

1. Read the instructions for completing Section 1 of the Form I-9, Employment Eligibility Verification form.
2. Complete Section 1 of the Form I-9 printing your responses using a black pen. Section 1 must be completed on or before the first day of work for pay.
NOTE: If any field does not apply, enter N/A.
3. Take the Form I-9 to a Notary Public or authorized agent to complete Section 2 of the Form I-9.
 - a. **Selecting a Notary Public or authorized agent**
 - i. The person must be knowledgeable of the I-9 process. This knowledge is often acquired by serving in a role that completes I-9s. Commonly this is someone in a human resources or employment office or someone in a different office that still serves in this capacity. Others may be acceptable agents but it is important that you find someone that regularly completes I-9s.
 - ii. Relatives, close friends, etc. of yours will not be authorized to serve as an agent for the University for this process because of the potential conflict of interest.
 - iii. If you are having difficulty locating someone to complete section II, please contact your HR Manager or Central HR office for assistance. Their contact information is:
4. Give the Notary Public or authorized agent the Form I-9 and instructions, the instructions to the Notary Public or authorized agent and the authorized agent/notary public acknowledgement form.
5. Present original documents to show your identity and work authorization to the Notary Public or authorized agent.
6. The documents you present must be **unexpired**. If you select a document from List B to show identity, the document must bear a photograph. In addition, if you select a document from List A, you must include a copy of the document when scanning or faxing your completed documents to:
7. Have the Notary Public or authorized agent sign the Acknowledgement Form.
8. Have the Notary Public or authorized agent complete Section 2 of the Form I-9. Section 2 must be completed **before** the *third day following the first day of work for pay*.
9. Scan or fax the completed Form I-9 and the acknowledgement form signed by the Notary Public or authorized agent to:

The information must be scanned or faxed before the third day following the first day of work for pay.
10. Mail original Form I-9 to: