



Instructions for Completion of Form I-9 Using a Notary Public

For a new employee who works away from a UD Campus

NOTARY PROCEDURE

Instructions to the Employee:

- Identify a Notary Public that is available to complete and certify the I-9 Form.
- Bring the Form I-9 and **original** acceptable document(s) with you to a Notary Public along with the instruction sheets that are included in the next pages.
- **Photocopies of documents are not acceptable.** You cannot present photocopies of identity or employment authorization documents to fulfill I-9 requirements. Only the original documents, meaning the actual document issued by the issuing authority, are satisfactory, with the single exception of the certified photocopy of a birth certificate. All documents must be unexpired.

Instructions for the Notary Public:

- Have the employee fill out, sign, and date **Section 1** in your presence.
- You, as the notary, will then complete **Section 2** of the I-9.
- After examining and **photocopying the employee's documents**, certify the photocopy is a "true copy" and affix your notarial seal to it
- Complete the **Certification** section of the Form I-9.
- Mail the original Form I-9, true copies of the supporting documents, and a copy of the Notary Certification to:

University of Delaware
Human Resources
413 Academy Street
Newark, DE 19716
Attn: Krissy Hickman

Notice to Notary

Dear Notary,

Our business requires the company to hire remote workers. The Immigration Reform and Control Act (IRCA) requires all U.S. employers to verify the employment authorization and identity of all employees hired to work in the United States after November 6, 1986.

To implement the law, employers are required to complete Employment Authorization Verification forms (Form I-9) for all employees, including U.S. citizens. A copy of the I-9 form is enclosed with this letter.

Our recently hired employee is not physically able to come to our campus to complete the I-9 paperwork.

The United States Citizenship and Immigration Service (USCIS) allows employers to designate agents, such as you, to carry out their I-9 responsibilities.

The law does not allow employers to carry out I-9 responsibilities by means of documents faxed by the new employee.

Following the Department of Homeland Security guidelines, you will be acting as an authorized representative of the University of Delaware (the employer), not as a Notary Public.

- You should **not** provide your notarial seal on the Form I-9.
- The only documents that require your notarial seal are:
 - Notary Certification which indicates that you have reviewed the original documents and they appear to be genuine and relate to the individual;
 - The photocopy of the original documents (as described on page 1).

Thank you for your assistance.

NOTARY CERTIFICATION

I, _____, Notary Public for the State of

_____, County of _____, do

hereby certify and attest that I personally reviewed the original documentation provided to me by

_____ (University of Delaware employee) in connection with

his/her completion of the Form I-9. The original documents appeared to be genuine and relate to

the individual.

AS WITNESS, my hand and Notarial Seal this _____ day of _____.

20_____.

NOTARY PUBLIC

MY COMMISSION EXPIRES:

-Stamp Official Seal Below-

EMPLOYEE GUIDELINES FOR COMPLETING SECTION 1 OF THE I-9

Employee must complete Section 1.

Please make sure the employee completes Section 1 in full. No boxes should be left blank; if they do not apply to the employee (i.e. "Other Names"), "N/A" should be entered. The employee is not required to provide the Social Security Number. The employee must sign and date the form.

Section 1. Employee Information and Attestation <small>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</small>					
Last Name (Family Name) <i>Clark</i>		First Name (Given Name) <i>Lewis</i>		Middle Initial <i>N</i>	Other Names Used (if any) <i>n/a</i>
Address (Street Number and Name) <i>123 Forest Drive</i>		Apt. Number	City or Town <i>Odessa</i>	State <i>DE</i>	Zip Code <i>19730</i>
Date of Birth (mm/dd/yyyy) <i>08/18/1974</i>	U.S. Social Security Number <i>123-45-6789</i>	E-mail Address <i>n/a</i>		Telephone Number <i>n/a</i>	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (See instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number): _____

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: <i>Lewis N. Clark</i>	Date (mm/dd/yyyy): <i>11/30/2015</i>
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3-D Barcode
Do Not Write in This Space

The employee must sign and date Section 1.

NOTARY PUBLIC GUIDELINES FOR COMPLETING SECTION 2 OF THE I-9

Notary must complete Section 2.

Please review the original documents and complete Section 2. We are asking you, as our agent, to review the documents for us to satisfy this requirement.

Proper documentation established both that the employee is authorized to work in the U.S. and that the employee who presents the documents is the person to whom they were issued.

Guidelines for completing the I9 with Foreign Nationals is on page 7 of this document.

NOTARY PUBLIC GUIDELINES FOR COMPLETING SECTION 2 (continued) The

official list of acceptable documents is on page 10. You may accept:

- A valid List A document which establishes both identity and work authorization, by itself. OR
 - A combination of one List B document (establishing identity) and one List C document establishing work authorization).
1. Examine the documents and accept them if they reasonably appear to be genuine and if they reasonably appear to relate to the employee.
 2. Photocopy the documents presented and notarize that copy.
 3. Requesting more or different documentation that the minimum necessary to meet this requirement may constitute an unfair immigration-related employment practice.
 4. If the documentation presented by the employee does not reasonably appear to be genuine or relate to him/her, you must refuse to accept it and ask for other documentation for the list of acceptable documents.

