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 1-9) 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