How to complete Section 3 with LPR
Notes:

When an employee has became a LPR, their I-9 will need to be updated.
Reverification is due no later than the expiration date of their current work authorization.
Once an employee becomes a LPR, the employees work authorization will no longer have to be monitored.
Pull employee up by clicking on “search for Employees”.

Click on “Section 3”.

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>U.S. Social Security Number: XXX-XX-2600</td>
</tr>
<tr>
<td>Date of Birth:</td>
</tr>
<tr>
<td>Address: charlottesville, va 22902</td>
</tr>
<tr>
<td>E-mail Address:</td>
</tr>
<tr>
<td>Telephone Number:</td>
</tr>
<tr>
<td>Hire Date: 08/08/2012</td>
</tr>
<tr>
<td>Work Status: An alien authorized to work</td>
</tr>
<tr>
<td>Alien Registration Number/USCIS Number:</td>
</tr>
<tr>
<td>I-94 #:</td>
</tr>
<tr>
<td>Reverification Due Date: 08/24/2015</td>
</tr>
<tr>
<td>Foreign Passport Number:</td>
</tr>
<tr>
<td>Country of Issuance:</td>
</tr>
<tr>
<td>Obtained I-94 from USCIS:</td>
</tr>
</tbody>
</table>

**Group:** LW-Law School

**Location:** 31135 LW-Law School Central

**Previous Locations:**

**Visa Type:** H-1

**Audit Report:** View/Download

**Back**  **Section 3**  **New I-9**  **Upload I-9**  **Send to E-Verify**  **Receipt Update**
Choose “visa type”.

Choose document presented.

Hit continue.
Choose new immigration status, “A lawful permanent resident”.

Enter Alien # (Could also be listed as USCIS number).

Enter expiration date.

Enter document number; this is going to start with a SRC, LIN, MSC.

Hit continue.
Example of LPR card:
Please review the following information as it was entered. You can make changes to the information by clicking on the link below the information.

After verifying that the information is correct, complete the signature block at the bottom of the page.

**Employer Review**

Name: ______________
Other Names Used: 
U.S. Social Security Number: ______________
Date of Birth: ______________
Address: ______________
  charlottesville, va 22902
E-mail Address: 
Telephone Number: 
  08/08/2012
Hire Date: 
Work Status: A Lawful Permanent Resident [C]
Alien Registration Number/USCIS Number: 
  I-94 #: ______________
Alien Work Until Date: 
Foreign Passport Number: 
Country of Issuance: 
  Obtained I-94 from USCIS:

Visa Type: Permanent Resident

**Document Information Summary**

List A document: Form I-551 - Permanent Resident Card or Alien Registration Receipt Card
Issuing Authority: DHS/USCIS
  Alien #: ______________
Expiration Date (mm/dd/yyyy): 04/26/2023
Document #: ______________

**Employer Electronic Signature** (English | Español)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual. I also attest that I have confirmed that the name on the Form I-94 or Form I-94A, if either was presented, bears the same name as the employee’s foreign passport.

☐ I have read and agree with the certification statement above.

---

- Review information.
- Hit continue. Attach copy of LPR card.
• Attach a copy of the LPR card.

Documents may be attached either through the file information feature below or through the I-9 Mobile App option on this page.

To upload a document do the following:

1. Select the document name from the drop-down list below. If you have a document to upload that is not listed in the drop-down, select the Other option and enter the document name in the box provided.
2. Use the Browse... button to select the image file of the document to upload. The image file must be a TIF, GIF, JPG, or PDF file.
3. Click the Upload button.
4. The document you uploaded is displayed and you must click Correct or Incorrect to proceed.
5. Upload the next document.
6. When all documents are uploaded you may click the Finished button.

If you are unable to upload documents do the following:

1. Click the checkbox above indicating you could not upload documents.
2. Click the Finished button.

Note: The maximum file size that can be uploaded is 1536 KB.

IMPORTANT! The documents you upload will NOT be saved until you click Finished. You may not click the Finished button unless you have:

• Uploaded all of the required documents, or
• Clicked the checkbox above indicating that you could not upload documents.
• Select document from the drop down list.
• Select image to upload.
• Click upload, verify picture is correct.
• Click Finished.