Photocopies of documents are not acceptable.

You cannot accept photocopies of identity or employment authorization documents to fulfill I-9 requirements. Only the original documents, meaning the actual document issued by the issuing authority, are satisfactory, with the single exception of the certified photocopy of a birth certificate. All documents must be unexpired.

- ***You are not required to be a document expert. In reviewing the authenticity of the documents presented by the employee, you only have to act reasonably.***

Examples of how to complete Section 2:

Note: You will not be completing all three lists. You will either complete List A only, OR List B and List C.

Option 1: Using documents from **List B** and **List C**:

Section 2. Employer or Authorized Representative Review and Verification <small>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)</small>		
Employee Last Name, First Name and Middle Initial from Section 1: Clark, Lewis N.		
List A	OR	List B
Identity and Employment Authorization	AND	List C
Employment Authorization		Employment Authorization
Document Title:	Document Title: <i>Del. Driver's License</i>	Document Title: <i>Social Security Card</i>
Issuing Authority:	Issuing Authority: <i>State of Delaware</i>	Issuing Authority: <i>Social Security Admin.</i>
Document Number:	Document Number: <i>5056067</i>	Document Number: <i>123-45-6789</i>
Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy): <i>08/18/2017</i>	Expiration Date (if any)(mm/dd/yyyy): <i>N/A</i>

NOTARY PUBLIC GUIDELINES FOR COMPLETING SECTION 2

(continued) Option 2: Using documents from List A only:

Section 2. Employer or Authorized Representative Review and Verification		
<i>(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)</i>		
Employee Last Name, First Name and Middle Initial from Section 1: <i>Clark, Lewis N.</i>		
List A Identity and Employment Authorization	OR	List B Identity
Document Title: <i>U.S. Passport</i>	AND	Document Title:
Issuing Authority: <i>USA</i>		Issuing Authority:
Document Number: <i>1234567890</i>		Document Number:
Expiration Date (if any)(mm/dd/yyyy): <i>7/15/2019</i>		Expiration Date (if any)(mm/dd/yyyy):
		List C Employment Authorization
		Document Title:
		Issuing Authority:
		Document Number:
		Expiration Date (if any)(mm/dd/yyyy):

Example of how to complete Certification:

Enter the employee's start date.

Certification			
I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.			
The employee's first day of employment (mm/dd/yyyy): <i>12/01/2015</i> (See instructions for exemptions.)			
Signature of Employer or Authorized Representative <i>Julia Hancock</i>	Date (mm/dd/yyyy) <i>12/02/2015</i>	Title of Employer or Authorized Representative <i>Notary Public</i>	
Last Name (Family Name) <i>Hancock</i>	First Name (Given Name) <i>Julia</i>	Employer's Business or Organization Name <i>University of Delaware</i>	
Employer's Business or Organization Address (Street Number and Name) <i>On behalf of the Univ. of Delaware</i>	City or Town <i>Newark</i>	State <i>DE</i>	Zip Code <i>19716</i>

Notary:

Should you have any questions, or if you need any clarification of the information that is contained above, please do not hesitate to contact University of Delaware, Human Resources at 302-831-2171 or email hr-onboard@udel.edu. You can also go to the United States Customs and Immigration website: www.uscis.gov/i-9.

Thank you for your assistance in completing this mandatory federal regulation.

Notary Public Guidelines for Completing Section 2 International Employees

To the Notary completing Section 2 of the I-9:

All documents must be original and unexpired. Make sure the name entered in Section 1 is the same as the passport or social security card, you will enter Last Name, First Name and M.I. based on the passport or SS card. You will enter the Citizenship/Immigration Status from Section 1.

Below are the documents needed for List A:

If F-1 status: Passport and I-94

If J-1 status: Passport, DS2019, and I-94

If H1B status: Passport, I-94

If F-1 OPT status: EAD card

If F-1 CPT status: Passport, I-94, and I-20

If J-2 status: EAD card

If O-1/TN status: Passport, I-94

If Permanent Resident: Green Card (copy front and back of card), or they can choose an item from List B and List C.

Questions should be directed to:

Maria Tarry
mtarry@udel.edu



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

▶ **START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.**

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name <i>(Family Name)</i>		First Name <i>(Given Name)</i>		Middle Initial	Other Last Names Used <i>(if any)</i>	
Address <i>(Street Number and Name)</i>			Apt. Number	City or Town		State ZIP Code
Date of Birth <i>(mm/dd/yyyy)</i>	U.S. Social Security Number □□□□ - □□ - □□□□		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	
QR Code - Section 1 Do Not Write In This Space	

Signature of Employee	Today's Date <i>(mm/dd/yyyy)</i>
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Preparer and/or Translator Certification (check one):
 I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date <i>(mm/dd/yyyy)</i>	
Last Name <i>(Family Name)</i>		First Name <i>(Given Name)</i>	
Address <i>(Street Number and Name)</i>		City or Town	State ZIP Code

Employer Completes Next Page



Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ **(See instructions for exemptions)**

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	OR	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <li style="text-align: center;">For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	AND	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.