University of North Texas
HUMAN RESOURCES

OFFSITE NEW HIRE I-9 INSTRUCTIONS

Completion of the Form I-9

U.S. Citizenship and Immigration Services (USCIS) requires the University of North Texas to verify the eligibility and identity of our employees and we are asking you to serve as our representative by examining the new hire's documentation and signing the attached Form I-9.

Attached are the Form I-9 and the Notary Authorization Form. Please verify the employee has completed Section 1 of the Form I-9 in its entirety prior to your completion of Section 2. The employee must present to you a suitable set of identification papers as listed on the "List of Acceptable Documents" page.

The employee can present either:

1). One document from List A **OR**
2). Two documents, one from List B (identity) **AND** one from List C (eligibility).

The section that you (our representative) need to complete is **Section 2 Employer Review Verification**. There are spaces to indicate which document(s) were presented to you and the associated information. The pertinent information includes the following:

1. Document Title
2. Issuing Authority
3. Document Number
4. Expiration Date (if any).

Please note: only original documents are acceptable; faxes, photocopies, and laminated social security cards are considered unacceptable documents.

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

1. Sign the Authorized Representative section.
2. Date the form (enter the date you reviewed the employee's documents).

Finally, we ask that you complete and place a notary seal on the Notary Authorization Form, attach photocopies of the documents you reviewed, and return all of the paperwork to the address listed below.

If you have questions, please feel free to contact the University of North Texas Human Resources department at (940) 565-4249.

Thank you for your assistance.

Return documents to: University of North Texas
ATTN: Human Resources
1155 Union Circle #311010
Denton, TX 76203-1010

HUMAN RESOURCES DEPARTMENT
1155 Union Circle #311010
Denton, TX 76203-1010
(940) 565.2281
(940) 565.4382 (fax)

Date: _____

To University of North Texas:

I attest that I am a Notary Public licensed by _____or an Agent of the Human Resources department.

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

_____

_____

_____

and having a date of birth of _____.

To facilitate the University of North Texas' employment eligibility verification requirements under the Immigration Reform and Control Act of 1986, I further attest under the penalty of perjury that the person named above has filled out Section 1 of the attached Form I-9 (Employment Eligibility Verification), I have examined the original(s) of the document(s) presented to me**, I have filled in the document title, issuing authority, number and expiration date (if any) in the space provided in Section 2**, and the attached copy or copies of the document(s) presented to me appear on their face to be genuine and to relate to the person presenting them.

Notary Public: _____

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

_____

_____

_____

_____

Agent: _____

Please print name and address below:

_____

_____

_____

_____