



REMOTE HIRE NOTICE INSTRUCTION SHEET

Instructions for the Authorized Agent Regarding Form I-9

We are authorizing you to act as our representative to examine the identity and work eligibility papers for a new St Cloud State University employee. Because the U.S. Citizenship and Immigration Services (USCIS) requires us to verify the right of our employees to work in the U.S., we are authorizing you to serve as our representative in this matter by examining the person's paperwork for us and signing the attached USCIS Form I-9, as our agent.

Please find attached the Form I-9, the I-9 instruction sheet, and the Remote Hire Notice form.

Please verify that the employee has completed section 1 of the Form I-9 prior to completing section 2. The employee must present to you suitable identification papers as given on the "List of Acceptable Documents" page of the Form I-9. 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 (work eligibility)

The section that we need you (our agent) to complete is "**Section 2. Employer Review and Verification**". There are spaces indicating 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.

We also need you to complete the **Certification** section of the Form I-9. The employment begin date has been provided to you on the Remote Hire Notice form. Please complete the certification section as follows:

1. Enter the employee's date of hire (see Remote Hire Notice form);
2. Sign the Authorized Representative section;
3. Print your name, title and address in the spaces provided;
4. Date the form (enter the date you reviewed the employee's documents).

If you are a notary, place the notary seal on the Remote Hire Notice form or attach a notary certificate to the documents.

Return these documents to (generally done by the employee):

Karla Shangrow
St Cloud State University
Human Resources
720 4th Ave S
St Cloud, MN 56301
320-308-2287
320-308-1607 FAX