

## Remote Form I-9 Processing

### Remote Hire - Hiring Department Instructions:

Remote Form I-9 processing is for employees who will be working from a remote location (*will not be physically working on a UWF campus*) and who are unable to come to a UWF campus location to complete their I-9 and have their documents verified.

The U.S. Citizenship and Immigration Services (USCIS) requires that:

- **employees** complete Section 1 of Form I-9, Employment Eligibility Verification, to establish identity and employment eligibility **on or before their hire date**, and
- the **employer's authorized representative** verifies the new hire's documents **no later than three business days of the hire date**.

Hiring Departments should provide to the new hire:

- Employment hire date
- Form I-9 deadline date(s)
- Remote Form I-9 Processing instructions (this procedure)
- UWF HR Processing and Records Contact Information:
  - Carol Gentry, [cgentry@uwf.edu](mailto:cgentry@uwf.edu), 850-474-2605
  - Nicole Zmary, [nzamary@uwf.edu](mailto:nzamary@uwf.edu), 850-474-2608
  - Sheri Jernigan, [sjernigan@uwf.edu](mailto:sjernigan@uwf.edu), 850-474-2884
- Link to fillable Form I-9 or hardcopy of unfillable form
- Link to USCIS Form I-9 instructions or hardcopy of instructions

### Remote Hire - Employee Instructions:

New hires are required to complete Section 1 of their Form I-9 **on or before their hire date** and have their documents (proving identity and work authorization) verified by a UWF authorized representative **no later than three business days of the hire date**.

**If you are near a UWF campus**, you must visit our campus to complete your Form I-9 and have your documents verified by a UWF representative (hiring department or Human Resources).

**If you are not near one of our locations**, you may visit one of our Reciprocal Processing Institutions to complete your Form I-9 and have your documents verified. Contact a UWF HR Processing and Records team member to find the nearest reciprocal location so you can schedule an appointment with their I-9 representative.

If there are no reciprocal institutions in your area, you may contact a notary public to complete the employer's section (Section 2) of the Form I-9 on our behalf. The notary should not notarize or place their seal on the document since we are only allowing them to act as our Authorized Representative by verifying your documents. If the notary has questions, ask them to call our office at 850-474-2694 for assistance.

### **Form I-9 - Employee Instructions**

1. Go to <http://uwf.edu/offices/human-resources/hr-forms-and-resources/employment-forms/> and complete Section 1 of the fillable form or print and complete Section 1 of the paper form. Review the Instructions and List of Acceptable Documents.
2. All Employee Information fields must be completed. If a field does not apply to you (i.e., Middle Initial, Other Last Names Used and Apt. Number) or you choose not to supply an optional field (i.e., E-mail Address and Telephone Number), enter N/A in those fields. See instructions.
3. Use your legal name as listed on your social security card.
4. The social security field is a required field since UWF participates in E-Verify.
5. Check the appropriate box indicating your citizenship/immigration status and complete other required information for that status.
6. Review the List of Acceptable Documents and choose which documents you will present to the authorized representative for verification of your identify and employment authorization. Note: One document from List A or a document from List B and List C must be provided. List B documents must contain a photograph. All documents must be originals and unexpired.
7. Make sure you sign and date the form with the current date.
8. Employee must verify whether a Preparer and/or Translator assisted them in filling out the form by checking the appropriate box.
9. It is imperative that these instructions are followed as directed. Failure to do so may affect your eligibility for employment at UWF.

### **Form I-9 – Employer's Authorized Representative Instructions**

1. If not already populated, fill in the employee's Last Name, First Name, M.I. and Citizenship/Immigration Status number (should match citizenship/immigration status box completed by employee in Section 1).
2. Review the Section 1 information. Ensure that all fields are completed, the information appears to be accurate, and that the form was signed and dated with the current date/year.
3. Ensure that any corrections are ~~lined~~ through, initialed and dated and that no information is obliterated (blacked-out or whited-out).
4. Section 2 must be completed and signed no later than three (3) business days of the hire date.
5. Authorized Representative must physically examine the one document from List A or a combination of one document from List B and one document from List C from the List of Acceptable Documents. The employee chooses which documents to supply and must be present when the documents are verified. The Authorized Representative must never request specific documents. All documents presented must be original and unexpired. Photocopies cannot be verified.
6. Authorized Representative should complete the Document Title, Issuing Authority, Document Number and Expiration Date for the List A or List B and C documents that were provided. Do not

accept more documents than are required. In other words, do not fill out all three (List A, B and C) sections.

7. Photocopies of the documents verified must be attached to the Form I-9.
8. List B documents must contain a photo because UWF participates in E-Verify.
9. Receipts for Social Security card applications are acceptable for temporary work authorization; however, the employee must bring the original signed Social Security card to the Human Resources for verification and Form I-9 update as soon as received.
10. Restricted Social Security cards (cards which say "NOT VALID FOR EMPLOYMENT" or "VALID FOR WORK ONLY WITH DHS OR INS AUTHORIZATION" are not acceptable List C documents and must be rejected. Ask the employee to provide different documentation from List A or List C documents.
11. Information on the accepted documents must not conflict with the information given in Section 1 (i.e., citizenship status). For example, a person who declares they are a U.S. citizen cannot supply a Permanent Resident Card as their List A document.
12. Certification: Authorized Representative should:
  - a. Sign
  - b. Date the form with the current date
  - c. Print "Authorized Representative" in the Title Field
  - d. Print your Last Name and First Name
  - e. Leave the Employer's Business name and address fields blank. We will add UWF's information.
  - f. Leave Section 3 blank. This is for our office use.
  - g. Attach a separate sheet of paper with your (our Authorization Representative) contact information: name, title, business name, business address, email, phone number.