

Instructions for Including an Electronic Signature on Form I-9

Please be mindful the following information does not supersede standard USCIS Form I-9 instructions. Additionally, as always, it is the responsibility of the local court to reasonably keep to USCIS Form I-9 compliances as applicable.

Steps to Completing Form I-9 and Providing an Employee Signature:

(For convenience, an USCIS Form I-9 has been attached for usage).

1. Open the form, and click on the *Sign* icon at the top of the tool bar or the *Pen* icon on the side tool bar.
2. Move the cursor to the *Last Name* field (notice a blue box appears along with letters “Ab”).
3. Left click in the blue box, and begin typing in required information (repeat steps until all applicable information has been entered in Section 1).
4. After completing Section 1 of Form I-9, sign name in the *Employee Signature* field. To include a signature electronically (e-sign):
5. Click in the *Signature* field, and type in name and initials.
6. Click in the *Today's Date* field, and type in the date the form is e-signed.
7. Click> File> Save As> and save the completed form in a safe, easily accessible location. Close form out.
8. Submit the form via email back to sender or as instructed by the local court's HR Administrator.

Note: If the employee cannot sign his/her name, a mark can be placed in the *Signature* field to indicate the signature.

The above steps can also be applied to the *Preparer and/or Translator Certification* section as needed, if the employee uses a preparer or translator to help him/her in completing this form.