

North Carolina State University

OFFSITE NEW HIRE I-9 INSTRUCTIONS

Completion of the I-9 Form

We are asking you to act as our representative to examine the employment identification papers for a new North Carolina State University (Raleigh, NC) employee. Because U.S. Citizenship and Immigration Services (USCIS) requires us to verify the eligibility of our employees to work in the U.S., we are asking you to serve as our representative by examining the new hire's documentation and signing the attached USCIS Form I-9.

Please find attached the I-9 form and the Notary/Agent Form. Please verify that the employee has completed section 1 of the I-9 form prior to completing section 2. The employee must present to you a suitable set of identification papers as given on the "List of Acceptable Documents" page.

The employee can present either:

1. Any one document from List A **or**
2. Two documents, one from List B (identity) **and** one from List C (eligibility).

The section that we need you (our representative) to complete is "**Section 2. Employer Review Verification**". There are spaces to indicate which document, or documents, were presented to you and their associated information. This includes, the Document Title, Issuing Authority, Document Number and Expiration Date (if any). **Please note: view only original documents; faxes, photocopies, and laminated social security cards are unacceptable documents.**

We also need for you to complete the **Certification** section of the I-9 form. Please complete the Certification section as follows:

1. Sign the Authorized Representative section.
2. Date the form (enter the date you reviewed the employee's documents).
3. If you are a Notary, please place the notary seal on the Notary Form or attach a Notary Certificate to the documents.

Finally, if you are a notary, we ask that you complete the attached notary form.

If you have questions, please contact International Employment at (919) 515-4518 in the Human Resources Department at North Carolina State University.

Thank you for your assistance.

Return Documents to:

NC STATE UNIVERSITY

An Equal Opportunity/Affirmative Action Employer

Human Resources
Box 7210
Raleigh, NC 27695-7210

919.515.2135
919.515.7543 (fax)
919.515.4274 (TDD)

Date: _____

To North Carolina State University:

I attest, under that I am a Notary Public licensed by _____ or an Agent of the Human Resources department.

Before me has appeared in person, the individual with the name and address of:

And having a date of birth of _____

To facilitate North Carolina State University’s employment eligibility verification requirements under the Immigration Reform and Control Act of 1986, I further attest under the penalty of perjury that the person named above has filled out Section 1 of the attached I-9 Form (Employment Eligibility Verification), I have examined the original(s) of the document(s) presented to me, **I have filled in the document title, issuing authority, number and expiration date (if any) in the space provided in Section 2**, and the attached copy or copies of document/s presented to me appear on their face to be genuine and to relate to the person presenting them.

Notary Public:
Please print your name and address and affix your seal below:

Agent:
Please print name and address below:

