



## **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 University of North Carolina at Greensboro (Greensboro, NC) employee. Because U.S. Citizenship and Immigration Services (USCIS) requires us to verify the right 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 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. As a Notary, please place the notary seal on the Notary Form or attach a Notary Certificate to the documents.

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

If you have questions, please contact Brenda Hedrick at (336) 334-4763 or Toby Bass at (336) 334-4515 in the Human Resource Services Department at The University of North Carolina at Greensboro.

Thank you for your assistance.

**EMPLOYEE NEEDS TO FAX COMPLETED I-9 TO (336) 334-5585 AND MAIL THE ORIGINAL TO:**

Ms. Brenda Hedrick  
Human Resource Services  
P.O. Box 26170  
Greensboro, NC 27402-6170



THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**

*Human Resource Services*

Date: \_\_\_\_\_

To The University of North Carolina at Greensboro:

I attest, under penalty of perjury, that I am a Notary Public licensed by

\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

And having a date of birth of \_\_\_\_\_

In furtherance of The University of North Carolina at Greensboro’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:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_