

Form I-9 Completion Instructions for Supervisors of Remote (Offsite) Employees

1. Provide the employee with the following forms:
 - A copy of the **Form I-9 Completion Instructions for Employees in Remote (Offsite) Locations**;
 - A blank copy of the **Form I-9** including the instructions and acceptable documents page;
 - A blank copy of the **Notary Form for I-9 Processing** if the employee will be meeting a Notary Public to complete the **Form I-9**;
 - A copy of the **Form I-9 Completion Instructions for University/School Human Resource Representative or Notary Public (Authorized Agent)** which includes the **Remote/Offsite New Hire Notice Form**.
2. Complete the information on the **Notary Form for I-9 Processing** (employee's name) and the **Remote/Offsite New Hire Notice Form** (employee's name, date of birth and date of hire) and fax them to the employee. You may also wish to provide the employee with a postage paid envelope in which to return the completed forms to your department.

Instruct the employee to complete **Section 1 of the Form I-9** by no later than the close of business on his/her first day of work.
3. The remote employee now has two options to complete **Section 2 of the Form I-9**, to meet with a Notary Public or visit a nearby university/school's Human Resource Department.

If the Employee Plans to Go to a Notary Public

1. Instruct the employee to take all of the above forms and his or her original identity/employment eligibility document(s) (as listed on page 3 of the **Form I-9**) to a Notary Public. The employee will present his or her original identity/employment eligibility document(s) to the Notary Public.
2. The Notary Public will inspect the document(s), complete **Section 2 of the Form I-9**, complete the **Notary Form for I-9 Processing** and affix the notary seal on the **Notary Form for I-9 Processing** along with copies of the original document(s) that the Notary Public viewed. This must be completed by no later than close of business on the employee's third day of employment, or no later than the first day of work if employment is for less than three (3) business days.
3. The employee must mail the completed **Form I-9**, the completed and notarized **Notary Form for I-9 Processing**, and the copies of the document(s) back to your department.
4. Forward the original **Form I-9**, **Notary Form for I-9 Processing**, and the copies of the document(s) to the Radford University Department of Human Resources.

If the Employee Plans to Go to a University/School Human Resource Representative

1. Instruct the employee to take all of the above forms and his or her original identity/employment eligibility document(s) (as listed on page 3 of the **Form I-9**) to a nearby university or school. The employee will present his or her original identity/employment eligibility document(s) to the representative.
2. The representative will inspect the document(s) and complete **Section 2 of the Form I-9**. This must be completed by no later than close of business on the employee's third day of employment, or no later than the first day of work if employment is for less than three (3) business days.
3. The employee must mail the completed **Form I-9** and copy of the document(s) back to your department.
4. Forward the original **Form I-9** and copy of document(s) to the Radford University Department of Human Resources.

Form I-9 Completion Instructions for University/School Human Resource Representative or Notary Public (Authorized Agent)

Completion of the I-9 Form

U.S. Citizenship and Immigration Services (USCIS) require us to verify the right of our employees to work in the U.S. We are asking you to act as our authorized representative to examine the employment identification papers for a new Radford University employee and certify his/her eligibility by signing the attached USCIS **Form I-9**.

Please find attached the **Form I-9** and **Remote/Offsite New Hire Notice Form**.

1. Please verify that the employee has completed **Section 1 of the Form I-9** prior to your completing **Section 2**.
2. The employee must present original documents from page three of the **Form I-9 "List of Acceptable Documents"** page. The employee can present either:
 - Any one document from List A **or**
 - Two documents, one from List B (identity) **and** one from List C (eligibility).

Please complete **Section 2 – Employer Review Verification and the Certification Section of the I-9 form**.

Please view **only original documents**; faxes, photocopies, and laminated social security cards are unacceptable documents.

Certification Section: Please complete the **Certification** section as follows:

1. Enter the employee's date of hire (from the **Remote/Offsite New Hire Notice Form**).
2. Sign the Authorized Representative section.
3. Enter your Business or Organization's name and **street** address.
3. Date the form (enter the date you reviewed the employee's documents).

If you have questions, please contact the Radford University Human Resources Department at (540) 831-5008.

Thank you for your assistance.

Please return completed forms to Radford University, Human Resources Department, P. O. Box 6889, Radford, VA 24142.

