

Form I-9 Completion for Employees in Remote Locations

The U.S. Citizenship and Immigration Services requires all employees to complete the Employment Eligibility Verification Form I-9 and present original documents establishing identity and employment eligibility by no later than close of business on the employee's third day of employment.

It is becoming more common for departments to hire employees who will work at a remote or off-site location, and who are not physically available to present the document(s) for inspection. Additionally, an employee may be hired in advance of physically presenting him/herself at the campus location.

A process has been established to facilitate employer review and verification (completion of Section 2 or 3 on the Form I-9) for employees in remote locations. The employee must complete Section 1 of the Form I-9, and then he or she may present the document(s) to a notary public who will complete Section 2 or 3 of the form.

Follow the steps below to complete this process:

1. Provide the employee with the Form I-9 Completion for Employees in Remote Locations: Instructions for Employees and the following forms:
 - A blank copy of the **Form I-9**.
 - A blank copy of the **Notary Form**.
 - The College's Instructions to the Notary**, which includes the **Remote New Hire Notice Form**. Complete the information on these two pages 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.
2. 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. 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.
4. The employee will present his or her original identity/employment eligibility document(s) to the Notary.
5. The Notary Public will inspect the document(s) and complete Section 2 or 3 of the Form I-9. The Notary Public will also complete the Notary Form and affix the notary seal on the Notary Form. This must be completed by no later than close of business on the employee's third day of employment.
6. The employee must pay the Notary Public's fee for services (generally \$15 - \$20) and retain a receipt for reimbursement.
7. The employee must mail the completed Form I-9, and completed and notarized Notary Form, back to the Personnel Office. The employee should also submit the receipt for Notary services to the Personnel Office for reimbursement.
8. The original Form I-9 and the Notary Form will be kept together and maintained by the Personnel Office.

The U.S. Citizenship and Immigration Services allows employers to utilize a process such as this to designate agents to complete the Form I-9. As a business practice, Coastal Bend College limits the designation of such agents only to Notaries Public. The following excerpt from the U.S. Citizenship and Immigration Services web site article "About Form I-9, Employment Eligibility Verification" provides guidance in this area:

REMOTE HIRES

It is not unusual for a U.S. employer to hire a new employee who doesn't physically come to that employer's offices to complete paperwork. In such cases, employers may designate agents to carry out their I-9 responsibilities. Agents may include notaries' public, accountants, attorneys, personnel officers, foremen, etc. An employer should choose an agent cautiously, since it will be held responsible for the actions of that agent. **Note:** Employers should not carry out I-9 responsibilities by means of documents faxed by a new employee or through identifying numbers appearing acceptable documents. The employer must review original documents. Likewise, Forms I-9 should not be mailed to a new employee to complete Section 2 himself or herself.

For more information about employment eligibility and the Form I-9, please see the U.S. Citizenship and Immigration Services web site article, "About Form I-9, Employment Eligibility Verification".

The U.S. Citizenship and Immigration Services requires all employees to complete the Employment Eligibility Verification Form I-9 and present original documents to their employer establishing identity and employment eligibility by 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) The Personnel Office 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 web address: <http://www.coastalbend.edu> (click on the drop down menu, choose Personnel Services; click on the link at the top for New Hire Forms, then choose the I-9 Form at the right)
 - b. A blank copy of the **Notary Form**.
 - c. The **College's Instructions to the Notary**, which includes the **Remote New Hire Notice Form**. The Personnel Office completes information on these documents and must provide them to you.
- 2) Fill out section 1 of the Form I-9 by 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 Notary Public.
- 4) At the Notary Public's office, present your original identity/employment eligibility document(s) to the Notary. You must present original identity/eligibility documents - photocopies are not acceptable. *Note: Only original documents (not necessarily the first document of its kind ever issued, but an actual document issued by the issuing authority) are satisfactory, with the single exception of a certified photocopy of a birth certificate.*
- 5) The Notary Public will inspect the document(s) and complete Section 2 or 3 of the Form I-9.
- 6) The Notary Public will also complete the Notary Form and affix the notary seal on the Notary Form.
- 7) You must pay the Notary Public's fee for services (generally \$15 - \$20) and retain a receipt for reimbursement.
- 8) You must mail the completed I-9 and notarized Notary Form back to the Personnel Office. **Note:** *You must mail the originals. Federal law requires your hiring department to retain the original forms.*
- 9) You may also submit the receipt for Notary services to the Personnel Office for reimbursement.

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 Notary Public (Section 2 or 3) 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. See <http://www.uscis.gov/portal/site/uscis>, enter "About Form I-9" into the Search field, and select the result item entitled "About Form I-9, Employment Eligibility Verification".



NOTARY FORM

Date: _____

To the Board of Trustees of Coastal Bend College:

I attest that I am a Notary Public **licensed by:**

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

And having a date of birth of: _____

In furtherance of Coastal Bend College's employment eligibility verification requirements under the Immigration Reform and Control Act of 1986, I further attest that:

- (1) The person named above has filled out Section 1 of the attached I-9 Form (Employment Eligibility Verification);
- (2) I have examined the original(s) of the document(s) presented to me;
- (3) I have filled in the document title, issuing authority, number and expiration date (if any) in the space provided in Section 2 or 3 of such I-9 form as appropriate;
- (4) The attached copy or copies of document/s presented to me appear on their face to be genuine and to relate to the person presenting them; and
- (5) I have signed and dated the attestation in Section 2 or 3 of such I-9 Form as appropriate.

NOTARY PUBLIC:

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

PRIVACY STATEMENT: The purpose for requesting information on this form is to verify the individual's eligibility for employment in the United States. Federal statutes authorize collection and maintenance of this information. Furnishing all information requested on this form is mandatory - failure to provide such information will delay or may even prevent completion of the action for which the form is being completed. Information furnished on this form may be made available for inspection by the United States Immigration and Naturalization Service or Department of Labor Officers.



NOTARY FORM - JURAT

State _____ of
_____ County of

Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by
_____, proved to me on the basis of satisfactory evidence to
be the person(s) who appeared before me.

Place Notary Public seal below.

Notary Public Signature

In the jurat, the notary public certifies:

- That the signer personally appeared before the notary public on the date indicated and in the county indicated.
- That the signer signed the document in the presence of the notary public. - That the notary public administered the oath or affirmation* - To the identity of the signer.

**There is no prescribed wording for the oath, but an acceptable oath would be "Do you swear or affirm that the statements in this document are true?" When administering the oath, the signer and notary public traditionally each raise their right hand but this is not a legal requirement.*



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 Coastal Bend College employee. Because U.S. Citizenship and Immigration Services (USCIS) requires the College 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 (identify) 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 CBC 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 Notary Form or attach a Notary Certificate to the documents.

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

Thank you for your assistance.

Please return completed forms to the employee, who is responsible for submitting them to the Personnel Office.



REMOTE NEW HIRE NOTICE FORM

EMPLOYEE INFORMATION:

Name: Last _____ First _____ M.I. _____
Date of Birth _____

EMPLOYEE'S PERSONNEL OFFICE CONTACT INFORMATION - to be completed by the Personnel Office only.

Contact Name: Audrey Ramirez
Contact Title: Director, Human Resources
Contact Phone Number: (361) 354-2211

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.**