



HSPD-12 NEWSFLASH

SUBJECT: INVALID I-9 DOCUMENTS/RE-ENROLLMENT

A Registrar can flag an Applicant record if the I-9 documents presented appear to be fraudulent at the enrollment station for further investigation by a Security Officer. The applicant record will not move forward through the HSPD-12 process until his/her I-9 documents have been cleared or re-scanned.

The procedure below is when the Security Officer marks the I-9 documents as INVALID and the applicant must go back to the enrollment station to re-scan the replacement IDs.

Role holders requiring action: Sponsor, Registrar, Security Officer

1. The Sponsor will need to mark the record with a **RE-ISSUE** in USAccess. Make sure the **LincPass Required** is marked to YES.*
2. The Applicant will go back to **RE-ENROLL** and bring acceptable I-9 documents with them.
3. The Registrar will need to **CLEAR** the existing documents in the system and **SCAN** the new documents presented by the Applicant.
 - a. **IF** the documents are valid, the record will move onto issuance.
 - b. **IF** the replacement documents do not meet the requirements, the Registrar will mark it as **MORE VALIDATION REQUIRED**.
4. **IF** the replacements documents are marked for more validation and they are valid, the Security Officer will need to **MARK THE DOCUMENT VALID** in USAccess. Once completed, the Applicant record will move on to Issuance.

* EmpowHR Users-Additionally check in EmpowHR that the LincPass Required is marked.

QUESTIONS ABOUT THIS NEWSFLASH OR HSPD-12?

USDA HSPD-12 Website: <http://lincpass.usda.gov>

Contact the USDA HSPD-12 Help Desk:

Toll Free: 1-888-212-9309

Local: 703-245-7888

Email: hspd12@ftc.usda.gov

