



Form I-9 Completion for Employees in Remote Locations

Instructions for Employees

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) Your department will provide the following forms (or instruct you to print them from the web):
 - a. A blank copy of the **Form I-9**. You can print the 3-page form using the following link: <http://hr.gmu.edu/forms/FormI-9.pdf>
 - b. A blank copy of the **Notary Form**. You can print the form using the following link: <http://hr.gmu.edu/forms/NotaryFormforI-9.doc>
 - c. The **Instructions to the representative completing the Form I-9 or Notary Form**, which includes the **Remote New Hire Notice Form**. Your hiring department completes information on these documents and provides them to you.
- 2) Fill out Section 1 of the Form I-9 no later than the close of business on your first day of work.
- 3) Take all of the above forms and your original identity/employment eligibility document(s) (as listed on page 3 of the Form I-9) to a University Human Resource Representative or Notary Public.
- 4) At the Notary Public's office or the Human Resources Department at a nearby college or university, 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.

- 5) The Notary Public will also complete and affix the notary seal on the Notary Form.



6) The Notary Public or University HR Representative will complete Section 2 of the Form I-9 following the instructions you provide along with the Remote New Hire Notice Form.

7) You must mail the completed original Form I-9 along with the notarized Notary Form (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 HR Representative.

Note: Your hiring department may ask you to fax these documents 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 services.

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>.