

Johns Hopkins University (JHU) is requesting that you act as an agent on our behalf to complete Section II, *Employer or Authorized Representative Review and Verification*, of the Employment Eligibility Verification Form I-9. The Immigration Reform and Control Act of 1986 requires that all US employers verify the employment eligibility and identity of all employees hired to work in the US after November 6, 1986. The Form I-9, Employment Eligibility Verification must be completed by all employees including US citizens to meet the requirements of the law.

INSTRUCTIONS for completion of Section II

The JHU employee must provide original documents as identified on the *List of Acceptable Documents* on the Form I-9, one from List A, or a combination of one from List B and one from List C. All documents presented must be unexpired, and if a document from List B is presented, it must bear the employee's photo.

As an agent of JHU, you:

- Must accept any document (s) presented which reasonably appears on its face value to be genuine and related to the person presenting it.
- May not specify which documents are presented.
- May not use white out to correct any errors. If a mistake occurs, cross out the error, initial and date it, and insert the correct information.
- Confirm that the employee has completed, signed and dated Section I.
- Enter the employee's name above Section II
- Leave Citizenship/Immigration Status Blank
- Record the following information in Section II for List A or List B and C:
 - Document Title
 - Issuing Authority
 - Document Number
 - Expiration Date (if any)
- Complete the Certification section:
 - Leave the employee's first day of work field blank
 - Sign and print your name and the date
 - Enter your title
 - In the "Employer's Business or Organization Name" field enter "on behalf of JHU"
 - In the "Employer's Business or Organization Address" field enter 3400 N Charles Street, Baltimore, Maryland 21218
- Make copies of the following documents if they have been presented:
 - List A document: **I-551 (front and back), I-766 (front and back), or U.S. Passport or Passport Card**
 - or List B Driver's License from one of the following **RIDE** states: **Mississippi, Florida, Idaho, Iowa, Nebraska, North Dakota, Wisconsin**. You may also click on this link for more details: <https://www.uscis.gov/e-verify/employers/drivers-license-verification>
- Complete the Authorized Agent/Notary Public Acknowledgement form
- If possible, please fax _____ or scan and email _____ the completed I-9 form, any required copies of documents (see above), and the "Authorized Agent/ Notary Public Acknowledgement" form to **ATTN:**

Thank you for your assistance.