

Dear

As you begin your employment with the Johns Hopkins University, one of the on-boarding steps is the completion of a Form I-9, Employment Eligibility Verification Form, and E-verification. Because you will not be at a University location to complete the Form I-9 within the required time, instructions are provided for you to take the Form I-9 to a Notary Public for completion and to forward the completed Form I-9 to the Human Resource Business Services Office. Upon receipt of the completed Form I-9, the information will be used to complete the E-verification process. E-Verify is an internet-based employment verification system operated by the Department of Homeland Security (DHS) in conjunction with the Social Security Administration (SSA). The system allows employers to search and compare the information provided by an employee on the Form I-9 against records in DHS and SSA databases to confirm the employee is eligible to work in the United States.

Enclosed is the following information:

- Instructions to Employee Processing a Form I-9 at a Remote Location
- Form I -9, Employment Eligibility Verification form with instructions
- Instructions for the Notary Public or Authorized Agent
- Notary Public/Authorized Agent Acknowledgement Form.

Should you have any questions, please contact:

Sincerely,

Enclosures