

Remote Form I-9 Completion Instructions

This process has been established for new hires that are remote employees. **This process should be used only when an I-9 form cannot be completed in person at any time between acceptance of the job offer and the start of employment.**

AUTHORIZED REPRESENTATIVES: When this process must be used, a personnel officer or other administrator at the new hire's current employer or affiliated institution may act as the University of North Texas (UNT) System's agent to complete the I-9. When this is not possible, a Notary Public may serve as a UNT System agent. Throughout these instructions, this agent will be referred to as the Authorized Representative.

The University is a member of the **College and University Professional Association for Human Resources (CUPA-HR) I-9 Reciprocal Processing Consortium**. To find a remote location for Form I-9 processing, please contact I-9Central@untsystem.edu. Form I-9 processors are located by zip code. A zip code is needed for the new employee's preferred processing location.

Throughout these instructions, this agent will be referred to as the Authorized Representative.

Instructions to the Hiring Department:

After the job offer has been accepted, provide the employee with the following documents:

- A blank copy of the [I-9 Form](#)
- A copy of these instructions
- A completed and signed Remote I-9 Completion form.
- Be sure to inform the employees that he/she must complete and return these documents to Human Resources **within three days of their first day of employment**. If the documents are not submitted on time, the University is subject to a large fine.

Instructions to the Employee:

1. You must complete Section 1 of the Form I-9 **no later than your first day of employment** with the University of North Texas System. Please ensure that all information is legible. We recommend completing Section 1 electronically prior to printing it.
2. Write N/A in the field(s) if you are not entering any information in Form I-9 Section 1.
3. Locate a CUPA-HR I-9 Reciprocal Processing Consortium member to complete Form I-9 Section 2. Please contact I-9Central@untsystem.edu for assistance.
4. Take the following documents to an Authorized Representative for completion of Section 2 of the Form I-9. **Section 2 must be completed On or Before the third day of employment** with the University of North Texas System:

- a. The documents listed above (**Form I-9 with Section 1 completed and I-9 Instructions, these instructions, and the Remote I-9 Completion Form**)
 - b. Documents you will be using to establish your identity and work authorization. You must take only original documents that are on the “Lists of Acceptable Documents” of the Form I-9. **Copies are not accepted.**
5. Mail or FedEx the completed and signed Form I-9, the Remote I-9 Completion Form and a copy of the identity and employment authorization document(s) (provided to you by the Authorized Representative) to:

**BSC UNT System
Attention: Talent Acquisition
1112 Dallas Dr. Suite 4000
Denton, TX 76205**

The completed documents must be returned within three business days of employment.

Note: For faster processing, you may fax all documents to our secure fax at 940-369-5549. We still must receive the original completed documents via mail or FedEx.

If you have any questions, feel free to contact UNT System Talent Acquisition Department toll free at 1-855-878-7650 Option 3 or email I-9Central@untsystem.edu.

Instructions to the Authorized Representative:

The U.S. Citizenship and Immigration Services (USCIS) requires employers to verify the eligibility of employees to work in the U.S. We are asking you to serve as our representative in this regard by examining the individual's documents for us and then completing and signing the USCIS Employment Eligibility Verification Form I-9.

In addition to these instructions and the UNT System **Remote I-9 Completion Form**, the employee should provide you with the I-9 form with instructions. Verify that the employee has fully completed, signed, and dated Section 1 of the I-9 prior to your completing Section 2 and the Certification section. The employee must present to you suitable identity and employment authorization document(s) from the "List of Acceptable Documents" page.

1. The first section that you (serving as our representative) need to complete is "**Section 2. Employer or Authorized Representative Review and Verification.**" You must physically examine each original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. In the spaces provided, please record the document title, issuing authority, document number, and expiration date (if any). **Note:** Only unexpired, original documents are acceptable, except that an employee may present a certified copy of a birth certificate. Faxes, photocopies, and laminated social security cards are unacceptable.
2. We also need you to complete the "Certification" section of the I-9 Form, as follows:
 - a. Enter the employee's first day of employment (provided on the Remote I-9 Completion Form)
 - b. Sign the Authorized Representative section
 - c. Date the form
 - d. Enter your Title, your Last Name and First Name
 - e. Enter the Employer's Business Name and Employer's Business Address as provided on the Remote I-9 Completion Form
3. Please also complete the Authorized Representative Information on the Remote I-9 Completion Form and, if you are a notary public, either place your notary seal on that form or attach a Notary Certificate.
4. Make copies of the documents that were presented to you for examination. Give the copies to the employee, who should return them with their completed I-9 Form.

If you have any questions, feel free to contact UNT System Talent Acquisition Department toll free at 1-855-878-7650 Option 3.

Thank you for your assistance in this matter.

REMOTE I-9 COMPLETION FORM

THIS FORM MUST BE COMPLETED BY THE HIRING DEPARTMENT or HR AND PROVIDED TO THE EMPLOYEE. THE EMPLOYEE IS TO PROVIDE THIS FORM TO THE AUTHORIZED REPRESENTATIVE AT THE TIME THE I-9 FORM IS COMPLETED.

EMPLOYEE INFORMATION

Last Name:	First Name:	Middle Initial:
Employee's First Day of Employment (for I-9):		

EMPLOYEE'S HIRING DEPARTMENT CONTACT INFORMATION

Contact Name:	Contact Phone #:
Contact Email Address:	Business Name:
Business Address (for I-9):	Business City, State, Zip (for I-9):

NOTE TO AUTHORIZED REPRESENTATIVE:

Enter the employee's first day of employment, as shown above, in the certification section of the I-9 form. Complete the information below and, if you are a notary public, place notary seal in this section or attach notary certificate. In addition, please provide to the employee copies of the identity and employment authorization document(s) to include with the I-9 form.

AUTHORIZED REPRESENTATIVE INFORMATION	
FULL NAME: _____	Email Address: _____
CONTACT PHONE: _____	
STATE OF AUTHORITY (FOR NOTARIES): _____	