



Remote Form I-9 Completion Procedure for Department Supervisor:

When a new employee is not able to physically visit Human Resources on or before the first day of employment, one of the following Form I-9 remote completion procedures should be used:

1. E-mail the new employee the following:
 - a. Remote I-9 Instructions for Employees
 - b. CWU's Instructions for Acting Agent
 - c. A blank copy of the I-9 is located [here](#).
 - d. List of acceptable documents
 - e. Names of contacts at Universities in their area willing to do remote I-9's
To find an Acting Agent to complete Section 2, please contact Human Resources at (509) 963-1202
2. Instruct the employee to complete Section 1 of the Form I-9 **by no later than the close of business on his/her first day of work.**
3. Instruct the new employee to take the Form I-9, his/her letter of offer, and his/her **original** identity/employment eligibility document(s) (as listed on page 9 of the Form I-9) to the reciprocating institution.
 - a. The employee will present his or her **original** identity/employment eligibility document(s) to the institution contact.
 - b. The institution contact will inspect the document(s) and complete Section 2 of the Form I-9. **This must be completed by no later than close of business on the employee's third day of employment.**
 - c. The employee must mail the completed Form I-9 and other new hire paperwork to:
CWU, Human Resources, 400 East University Way, Ellensburg, WA 98926-7425.

Dear (New Employee Name),

Welcome to employment with Central Washington University! We are happy that you have chosen to join our team.

Attached please find the following:

- a. Remote I-9 Instructions for Employees
- b. CWU's Instructions for Acting Agent/Notary

A blank copy of the [Form I-9](#). The I-9 process must be completed within the first three days of employment. Complete Section I of Form I-9 and physically take your offer of employment letter and your **original** documents (as described on page 9 of the Form I-9) to one of the following agents who appear to be located in your geographic area:

The following agents of Central Washington University have been identified and appear to be in your geographic area:

- 1.
- 2.

The agent will inspect your documents and complete the form and return to you. Please return the completed I-9 to CWU Human Resources, 400 E. University Way, Ellensburg, WA 98926-7425.

If you have questions, please do not hesitate to contact CWU's HR Office at 509-963-1202. Again, welcome to CWU!

Sincerely,

Appointing Authority or Supervisor