



Instructions for Completing Form I-9 Employment Verification Off-Site

The United States Immigration Reform Act of 1986 requires employers to confirm the identity of each employee they hire and verify that they are legally eligible to work in the U.S. An employee is defined as any individual hired to perform labor or services in return for wages or other remuneration and includes students who are paid as student workers, graduate assistants, teaching assistants, etc. To comply with the law, employers are required to complete and retain a Form I-9, Employment Eligibility Verification for each employee.

Form I-9 has two sections:

- **Section 1.** Employee Information and Attestation of Citizenship Status - this section must be completed by the employee after they have accepted a job but no later than their first day of employment.
- **Section 2.** Employer or Authorized Representative Review and Verification – this section is completed by the employer or an authorized representative of the employer within 3 business days of the employee’s first day of employment. To complete Section 2, the employer or authorized representative must physically examine original documents that verify the employee’s identity and establish that they are legally eligible to work in the U.S. as either a U.S. Citizen or, if not a U.S. Citizen, one who has been granted permission to legally work in the U.S. by U.S. Citizenship and Immigration Services (USCIS). A list of acceptable documents can be found on Page 3 of the Form I-9.

If you have been hired to work at a remote or off-site location and you are not able to present your Section 2 documents in person to the IUP Office of Human Resources, you can designate a non-IUP Office of Human Resources staff member to act as our Authorized Representative to complete Section 2.

While anyone may technically act as our representative, we prefer that you use one of the following:

- Human resource professional at a nearby company or educational institution
- Staff at your bank or financial institution
- Local librarian
- Attorney or accountant
- Staff at your state unemployment or workforce agency
- Notary public (see <http://www.notarypublicdirectory.com/> for a listing in your area). Notaries may also be found in banks, mortgage companies, some real estate offices, and shipping entities such as FedEx/Kinko’s, Mailbox, etc. If using a notary, you will need to make it clear that you are not asking them to notarize a document but rather are asking them to act in place of the employer to verify that the documents you are using to verify your identification and employment authorization are genuine.

It is best to choose an individual who is already familiar with the Form I-9 process in order to ensure a smooth and quick verification process. If you have difficulty finding someone, please contact us as soon as possible so that we may assist.

Failure to complete the Form I-9 in a timely manner will delay important onboarding items including access to university email and computing systems and the ability to complete benefit elections (if applicable).



Process of Completing Form I-9 Using an Authorized Representative

Important: An Authorized Representative may be used ONLY in the event that an employee is unable to be on the main IUP campus before the 3rd day of their employment. If you are able to come to campus before the 3rd day of your employment, you are NOT permitted use an Authorized Representative to complete Form I-9.

1. You (employee) complete Section 1 (found on page 3) by the first day of employment, either before visiting a designated representative or in the presence of the designated representative. You will need to take the Form I-9 and your document(s) from the List of Acceptable Documents on Page 3 of the Form I-9 to the designated representative to complete Section 2.
2. When you visit the designated representative, **please provide them with our instructions for completing Section 2 (next page)**. If they have questions or concerns, they should call the contact number listed on the instructions.
3. After Section 1 and Section 2 are completed and no later than three business days from the start date or your employment, mail **1.) the original completed form (not a photocopy), 2.) photocopies of the documents you presented to the representative and, if not used as one of List C documents, 3.) a copy of your signed Social Security Card*** to:

INDIANA UNIVERSITY OF PENNSYLVANIA
OFFICE OF HUMAN RESOURCES
1011 SOUTH DR
SUTTON HALL RM G8
INDIANA PA 15705

* While an employer cannot require a Social Security Card to complete Form I-9, IRS Publication 15: (Circular E), Employer's Tax Guide, an employer is required, under threat of penalty, to provide the correct employee name and SSN as they appear on the Social Security card on Form W-2 and can ask the employee to show the card to verify this information.



Instructions for Authorized Representatives Completing Section 2 of the Form I-9

Thank you for completing Section 2 of the Form I-9 Employment Authorization on behalf of Indiana University of Pennsylvania. Please follow the steps below to ensure accurate completion of the form. Detailed instructions and frequently asked questions can be found on the U.S. Citizenship and Immigration Services website: <https://www.uscis.gov/i-9-central>.

1. Section 1 of the Form I-9 must be completed by the IUP employee before Section 2 can be completed. The employee may present a Form I-9 with Section 1 already completed, or they may complete Section 1 in your presence.
2. Complete the Employee Info from Section 1
3. Examine the original documents presented by the employee from either List A or List B and C of the Form I-9 List of Acceptable Documents found on page 3 of the Form I-9 and complete the List A or List B and C sections depending on the documents presented.

IMPORTANT: The documents presented must be the original documents. Photocopies, digital images, photographs, etc. cannot be accepted. If the employee does not present original documents, do not complete Section 2 and return the form to the employee.

4. For your convenience, the employer's name and address have been prepopulated on the form. You will need to complete the following:
 - Employee's first day of employment
 - Signature of Employer or Authorized Representative
 - Today's Date
 - Title of Employer or Authorized Representative
 - Last Name of Employer or Authorized Representative
 - First Name of Employer or Authorized Representative
5. Make copies of the documents presented. Return completed form and document photocopies to the employee and remind them to mail the documents to the address provided on page 2 no later than three business days from their first day of employment.

ATTENTION Notary Publics: DO NOT STAMP THE FORM I-9 WITH YOUR SEAL. You are being asked to complete Section 2 as IUP's designated representative, and your signature in Section 2, not to verify the information or signatures on the Form I-9.

If you have any questions about the Form I-9 or these instructions, please contact the IUP Office of Human Resources, (724) 357-2431 or human-resources@iup.edu.