



## FORM I-9 REMOTE HIRE ACTING AGENT INSTRUCTIONS

### Instructions for the Acting Agent Regarding Form I-9 Completion

Central Washington University (CWU) is authorizing you to act on our behalf as our Acting Agent in matters relating to the completion and signature of the federal Form I-9. We request that you examine the identification and work authorization documents of a new CWU employee and complete and sign the Form I-9 as our Representative, as is required of all new CWU employees under the federal Immigration Reform and Control Act of 1986.

We are requesting that, as our Acting Agent, you complete Section 2 of the Form I-9 "Section 2. Employer Review and Verification." Verify that the employee has completed Section 1 of the Form I-9 prior to your completing Section 2. The employee is required to present to you a suitable set of identification documents as set out on the "List of Acceptable Documents" page.

The employee may present either:

1. Any one document from List A, **or**
2. Two documents, one from List B (identity) (**must have a photo**) **AND** one from List C (work authorization).

Then please complete Section 2 as follows:

1. Write in the employee's Last Name, First Name, Middle Initial at the top of Section 2.
2. Verify original and current documents.
3. There are spaces indicating which document (s) were presented to you by the employee and their associated information, including Document Title, Issuing Authority, Document Number and expiration date (if any).

**Please note: View only original, non-expired documents that appear genuine on their face and related to the employee. Faxes, photocopies, scanned documents, and laminated social security cards are unacceptable.**

In addition, we are also requesting that you complete the Certification section of the Form I-9. The employment begin date has been provided to you on the Remote Hire Authorized Representative Notice Form. Please complete the Certification section as follows:

1. Leave the employee's first day of employment BLANK.
2. Sign the Authorized Representative section.
3. Print your name and title in the spaces provided.
4. Employer's Business or Organization Name: 'Central Washington University' or 'CWU'.
5. Employer's Business or Organization Address: 400 E University Way – Ellensburg, WA 98926.
6. Date the form (enter the date that you reviewed the employee's documents).
7. Email or fax the completed form to [hr@cwu.edu](mailto:hr@cwu.edu) or 509-963-1202
8. Mail the original to:  
CWU Human Resources  
400 E University Way  
Ellensburg, WA 98926-7425

Thank you for your willingness to act on behalf of Central Washington University.