

Remote I-9 Live Video Verification Policy

Company Name: TeQuaidas Diagnostics

Effective Date: May 20, 2026

Jurisdiction: Georgia and Colorado

TeQuaidas Diagnostics: Remote I-9 Live Video Verification Policy

1. Objective

TeQuaidas Diagnostics provides Remote I-9 Live Video Verification to simplify onboarding while ensuring DHS compliance. Our process involves a scheduled video call where our authorized representative inspects the employee's original List A or List B/C documents. We verify authenticity and confirm the identity of the presenter in real-time. As your representative, we complete Section 2 of the Form I-9 with precision. After the session, the documents are securely transmitted to your HR department. This service removes the need for travel, saving time for professionals and HR teams. With 18+ years of expertise, we ensure legal integrity and reliability. Fees are \$50 for Zoom/Remote sessions and \$85+ for mobile in-person visits in Georgia and Colorado. Onboard your remote talent with confidence using our professional verification services.

2. Employer Eligibility & Compliance

- **E-Verify:** Only employers in good standing with E-Verify may use this remote procedure.
- **Form I-9:** Must use the 08/01/2023 edition (or newer) and check the "Alternative Procedure" box in Section 2.
- **Georgia (GA Code § 36-60-6):** Private employers must use E-Verify to confirm work eligibility. Our process ensures Georgia businesses meet these mandates.
- **Colorado (HB 06-1343):** Colorado requires employers to verify legal work status within 20 days. Our remote process satisfies these affirmation and record-keeping rules.

3. Operational Workflow (The 3-Day Rule)

The verification must be finalized within three business days of the hire date:

1. **Section 1:** Employee completes Section 1 on or before the first day of work.
2. **Document Upload:** Employee securely transmits high-resolution copies (front/back) of identity and work authorization documents to TeQuaidas.
3. **Live Video Call:** We host a secure Zoom session. The employee presents the physical documents on camera. The TeQuaidas representative compares them to the digital copies to ensure they are genuine and match the individual.

4. **Completion:** The representative completes Section 2, notes the use of the "Alternative Procedure," and records the video call date.

4. Security & Retention

- **Data Protection:** All PII is handled via encrypted, secure channels.
- **Record Keeping:** Employers must retain clear copies of all examined documents for the required federal duration (3 years after hire or 1 year after termination).
- **Audit Readiness:** Our meticulous documentation ensures you are prepared for any ICE or Department of Labor audits.

5. Employee Rights

Remote verification is voluntary. Employees have the right to request an in-person physical examination. TeQuaidas Diagnostics provides Mobile In-Person verification for those who prefer not to use the video option. We adhere to the anti-discrimination provisions of the Immigration and Nationality Act (INA).

Authorized by: Tequilla Arkadie, Owner

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8. CONTACT INFORMATION

For questions regarding this Policy or to schedule a verification session, please contact:

TeQuaidas Diagnostics

Website: <https://www.tequaidasdiagnostics.com>

Phone: 866-614-6930

Service Areas: Georgia & Colorado