

DEPARTMENT OF JUSTICE**Immigration and Naturalization Service****8 CFR Part 274a****[INS No. 1713-95]****RIN 1115-AB73****Demonstration Project Concerning Electronic Options for Processing of Forms I-9****AGENCY:** Immigration and Naturalization Service, Justice.**ACTION:** Notice inviting submission of applications.

SUMMARY: The Commissioner of the Immigration and Naturalization Service (Service) invites applications from businesses, consortium of businesses, other employing entities interested in participating in a demonstration project dealing with the electronic production and/or storage of a Form I-9, Employment Eligibility Verification Form. This notice and proposed demonstration project are the result of numerous inquiries made by members of the business community expressing a desire to electronically produce and/or store the Form I-9. If the project is found to be successful, changes to existing regulations governing the methods of production, completions, storage, and output of the Form I-9 will be promulgated.

DATES: Written applications, responding to all of the Application Requirements and Criteria cited in this notice, must be submitted on or before January 29, 1996.

ADDRESSES: Please submit an original application and five copies to the Immigration and Naturalization Service, 425 I Street, NW., Room 1000, Washington, DC 20536 Attention: Form I-9 Demonstration Project.

FOR FURTHER INFORMATION CONTACT: Robert Atwater, Immigration and Naturalization Service, 425 I Street, NW., Room 1000, Washington, DC 20536, telephone (202) 514-2998.

SUPPLEMENTARY INFORMATION:**Statutory Authority**

Pursuant to the authority contained in Section 274A(d)(4) of the Immigration and Nationality Act, the Service plans to conduct a demonstration project to test different methods of electronic preparation, completion, storage, and output of the Employment Eligibility Verification Form (Form I-9).

Purpose

The purpose of this demonstration project is to investigate and test various technologies which would provide both

the private sector and the Government with electronic alternatives to paper Forms I-9 which will address compliance and enforcement needs under the Immigration and Nationality Act.

Goals

- To assess existing technologies for electronic preparation, completion, storage, and/or output of Forms I-9.
- To develop prototype processes.
- To identify specific technological standards for electronic Form I-9 processes.
- To draft legislative and/or regulatory proposals which would allow for implementation of an electronic Form I-9 process on a national scale.

Application Requirements and Criteria

No specific application form has been designed for this demonstration project; however, applicants must follow the format prescribed in Section III below.

Applicants may wish to refer to the Federal "Guidelines for Security of Computer Applications," FIPS Publication 73.

I. Eligibility for Participation

Any business, consortium of businesses, or other employing entities, may submit an application for participation in the demonstration project provided they, or a client business for which they provide Form I-9 services, meet the following criteria: they have been in operation at least 1 year; have at least 100 employees, either at one or multiple locations; have their headquarters in the United States; have or are able to have available the resources to begin their demonstration project within 3 months of approval; and agree to participate in the an evaluation of the project (through reporting mechanisms as well as on-site reviews).

II. Project Restrictions

The Service will not, at this time, entertain approaches which include the use of an electronic identifier, e.g. PIN number, without an associated written signature. Companies proposing to electronically generate or store Forms I-9 and/or related signatures should include samples of computer-generated signatures and associated originals for evaluation by the Service's Forensic Document Lab.

Scanned signatures must be of photographic quality. Handwritten signatures made with black ballpoint pen on white paper forms, scanned at a minimum resolution of 600 horizontal × 1200 vertical dots per inch (DPI) optical resolution (color) with output resolution

of 1200×1200 DPI and produced by a printer at a minimum of 512 lines per inch (LPI) on photographic (dry silver) paper, or 600 DPI on a laser jet printer, may produce a signature acceptable for INS forensic examination as long as magnetic disk (3.5") containing 600×1200 DPI color optical resolution with output resolution of 1200×1200 DPI scanned image is available. Compression of the scanned image on the disk will not be acceptable; image must be in a Tagged-image file format (TIF).

Participants will be required to retain hard copies of the Forms I-9 for a specified term.

III. Information To Be Included in the Application

A. A company profile should be provided to include: The company name; headquarters address; listing of additional company locations, if any; number of employees (total and/or number by location); average number of new hires per year; if the data is available, the average number of reverifications per year; and the name and phone number of the company contact for this project.

B. A brief summary of the approach described in the application. Such a summary may be published in the Federal Register notice announcing the implementation of the demonstration project.

C. The company's plan describing, in as much detail as possible, the method to be employed to electronically prepare, complete, store, and/or output Forms I-9. (Your need only address the areas which your company would be interested in pursuing).

1. Describe the process from completion of the Form I-9 by the employee and employer to storage.

2. Indicate measures to be taken to ensure the integrity of the employment verification process as outlined in Title 8 of the Code of Federal Regulations, Part 274a. Include issues such as the provision of the Form I-9 instructions and the listing of acceptable documents to all employees during the verification process.

3. Discuss the scope of the project within your company and clearly indicate whether or not all new hires and reverifications will be included in this process.

4a. Discuss the type of equipment and software which will be used and describe the information flow of the system (i.e., how the new process would work compared to the present manual/paper-based process).

b. Discuss the number of staff resources which will be used to support