

# FEDERAL CONTRACT E-VERIFICATION REQUEST FORM

The requesting department must complete all fields in **Red** and send this completed form to your ORPA rep. for processing. It is the requesting department's responsibility to **immediately** notify Human Resources/Graduate School/Office of Undergraduate Student Employment (as applicable) if any personnel are added **OR** journaled to this federal contract after this initial E-Verify process is completed. For more information, see the [Human Resources website](#).

<b>Department Name</b>		<b>Department Number</b>	
<b>Authorized Dept. Rep. Name</b>		<b>Email Address</b>	
<b>Sponsor Name</b>		<b>Princeton ERA Funding or Coeus Institute Proposal No</b>	
<b>ORPA Representative Name</b>		<b>Email Address</b>	

Position Assigned to Contract	Name	University Job Title	Employee ID
<b>Principal Investigator</b> <small>(required field, even if salary is not budgeted)</small>			
<b>Faculty/Staff</b>			
<b>Graduate Students</b>			
<b>Undergraduate Students</b>			

I acknowledge that the information submitted above is accurate. I understand it is my responsibility to immediately initiate the E-Verify process for personnel added or journaled to this contract after the chart string has been established.

<b>Authorized Department Rep. Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>

All personnel listed on this form have been successfully E-Verified.

<b>Human Resources Rep. Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>

<b>Graduate School Rep. Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>

<b>Off. Undgrad. Stdnt. Empl. Rep. Name</b>	<b>Title</b>	<b>Signature</b>	<b>Date</b>

Rev. 8/31/20

- Processing Instructions:**
- ORPA forwards this form to Human Resources (HR), the Graduate School (GS) and the Office of Undergraduate Student Employment (OUSE), as applicable. The e-mail subject line is: **ORPA has received a new contract with the E-Verify clause for Dept. #XXXXX**. The email body will indicate: *"I have attached the list of the personnel who will be charged to the contract. ORPA is ready to sign the agreement once the E-Verification process has been completed."*
  - HR/GS/OUSE will contact the Authorized Dept Rep listed above to initiate the E-Verification process. Once completed, the verifying office will forward this signed form to the ORPA Representative listed above signifying the E-Verify process is completed. This process should take no longer than two weeks to complete. Any delays should be noted on this form.
  - Once this completed and signed form is received by ORPA, the agreement will be executed and chart string established.