



## FORM I-9 INSTRUCTIONS FOR AUTHORIZED REPRESENTATIVE – REMOTE HIRE

Federal Form I-9 regulations require an employer confirm each employee's identity and employment authorization to work in the United States.

Indiana State University (ISU) is authorizing you to act as our Authorized Representative in completing the I-9 Employment Eligibility Verification form for a remote employee that is not located near Indiana State University campus.

As our Authorized Representative we will need you to examine the identity/employment authorization documentation presented by our new hire then complete Section 2 of the Form I-9.

The government requires that we provide the employee with the 3 page I-9 document, as well as the entire 15 pages of I-9 document instructions from USCIS. You can find the 15 pages of instructions by clicking the link *Instructions* located at the top of the printable I-9 document. Below are simplified step-by-step instructions to help you complete Section 2 and review the accuracy of Section 1 completed by the employee.

The employee must present to you document(s) of their choice. Page 3 of the I-9 document lists the identity and employment authorization documents that are acceptable by USCIS. The employee must present either 1 document from List A -**OR-** 1 document from List B (identity) **and** 1 document from List C (employment authorization). These documents **MUST BE ORIGINAL** documents or if a birth certificate is presented, if it isn't an original, it must be a certified copy with a raised seal. Very Important: The documents **CANNOT BE EXPIRED**.

1. The employee will complete Section 1 (page 1), sign and date the form. Please review Section 1 for accuracy.
  - If any boxes at the top of the form are left blank please have the employee write "NA" in the blank box indicating it does not apply to the employee.
  - The employee must have a Social Security (SS) number. If they do not have a SS number assigned, they must apply for a SS Card and provide ISU with a copy of the receipt from the Social Security Office. They have 90 days to receive their SS Card and provide ISU with the SS number so we can complete the I-9 process and E-Verify. Note: They are allowed to temporarily work while they wait to receive their new SS Card.
  - A few additional things to review for accuracy: Other Last Names Used is for a legal name such as a woman's maiden name and prior married name(s) if applicable. The first and last name written on the Form I-9 must match the ID(s) provided. A PO Box cannot be used for the address. Occasionally people will write their birth date instead of the date signed on the signature line. Corrections to anything should be with a single line and corrections initialed and dated. Never use white out or scribble out incorrect information.
2. As ISU's Authorized Representative you will complete Section 2 (page 2). Write the employee's last name, first name and middle initial at the top of the form directly below the shaded box. You will write exactly what the employee wrote in Section 1. If the *Citizen/Immigration Status* box has not auto populated, please fill it in using a 1, 2, 3, or 4 selecting the number that correlates to what the employee selected for the citizenship or immigration status box in Section 1.

- If a document from List A is provided for Identity and Employment Authorization (see page 3 for the list of acceptable documents) you will complete the information requested under List A. You **WILL NOT** take in any other documents and you **WILL NOT** complete List B and List C. Leave List B and List C blank. An example might be a US Passport such as:

List A

**Document Title:** USA Passport

**Issuing Authority:** US Department of State

**Document #:** 123456789

**Expiration Date:** MM/DD/YYYY

**NOTE:** List B and List C will be blank.

- Possibly another List A example might be a Permanent Resident Card/Green Card

List A

**Document Title:** Permanent Resident Card

**Issuing Authority:** USCIS

**Document#:** SRC0123456789 (Three alpha's preceded by a 10 Digit number found on the back of the card. It is **NOT** the 9 digit USCIS# found on the front of the card. Look at back side of the card, 1<sup>st</sup> row of numbers and letters, to the far right side.

**Expiration Date:** MM/DD/YYYY

**Note:** List B and List C will be blank.

- Or possibly another List A example might be an EAD Card (Employment Authorization Card)

List A

**Document Title:** EAD Card

**Issuing Authority:** USCIS

**Document#:** SRC0123456789 (Three alpha's preceded by a 10 Digit number found on the front right side of the card. It is **NOT** the 9 digit USCIS# found on the front left side of the card.)

**Expiration Date:** MM/DD/YYYY

**Note:** List B and List C will be blank.

- If one document from List B for Identity and one document from List C for Employment Authorization are provided, you will complete the information under both List B and List C. You **WILL NOT** take in any other documents. Leave List A blank. An example might be a Driver's License/Identification Card and a Social Security Card such as:

List B

**Document Title:** Indiana Driver's License/ Indiana Chauffer's License/Indiana Identification Card

**Issuing Authority:** BMV State of Indiana

**Document #:** 123456789

**Expiration Date:** MM/DD/YYYY (There will always be an expiration date on a List B document. If the DL/ID is expired they **CANNOT** use that document and would need to provide another document from the page 3 List B Acceptable Documents List.)

List C

**Document Title:** Social Security Card (Note: The SS Card cannot have any exceptions printed on the card such as "Valid For Work Only With DHS Authorization". This would indicate the person is not a US Citizen and other documentation would be required for the I-9. Refer to page 3 List of Acceptable Documents. )

**Issuing Authority:** Dept. of Health and Human Services (This is written in a circle on the front of the card. It might say Social Security Admin. or perhaps Dept. of Health, Education and Welfare, etc.)

**Document #:** 123456789

**Expiration Date:** NA (Social Security Cards have no expiration date.)

- Or possibly another List C Example might be a Birth Certificate

**Document Title:** Certificate of Birth

**Issuing Authority:** Vigo County Health Department

**Document #:** 123456789 (Sometimes if from a small town only a Book # and Page # are listed. Record what is referenced on the document.)

**Expiration Date:** NA (Birth Certificates have no expiration date.)

3. Ask the employee their anticipated first day of employment. Write this date MM/DD/YYYY in the Certification section.

- Sign your name
- Write the date you reviewed the original documents
- Write Your Title as Authorized Representative even if you are a Notary Public
- Print your last name and print your first name
- Leave Section 3 of the form blank

**\*IMPORTANT\*** If you are a notary, USCIS has requested that you **NOT** put your seal or stamp on page 1 or 2 of the Form I-9. If you want to attach a notary certificate you may do so using a separate page and place your stamp and seal on that page.

4. The employee is responsible for mailing pages 1 and 2 of the Form I-9 along with a legible copy of front and back sides of the identity/work authorization document(s) presented to you.

Indiana State University  
Human Resources  
210 N 7<sup>th</sup> Street, Rankin Hall #300  
Terre Haute, IN 47809

As an authorized representative you are acting as an agent of ISU and will not be held liable for any violations in connection with the information supplied on the I-9 form or the verification process. It is solely the responsibility of ISU to make any corrections deemed necessary to the I-9 form.

Should you have questions, please do not hesitate to contact us at 812-237-4114.

Thank you for your assistance.