



INSTRUCTIONS FOR NOTARIES ASSISTING OFFSITE NEW EMPLOYEES

Completion of the Form I-9

U.S. Citizenship and Immigrations Services (USCIS) requires the University of North Texas System (UNT) to verify the eligibility and identity of our employees. We are asking you to serve as our representative by

- examining the new hire's documentation and
- signing the attached Form I-9

We are not asking you to verify the individual's credentials for our job. We want you to verify that the individual presented acceptable documents in their original form in person to you.

Attached are Form I-9 and the Notary Authorization Form. Please verify the employee has completed Section 1 of Form I-9 in its entirety prior to your completion of Section 2. The employee must present, in person, 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 (serving as a UNT System representative) need to complete is **Section 2 Employer Verification**. *You are not being asked to notarize Form I-9.* You are notarizing your agreement to serve as UNT's representative, the employee personally presented you the request and the supporting documents, and the documents presented by our employee appear to be valid documents.

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 (i.e. Driver's License)
2. Issuing Authority (i.e. Texas Department of Public Safety)
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 paperwork to the address listed below.

If you have questions, feel free to contact the UNT System Human Resources **Records** Center toll free at 1-855-878-7650.

Thank you for your assistance,

Return documents to: University of North Texas System
Human Resources
3500 Camp Bowie Blvd. EAD
Fort Worth, Texas 76107

Human Resources Records Center
3500 Camp Bowie Blvd. - EAD
Fort Worth, TX 76107
Telephone: 817-735-7650
Fax: 817-735-7655

Completion of the Form I-9

U.S. Citizenship and Immigration Services (USCIS) require the University of North Texas System component employers 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. Please verify the employee has completed Section 1 of the [Form I-9](#) in its entirety prior to your completion of Section 2.

Date: _____

To University of North Texas System and component institutions:

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 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 document(s) presented to me appear on their face to be genuine and to relate to the person presenting them.

Notary Public: _____ **Agent:** _____

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

Please print name and address below:

