

Remote I-9 Completion Instructions for Employees

Federal law requires all employees to complete the Employment Eligibility Verification Form I-9 and present original documents to their employer no later than close of business on the third day of employment.

You have been hired to work at a remote or off-site location and/or you are not available to visit HR on campus. This procedure has been established to facilitate this process for employees just like you.

Important! It is imperative that this process be completed as expeditiously as possible. The Form I-9 requirements must be completed by you (Section 1) no later than the close of business on your first day of work, and by the Acting Agent no later than the close of business on your third day of employment.

1. Print:
 - a. A blank **Form I-9**: <https://www.uscis.gov/i-9>
 - b. **Instructions for Form I-9, Employment Eligibility Verification***
 - c. **Print Acting Agent Instructions***
**These must be followed precisely.*
2. Fill out Section 1 of the Form I-9 by no later than the close of business on your first day of work.
3. To find an Acting Agent to complete Section 2, please contact Human Resources at (509) 963-1202. Take the above forms, your letter of offer, and your original identity/employment eligibility document(s) (as listed on the Form I-9, page 8, 9) to the Acting Agent.
4. Present original** identity/eligibility documents (faxes, photocopies, scans documents, and laminated social security cards are not acceptable) to the Acting Agent:
 - a) Any one document from List A, **OR**
 - b) Two documents, one from List B (identity) (**must have a photo**) **AND** one from List C (work authorization).

***Original documents (not necessarily the first document of its kind ever issued, but an actual document issued by the issuing authority) are satisfactory, with the single exception of a certified photocopy of a birth certificate*

5. The Acting Agent will inspect the document(s) and complete Section 2 of the Form I-9.
6. Email or fax the completed form to hr@cwu.edu or 509-963-1733.
7. If you have any questions, please feel free to contact HR at 509-963-1202.
8. Mail the following to

CWU Human Resources
400 East University Way
Ellensburg, WA 98926-7425

- a. Original completed Form I-9
 - b. Photocopies of forms of identification presented to acting agent/notary
- a. *Note: You must mail the original completed forms to Human Resources. Copies will not be accepted. Federal law requires Human Resource Services to retain the original forms.*

More information regarding employment eligibility and the Form I-9 can be found on the U.S. Citizenship and Immigration Services web site at <https://www.uscis.gov/i-9-central>