Form I-9 Completion Instructions for Supervisors of Remote (Offsite) Employees

1. Provide the employee with the following forms:
   - A copy of the Form I-9 Completion Instructions for Employees in Remote (Offsite) Locations;
   - A blank copy of the Form I-9 including the instructions and acceptable documents page;
   - A blank copy of the Notary Form for I-9 Processing if the employee will be meeting a Notary Public to complete the Form I-9;
   - A copy of the Form I-9 Completion Instructions for University/School Human Resource Representative or Notary Public (Authorized Agent) which includes the Remote/Offsite New Hire Notice Form.

2. Complete the information on the Notary Form for I-9 Processing (employee’s name) and the Remote/Offsite New Hire Notice Form (employee’s name, date of birth and date of hire) and fax them to the employee. You may also wish to provide the employee with a postage paid envelope in which to return the completed forms to your department.
   Instruct the employee to complete Section 1 of the Form I-9 by no later than the close of business on his/her first day of work.

3. The remote employee now has two options to complete Section 2 of the Form I-9, to meet with a Notary Public or visit a nearby university/school’s Human Resource Department.

If the Employee Plans to Go to a Notary Public

1. Instruct the employee to take all of the above forms and his or her original identity/employment eligibility document(s) (as listed on page 3 of the Form I-9) to a Notary Public. The employee will present his or her original identity/employment eligibility document(s) to the Notary Public.

2. The Notary Public will inspect the document(s), complete Section 2 of the Form I-9, complete the Notary Form for I-9 Processing and affix the notary seal on the Notary Form for I-9 Processing along with copies of the original document(s) that the Notary Public viewed. This must be completed by no later than close of business on the employee's third day of employment, or no later than the first day of work if employment is for less than three (3) business days.

3. The employee must mail the completed Form I-9, the completed and notarized Notary Form for I-9 Processing, and the copies of the document(s) back to your department.

4. Forward the original Form I-9, Notary Form for I-9 Processing, and the copies of the document(s) to the Radford University Department of Human Resources.

If the Employee Plans to Go to a University/School Human Resource Representative

1. Instruct the employee to take all of the above forms and his or her original identity/employment eligibility document(s) (as listed on page 3 of the Form I-9) to a nearby university or school. The employee will present his or her original identity/employment eligibility document(s) to the representative.

2. The representative will inspect the document(s) and complete Section 2 of the Form I-9. This must be completed by no later than close of business on the employee's third day of employment, or no later than the first day of work if employment is for less than three (3) business days.

3. The employee must mail the completed Form I-9 and copy of the document(s) back to your department.

4. Forward the original Form I-9 and copy of document(s) to the Radford University Department of Human Resources.

Radford University, Human Resources Department, P. O. Box 6889, Radford, VA 24142
Phone: 540-831-5008; Fax: 540-831-6278
Form I-9 Completion Instructions for University/School Human Resource Representative or Notary Public (Authorized Agent)

Completion of the I-9 Form

U.S. Citizenship and Immigration Services (USCIS) require us to verify the right of our employees to work in the U.S. We are asking you to act as our authorized representative to examine the employment identification papers for a new Radford University employee and certify his/her eligibility by signing the attached USCIS Form I-9.

Please find attached the Form I-9 and Remote/Offsite New Hire Notice Form.

1. Please verify that the employee has completed Section 1 of the Form I-9 prior to your completing Section 2.

2. The employee must present original documents from page three of the Form I-9 “List of Acceptable Documents” page. The employee can present either:
   - Any one document from List A or
   - Two documents, one from List B (identity) and one from List C (eligibility).

Please complete Section 2 – Employer Review Verification and the Certification Section of the I-9 form. Please view only original documents; faxes, photocopies, and laminated social security cards are unacceptable documents.

Certification Section: Please complete the Certification section as follows:

1. Enter the employee’s date of hire (from the Remote/Offsite New Hire Notice Form).

2. Sign the Authorized Representative section.

3. Enter your Business or Organization’s name and street address.

3. Date the form (enter the date you reviewed the employee’s documents).

If you have questions, please contact the Radford University Human Resources Department at (540) 831-5008.

