



Human Resources and Payroll

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Form I-9 Instructions for Supervisors of Remote Employees

1. Provide the employee with the following forms:

-A blank copy of the [Form I-9](#) including the instructions and acceptable documents page. (The employee may print this form.)

-A blank copy of the [Notary Form](#) if the employee will be meeting a Notary Public to complete the Form I-9. (The employee may print this form.)

-The Instructions to the Notary or University Human Resource Representative, which includes the [Remote New Hire Notice Form](#).

2. Complete the information on the Notary Public Form and the Remote New Hire Notice Form 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 or college'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 and affix the notary seal on the Notary Form 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, and the copies of the document(s) back to your department.

4. Forward the original I-9, Notary Form, and the copies of the document(s) to the Department of Human Resources & Payroll, MS 3C3.

If the Employee Plans to Go to a University 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 college. 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 and Certification Section. 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 I-9 and copy of document(s) to the Department of Human Resources & Payroll, MS 3C3.

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