instr.pdf>
- Acceptable Documents - Examples
 - <https://www.uscis.gov/i-9-central/acceptable-documents>
- USCIS - HOMEPAGE
 - <https://www.uscis.gov/>

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be **UNEXPIRED**

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
OR	AND	
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; <u>and</u> b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, <u>unless</u> the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.