

Form I-9 Completion for Employees in Remote Locations
Instructions for Employees

The U.S. Citizenship and Immigration Services (USCIS) requires all employees to complete the Form I-9 and present original documents establishing identity and employment eligibility. If you have been hired to work at a remote or off-site location and/or you are not physically available on campus to present the document(s) for inspection, utilize the following procedure.

Important for newly hired employees: It is imperative that this process be completed as expeditiously as possible. The USCIS mandates that Section 1 of the Form I-9 be completed by you no later than the close of business on your first day of work, and Section 2 must be completed by a designated agent no later than the close of business on your second day of work. If employment is for less than 3 days, both Section 1 and Section 2 must be completed by close of business on the employee's first day of work.

1. Your department/central HR office will provide to you the following:
 - Instructions for completion of the Form I-9 for employees in remote locations (this document).
 - A blank copy of the **Form I-9**. You can print the 5-page form using the following link: <http://www.uscis.gov/files/form/i-9.pdf>. (Copy and paste this URL into your browser.)
 - The **Form I-9 Designated Agent Packet**, which includes Instructions for Designated Agents (B), the Designated Agent Form (C), and the University Form I-9 Checklist.
2. Locate a representative in your area, who is willing to complete the Form I-9 as a “designated agent” of the University of Illinois. A personnel officer (such as an HR representative at your former employer or at a local college/university) is preferred; however, the designated agent could also be a notary, attorney, or accountant.
3. Fill out Section 1 of the Form I-9 as indicated below:
 - If you are a newly hired employee, complete Section 1 in its entirety **by no later than the close of business on your first day of work**.
 - If the Form I-9 is being completed for a reverification, enter your name only in Section 1.
4. Take all of the above forms and your original identity/employment eligibility document(s) – from the Lists of Acceptable Documents on page 5 of the Form I-9 – to the designated agent. **This should be completed by no later than the close of business on your second day of work if you are a newly hired employee, or prior to your work expiration date for reverification purposes.** (NOTE: If employment is for less than 3 days, this must be completed by no later than the close of business on your first day of work.)
5. Present your document(s) to the designated agent. You must present unexpired original identity/eligibility documents – photocopies are not acceptable. *Note: Only unexpired 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.*
6. The designated agent will inspect the document(s) and complete the appropriate section(s) of the Form I-9.
7. The designated agent will also complete the bottom portion of the Designated Agent Form.
8. You must pay the designated agent's fee for services.

9. Fax the following documents back to your hiring department or central HR office. **For new employees, this must be completed by the end of the second day of work, unless you are employed for less than 3 days, in which this should be completed by the end of the first day of work.**

- The completed Form I-9,
- A copy (front and back, if applicable) of each of the identity/employment eligibility document(s) that were presented to the designated agent, and
- The completed Designated Agent Form.

10. You must then follow-up the fax by mailing or hand delivering the original forms, with copies of the identity/employment eligibility document(s), to the department or central HR office. Federal law and/or University policy require the University to retain the original Form I-9 and Designated Agent Form, as well as copies of the identity/employment eligibility documents.

More information regarding employment eligibility and the Form I-9 can be found on the U.S. Citizenship and Immigration Services web site at <http://www.uscis.gov/i-9> (copy and paste this url into your browser).