

# UNT | SYSTEM™

Human Resources Support Center

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## OFFSITE NEW HIRE I-9 INSTRUCTIONS

### Completion of the Form I-9

U.S. Citizenship and Immigration Services (USCIS) require the University of North Texas System component employers to verify the eligibility and identity of our employees and we are asking you to serve as our representative by examining the new hire's documentation and signing the attached Form I-9. Please verify the employee has completed Section 1 of the [Form I-9](#) in its entirety prior to your completion of Section 2.

Date: \_\_\_\_\_

To University of North Texas System and component institutions:

I attest that I am a Notary Public licensed by \_\_\_\_\_ or an Agent of the Human Resources department.

Before me has appeared in person, the individual with the name and address of:

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and having a date of birth of \_\_\_\_\_.

To facilitate employment eligibility verification requirements under the Immigration Reform and Control Act of 1986, I further attest under the penalty of perjury that the person named above has filled out Section 1 of the attached Form I-9 (Employment Eligibility Verification), I have examined the original(s) of the document(s) presented to me, **I have filled in the document title, issuing authority, number and expiration date (if any) in the space provided in Section 2**, and the document(s) presented to me appear on their face to be genuine and to relate to the person presenting them.

**Notary Public:** \_\_\_\_\_ **Agent:** \_\_\_\_\_

*Please print your name and address and affix your seal below:*

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*Please print name and address below:*

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