Thank you for your assistance.

Please return completed forms to Radford University, Human Resources Department, P. O. Box 6889, Radford, VA 24142.

Note for Notary Publics: There is one additional form that needs to be completed if the Form I-9 is being completed by a Notary Public. It is the Notary Form for I-9 Processing.
Form I-9 Completion Instructions for Employees in Remote (Offsite) Locations

The U.S. Citizenship and Immigration Services (USCIS) require all new employees hired after November 6, 1986, to complete the Employment Eligibility Verification Form I-9 and present original documents to their employer establishing identity and employment eligibility no later than close of business on your third day of employment.

If you have been hired to work at a remote or off-site location and/or you are not physically available on campus to present the document(s) to your employing department for inspection, a procedure has been established to facilitate this process for employees in remote locations.

Follow the steps below to complete this process:

1. Fill out Section 1 of the Form I-9 no later than the close of business on your first day of work.

2. Take all of the forms and your original identity/employment eligibility document(s) (as listed on page 3 of the Form I-9) to a university/school Human Resource Representative or Notary Public.

3. At the Notary Public’s office or the Human Resources Department at a nearby university/school, present your original identity/employment eligibility document(s). You must present original identity/eligibility documents – photocopies are not acceptable. The Notary Public or HR representative will inspect the document(s) presented by you.

   Note: Only original documents (not necessarily the first document of its kind ever issued, but an actual document provided by the issuing authority) are satisfactory, with the single exception of a certified photocopy of a birth certificate.

4. The Notary Public will also complete and affix the notary seal on the Notary Form for I-9 Processing.

5. The Notary Public or university/school HR Representative will complete Section 2 of the Form I-9 following the instructions you provide along with the Remote/Offsite New Hire Notice Form.

6. You must mail the completed original Form I-9 along with the notarized Notary Form for I-9 Processing (if a Notary Public completes Section 2 of the Form I-9), back to your hiring department with a photocopy of the document(s) you presented to the Notary Public or university/school HR Representative.

   Note: You may fax the documents to our office upon completion; however, you must follow-up the fax by mailing the originals. Federal law requires the employer to retain the original forms.

Important! It is imperative that this process be completed as expeditiously as possible. The Form I-9 requirements must be completed by you (Section 1) no later than the close of business on your first day of work, and by the employer (Section 2) no later than the close of business on your third day of employment.


Radford University, Human Resources Department, P. O. Box 6889, Radford, VA 24142
Phone: 540-831-5008; Fax: 540-831-6278
Notary Form for I-9 Processing

Name of Employee: ________________________________________________
(Please Print) Last Name, First Name, MI

State of: ____________________ County of: ___________________

On this ________________ day of ________________ in the year ________, I attest that I have
examined the document(s) presented by the above-named individual, and the document(s) presented
appear to be genuine and relate to the above-named individual.

Documents which were presented:

__________________________________________________________________
Name of Document, Document Number

__________________________________________________________________
Name of Document, Document Number

__________________________________________________________________
Notary Public Signature, Date Commission Expires

Additional Instructions for the employee: Please attach photocopies of the examined document(s) and send to this address:

Radford University
Human Resources Department
P. O. Box 6889
Radford, VA  24142
Phone:  540-831-5008
Fax:  540-831-6278
Email:  pers-web@radford.edu
Remote/Offsite New Hire Notice Form

Employee Information (to be completed by hiring department):

Name:
Last ___________________________ First __________________________ M.I. __

Date of Birth ____________________________

Employee’s Date of Hire* __________

*THIS DATE MUST BE ENTERED INTO THE CERTIFICATION SECTION OF THE FORM I-9 BY THE AUTHORIZED AGENT.

THIS FORM MUST BE COMPLETED AND GIVEN TO THE AUTHORIZED AGENT BEFORE THE FORM I-9 IS COMPLETED.

Radford University
Human Resources Department
P. O. Box 6889
Radford, VA 24142
Phone: 540-831-5008
Fax: 540-831-6278
Email: pers-web@radford.edu