



Human Resource Services

Marshall Remote Form I-9 Completion Process

INSTRUCTIONS FOR PROSPECTIVE OR NEW MARSHALL UNIVERSITY EMPLOYEES

If you are not physically available to present for inspection to the Marshall University Human Resources Department or to an authorized business partner location, the required identity and employment authorization document(s) within the federally mandated time frames, you must follow the remote hire process described below:

1) Once it has been determined that you will be using the remote Form I-9 completion process, you must access the following forms:

- a) A blank copy of the complete Form I-9;
- b) A blank copy of the Notary Form;
- c) The Instructions for New Marshall University Employees (this form);
- d) The Instructions for Notaries Public Form; and
- e) The New/Prospective Employee Information Form.

2) You must complete Section 1 of the Form I-9 **no later than the close of business on your first day of employment** with Marshall University (this date can be found on your New/Prospective Employee Information Form).

3) Take the following documents to a Notary Public for the completion of Section 2 of the Form I-9, **no later than the close of business on your third day of employment** with Marshall University: a) The five documents listed above in step (1); and b) Your identity and employment authorization document(s) (as listed on the “Lists of Acceptable Documents” of the Form I-9).

NOTE: You must supply either: (a) one document from List A OR (b) one document from List B as well as one document from List C. Also, you must present the unexpired, original versions of the documents (no photocopies are accepted, but certified copies of birth certificates are acceptable).

4) **Prior to presenting your identity and employment authorization documents to the Notary**, give the Notary Public the following forms: the Instructions for Notaries Public, the Notary Form and the New/Prospective Employee Information Form. The Notary must read these documents before continuing with this process.

5) Present to the Notary your identity and employment authorization documents for inspection. After inspecting your documents, the Notary will complete Section 2 (including the Certification

portion) of the Form I-9. Next, the Notary will complete the Notary Form. Finally, the Notary will make a copy of the document(s) you presented for inspection. All these documents will be returned to you.

6) Send to the Human Resources Department the following documents: (a) the original, signed version of your completed Form I-9; (b) the completed Notary Form; and (c) the copy/copies of the identity and employment authorization document(s) you presented to the Notary for inspection. The mailing address for the Human Resources Department is: Marshall University Human Resources Department, One John Marshall Drive, Huntington, West Virginia 25755.

NOTE: Although the University cannot guarantee the security of data sent electronically to the HR Department, you e-mail scanned versions of these documents to: human-resources@marshall.edu. If you decide to e-mail these documents, you acknowledge your acceptance of any and all risks associated with e-mailing confidential information and you release the University, its officers and its employees of any and all liability for any and all damages you might incur as a result.

7) If, during its regular review or audit processes, the HR Department determines that the Form I-9 was not properly executed or that the identification papers do not appear to meet Form I-9 requirements, you may be asked to present additional information or documentation.



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INSTRUCTIONS FOR NOTARIES PUBLIC

The United States Citizenship and Immigration Services (“USCIS”) requires employers to verify the identity and employment authorization of its employees through the completion of the Form I-9. USCIS allows employers to designate agents, such as notaries public, to complete this form on the employer’s behalf. Through this document, Marshall University (“University”) is authorizing you to act as its authorized representative with respect to: (a) the examination of the identity and employment authorization document(s) of a new or prospective University employee and (b) the completion of the Form I-9. Prior to taking any actions as the University’s authorized representative, you must fully review this document.

In order to complete this process, the new or prospective University employee will provide you with the Form I-9, the Notary Form and the New/Prospective Employee Information Form.

As our authorized representative, you first need to verify that the new or prospective employee has correctly completed Section 1 (Employee Information and Verification) of the Form I-9 including signing and dating the form. Once this has been done, you must complete Section 2 (Employer Review and Verification) of the Form I-9 on behalf of the University. To accomplish this, the individual should either provide to you for review one document from List A (Documents that Establish Both Identity and Employment Authorization) OR one document from List B (Documents that Establish Identity) and one document from List C (Documents that Establish Employment Authorization) as outlined on the “Lists of Acceptable Documents” of the Form I-9. **Only original, unexpired documents can be accepted for these purposes. Faxes, photocopies, and laminated social security cards are not acceptable. Legally, the individual is free to choose which of the acceptable documents s/he will provide to you; you must not require him/her to provide you with any specific document.**

Next, you should examine the documents provided to you to determine whether: (a) the documents reasonably appear on their face to be genuine and (b) the documents relate to the person presenting them. If both of these criteria are met, you should fill out the appropriate lines of Section 2 relating to the document(s) presented to you. The information you will need to fill in for each document includes: the Document Title, the Issuing Authority, the Document Number and the Expiration Date (if any).

After completing Section 2 of Form I-9, you must then complete the Certification portion of Section 2. First, enter the individual’s date of hire in the appropriate blank (this information is found on the New/Prospective Employee Information Form). Second, complete the rest of the Certification section by: signing and printing your name, printing your title and your business’ name and address, and filling in the date you reviewed the employee’s documents.

Finally: (a) complete the attached Notary Form and affix to it your notary seal; (b) make copies of the identity and employment authorization documents presented to you; and (c) return all the originals and copies of these forms to the individual.

If you have any questions as you complete this process on behalf of the University, please contact the University's Human Resources Department at (304) 696-6455.

Thank you for your assistance.

INSTRUCTIONS FOR NOTARIES PUBLIC - Checklist

- Read Instructions for Notaries Public Form
- Verify that individual appearing before you has completed Section 1 of the Form I-9
- Examine the identity and employment authorization document(s) provided by individual
- Complete portion of Section 2 of Form I-9 relating to the reviewed document(s)
- Complete the Certification portion of Section 2 of Form I-9 – using the date of hire listed on the New/Prospective Employee Information Form
- Complete the Notary Form and affix to it your notary seal
- Make copies of the identity and employment authorization document(s) presented to you by the individual
- Return all the documents discussed above to the individual



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NEW/PROSPECTIVE EMPLOYEE INFORMATION FORM

Name: _____

Birth Date: _____

Hire Date*: _____

***NOTE TO NOTARY:**

This is the date that must be entered into the Certification Portion of Section 2 on the Form I-9



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NOTARY FORM

Date: _____

I attest that I am a Notary Public properly and duly licensed by _____ and that I am currently in good standing with such jurisdiction. I further attest that I have agreed to act as the authorized representative of Marshall University (“University”) in order to assist the University with its responsibilities under the Immigration Reform and Control Act of 1986 for the completion of federal Form I-9.

I further attest that before me has appeared, in person, the individual with the name and address of: _____

This individual’s date of birth is: _____

I further attest that:

- 1) Prior to acting on behalf of the University, I was provided and read the University’s instructions regarding the completion of the federal Form I-9;
- 2) When performing my functions as authorized representative and agent for the University, I followed the instructions I was provided;
- 3) Section 1 of the Form I-9 had already been correctly completed before I examined the employee’s identity and employment authorization document(s);
- 4) I examined the document(s) presented to me by the person and these documents were in their original form, appeared to be genuine on their face, and related to the person presenting them;
- 5) For the identity and employment authorization document(s) presented to me by this individual, I completed Section 2 of the Form I-9 by filling in the document title, issuing authority, document number and expiration date (if any) in the appropriate space;
- 6) I have signed and dated the Certification portion of Section 2 of the Form I-9;

7) I made copies of the identity and employment authorization document(s) presented to me;
and

8) I returned all the documents discussed above to the person who presented them to me.

NOTARY PUBLIC:

Signature

Printed Name

Address

My commission expires: _____

AFFIX SEAL