1 Note for Notary Publics: There is one additional form that needs to be completed if the Form I-9 is being completed by a Notary Public. It is the Notary Form for I-9 Processing.

Form I-9 Completion Instructions for Employees in Remote (Offsite) Locations

The U.S. Citizenship and Immigration Services (USCIS) require all new employees hired after November 6, 1986, to complete the Employment Eligibility Verification **Form I-9** and present original documents to their employer establishing identity and employment eligibility no later than close of business on your third day of employment.

If you have been hired to work at a remote or off-site location and/or you are not physically available on campus to present the document(s) to your employing department for inspection, a procedure has been established to facilitate this process for employees in remote locations.

Follow the steps below to complete this process:

1. Fill out **Section 1 of the Form I-9** no later than the close of business on your first day of work.
2. Take all of the forms and your original identity/employment eligibility document(s) (as listed on page 3 of the **Form I-9**) to a university/school Human Resource Representative or Notary Public.
3. At the Notary Public's office or the Human Resources Department at a nearby university/school, present your original identity/employment eligibility document(s). You must present original identity/eligibility documents – photocopies are not acceptable. The Notary Public or HR representative will inspect the document(s) presented by you.

Note: Only original documents (not necessarily the first document of its kind ever issued, but an actual document provided by the issuing authority) are satisfactory, with the single exception of a certified photocopy of a birth certificate.

4. The Notary Public will also complete and affix the notary seal on the **Notary Form for I-9 Processing**.
5. The Notary Public or university/school HR Representative will complete **Section 2 of the Form I-9** following the instructions you provide along with the **Remote/Offsite New Hire Notice Form**.
6. You must mail the completed original **Form I-9** along with the notarized **Notary Form for I-9 Processing** (if a Notary Public completes **Section 2 of the Form I-9**), back to your hiring department with a photocopy of the document(s) you presented to the Notary Public or university/school HR Representative.

Note: You may fax the documents to our office upon completion; however, you must follow-up the fax by mailing the originals. Federal law requires the employer to retain the original forms.

Important! It is imperative that this process be completed as expeditiously as possible. The **Form I-9** requirements must be completed by you (**Section 1**) no later than the close of business on your first day of work, and by the employer (**Section 2**) no later than the close of business on your third day of employment.

More information regarding employment eligibility and the **Form I-9** can be found on the U.S. Citizenship and Immigration Services web site at <http://www.uscis.gov/i-9>.

Radford University, Human Resources Department, P. O. Box 6889, Radford, VA 24142
Phone: 540-831-5008; Fax: 540-831-6278

Notary Form for I-9 Processing

Name of Employee: _____
(Please Print) Last Name, First Name, MI

State of: _____ County of: _____

On this _____ day of _____ in the year _____, I attest that I have
examined the document(s) presented by the above-named individual, and the document(s) presented
appear to be genuine and relate to the above-named individual.

Documents which were presented:

Name of Document, Document Number

Name of Document, Document Number

Notary Public Signature, Date Commission Expires

Additional Instructions for the employee: Please attach photocopies of the examined document(s) and send to this address:

Radford University
Human Resources Department
P. O. Box 6889
Radford, VA 24142
Phone: 540-831-5008
Fax: 540-831-6278
Email: pers-web@radford.edu

Remote/Offsite New Hire Notice Form

Employee Information (to be completed by hiring department):

Name:

Last _____ First _____ M.I. _____

Date of Birth _____

Employee's Date of Hire* _____

*THIS DATE MUST BE ENTERED INTO THE CERTIFICATION SECTION OF THE **FORM I-9** BY THE AUTHORIZED AGENT.

THIS FORM MUST BE COMPLETED AND GIVEN TO THE AUTHORIZED AGENT **BEFORE** THE **FORM I-9** IS COMPLETED.

Radford University
Human Resources Department
P. O. Box 6889
Radford, VA 24142
Phone: 540-831-5008
Fax: 540-831-6278
Email: pers-web@radford.edu

Instructions

Read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any individual (other than an alien not authorized to work in the United States) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-8155.

What Is the Purpose of This Form?

The purpose of this form is to document that each new employee (both citizen and noncitizen) hired after November 6, 1986, is authorized to work in the United States.

When Should Form I-9 Be Used?

All employees (citizens and noncitizens) hired after November 6, 1986, and working in the United States must complete Form I-9.

