

REMOTE HIRE NOTARY NOTICE FORM INSTRUCTION SHEET

Instructions for Completing the I-9 Form

We are asking you to act as Northeastern University's representative to examine the identification documents for a new employee. The U.S. Citizenship and Immigration Services (USCIS) requires employers to verify the eligibility of our employees to work in the U.S., therefore we are asking you to serve as our representative in this matter by examining the individual's documents for us and then completing and signing the attached USCIS Form I-9.

Please find attached the I-9 form, the instruction sheet, and the Remote Hire Notary Notice Form. Verify that the employee has fully completed section 1 of the I-9 form by hand (cannot be typed), prior to your completing section 2 and the Certification Section. The employee must present to you a suitable set of identification documents from the "List of Acceptable Documents" page.

The employee can present either,

- 1. Any one document from List A or
- 2. Two documents, one from List B, which must have a photograph (identity) and one from List C (eligibility)

The first section that we need you (as our representative) to complete is "Section 2. Employer Review Verification". There are spaces indicating which document, or documents were presented to you and their associated information. This includes, the Document Title, Issuing Authority, Document Number and Expiration Date (if any).

Please note: only original documents are acceptable for examination; faxes, photocopies, and laminated social security cards are unacceptable documents.

We also need you to complete the Certification section of the I-9 form. The employment begin date has been provided to you on the Remote Hire Notary Notice Form. Please complete the Certification section as follows:

- 1. Enter the employee's date of hire (See Remote Hire Notary Notice Form)
- 2. Sign the Authorized Representative section
- 3. Date the form (enter the date you reviewed the employee's documents)
- 4. Place the notary seal on the Remote Hire Notary Notice Form or attach a Notary Certificate to the documents.

If you have any questions or concerns regarding the completion of the attached documents, please contact the Northeastern University department representative listed on the Remote Hire Notary Notice Form.

REMOTE HIRE NOTARY NOTICE FORM

NAME: LAST	FIRST	M.I
NORTHEASTERN UNIVERSITY DEPARTN HIRING DEPARTMENT ONLY.	1ENT INFORMATION – THIS SECTION	
NAME OF DEPARTMENT		
DEPT CONTACT LAST, FIRST		
DEPT CONTACT TITLE		
DEPT CONTACT PHONE NO		
EMPLOYEE'S DATE OF HIRE CERTIFICATION SECTION OF THE I-9 FO		TERED INTO THE
DEPARTMENT CONTACT SIGNATURE		DATE
NOTARY: PLACE NOTARY SEAL IN THIS INFORMATION BELOW. IN ADDITION NOTARY INFORMATION		
Full Name		
Address		