

**OFFSITE NEW HIRE FORM I-9 COMPLIANCE
INSTRUCTIONS FOR NOTARY PUBLIC**

Completion of the I-9 Form

We are asking you to act as our representative to examine the employment identification papers for a new University of Illinois employee. Because U.S. Citizenship and Immigration Services (USCIS) requires the University to verify the right of our employees to work in the U.S., we are asking you to serve as our representative by examining the new hire's documentation and signing the attached USCIS Form I-9.

Please find attached the Form I-9, Notary Form, and Remote New Hire Notice Form. Please verify that the employee has completed section 1 of the I-9 form prior to your completing section 2. The employee must present to you a suitable set of identification papers as given on 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 (identity) **and** one from List C (eligibility).

The section that we need you (our representative) to complete is "**Section 2 - Employer Review Verification**". There are spaces on the I-9 form for you to indicate 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: view only original documents; faxes, photocopies, and laminated social security cards are unacceptable documents.**

We also need for you to complete the **Certification** section of the I-9 form. Please complete the Certification section as follows:

1. Enter the employee's date of hire (from the *UI Remote New Hire Notice Form*).
2. Sign the Authorized Representative section.
3. Date the I-9 form (enter the date you reviewed the employee's documents).
4. As a Notary, please complete the attached *Notary Form* and place the notary seal on the *Notary Form* or attach a Notary Certificate to the documents.

If you have questions, please contact the UI department representative listed on the *UI Remote New Hire Notice Form*.

Thank you for your assistance.

Please return completed forms to the employee, _____, who is responsible for submitting them to his or her employing department.

UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN • CHICAGO • SPRINGFIELD

REMOTE NEW HIRE NOTICE FORM

EMPLOYEE INFORMATION:

Name:

Last _____ First _____ M.I. _____

Date of Birth _____

EMPLOYEE'S HIRING DEPARTMENT CONTACT INFORMATION – to be completed by the Hiring Manager only.

Contact Name: _____

Contact Title: _____

Contact Phone Number: (____) _____

EMPLOYEE'S DATE OF HIRE _____

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

DEPARTMENT CONTACT SIGNATURE

DATE

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