Filling Out Form I-9

Section 1, Employee

This part of the form must be completed no later than the time of hire, which is the actual beginning of employment. Providing the Social Security Number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

Employers should note the work authorization expiration date (if any) shown in **Section 1**. For employees who indicate an employment authorization expiration date in **Section 1**, employers are required to reverify employment authorization for employment on or before the date shown. Note that some employees may leave the expiration date blank if they are aliens whose work authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia or the Republic of the Marshall Islands). For such employees, reverification does not apply unless they choose to present

in **Section 2** evidence of employment authorization that contains an expiration date (e.g., Employment Authorization Document (Form I-766)).

Preparer/Translator Certification

The Preparer/Translator Certification must be completed if **Section 1** is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete **Section 1** on his or her own. However, the employee must still sign **Section 1** personally.

Section 2, Employer

For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors. Employers must complete **Section 2** by examining evidence of identity and employment authorization within three business days of the date employment begins. However, if an employer hires an individual for less than three business days, **Section 2** must be completed at the time employment begins. Employers cannot specify which document(s) listed on the last page of Form I-9 employees present to establish identity and employment authorization. Employees may present any List A document **OR** a combination of a List B and a List C document.

If an employee is unable to present a required document (or documents), the employee must present an acceptable receipt in lieu of a document listed on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employees must present receipts within three business days of the date employment begins and must present valid replacement documents within 90 days or other specified time.

Employers must record in Section 2:

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification in **Section 2**. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they must be made for all new hires. Photocopies may only be used for the verification process and must be retained with Form I-9. **Employers are still responsible for completing and retaining Form I-9.**

For more detailed information, you may refer to the *USCIS Handbook for Employers* (Form M-274). You may obtain the handbook using the contact information found under the header "USCIS Forms and Information."

Section 3, Updating and Reverification

Employers must complete **Section 3** when updating and/or reverifying Form I-9. Employers must reverify employment authorization of their employees on or before the work authorization expiration date recorded in **Section 1** (if any). Employers **CANNOT** specify which document(s) they will accept from an employee.

- A. If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- B. If an employee is rehired within three years of the date this form was originally completed and the employee is still authorized to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- C. If an employee is rehired within three years of the date this form was originally completed and the employee's work authorization has expired or if a current employee's work authorization is about to expire (reverification), complete Block B; and:
 - 1. Examine any document that reflects the employee is authorized to work in the United States (see List A or C);
 - 2. Record the document title, document number, and expiration date (if any) in Block C; and
 - 3. Complete the signature block.

Note that for reverification purposes, employers have the option of completing a new Form I-9 instead of completing **Section 3**.

What Is the Filing Fee?

There is no associated filing fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

USCIS Forms and Information

To order USCIS forms, you can download them from our website at www.uscis.gov/forms or call our toll-free number at 1-800-870-3676. You can obtain information about Form I-9 from our website at www.uscis.gov or by calling 1-888-464-4218.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from our website at www.uscis.gov/e-verify or by calling 1-888-464-4218.

General information on immigration laws, regulations, and procedures can be obtained by telephoning our National Customer Service Center at 1-800-375-5283 or visiting our Internet website at www.uscis.gov.

Photocopying and Retaining Form I-9

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Form I-9s for three years after the date of hire or one year after the date employment ends, whichever is later.

Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR 274a.2.

Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 12 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529-2210. OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**

**Form I-9, Employment
Eligibility Verification**

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification *(To be completed and signed by employee at the time employment begins.)*

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- ☐ A citizen of the United States
☐ A noncitizen national of the United States (see instructions)
☐ A lawful permanent resident (Alien #) _____
☐ An alien authorized to work (Alien # or Admission #) _____
until (expiration date, if applicable - month/day/year)

Employee's Signature

Date (month/day/year)

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.*

Preparer's/Translator's Signature

Print Name

Address (Street Name and Number, City, State, Zip Code)

Date (month/day/year)

Section 2. Employer Review and Verification *(To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)*

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

Section 3. Updating and Reverification *(To be completed and signed by employer.)*

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
-----------------------------	--

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: _____	Document #: _____	Expiration Date (if any): _____
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.		
Signature of Employer or Authorized Representative		Date (month/day/year)

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)				2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		3. School ID card with a photograph		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
		4. Voter's registration card		
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		10. School record or report card		8. Employment authorization document issued by the Department of Homeland Security
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)