



## Remote Hire I-9 Completion Instructions/Notary Letter

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The United States Citizenship and Immigration Services and Department of Homeland Security require all employees to complete the Employment Eligibility Verification Form I-9 and present original documentation establishing identity and employment eligibility.

*Once you have accepted an offer of employment from Angelo State University, you must complete and sign Section 1 of Form I-9 no later than your first day of employment and Section 2 of Form I-9 must be completed by the university, or an agent working on behalf of the university, within 3 business days of your first day of employment.*

### **Instructions:**

1. Print this instruction sheet, including the attached letter to the notary, Notary Public/Designated Agent Form I-9 Verification Certificate, and the Form I-9, which includes the List of Acceptable Documents.
2. Fill out Section 1 of Form I-9.
3. Take all forms mentioned above and the original documents that you will be using to establish your identity and work authorization to a notary public in your area. ***You must take original documents that are on the List of Acceptable Documents to the notary. Copies will not be accepted.***
4. Once you present the documents to the notary, they will complete Section 2 of Form I-9 and make copies of the identity and work authorization documents that you presented.
5. The notary will also need to complete the Notary Public/Designated Agent Form I-9 Verification Certificate.
6. Mail the completed and signed Form I-9, signed Notary Public/Designated Agent Form I-9 Verification Certificate, and photocopies of the identity and work authorization documents that you presented to:

Angelo State University  
Office of Human Resources  
ASU Station #11009  
San Angelo, TX 76909-1009

If you have any questions or need assistance in the completion of these forms, please contact the Office of Human Resources at 325-942-2168.



To: Notary Public/Designated Agent  
From: Angelo State University Human Resources  
Subject: Form I-9 Completion and Supporting Documentation

Angelo State University is a state-funded institution of higher education located in San Angelo, Texas. Occasionally, we are required to hire remote employees. The Immigration Reform and Control Act (IRCA) and subsequent legislation require all U.S. employers to verify the employment authorization and identity of all employees hired to work after November 6, 1986. To implement the law, employers are required to complete employment eligibility verification forms (Form I-9) for all employees, including U.S. citizens. A copy of the Form I-9 is enclosed in this letter.

**Notary/Designated Agent as Employer's Agent:**

The person presenting the Form I-9 to you is a prospective employee of Angelo State University. Because it is not physically possible for this person to come to our offices in San Angelo, Texas to complete the Form I-9, the United States Customs and Immigration Services (USCIS) allows employers to designate agents, such as you, to carry out their I-9 responsibilities. The law does not allow the employer to carry out I-9 responsibilities by means of documents scanned or faxed by an employee.

**Employee Must Complete Section 1 of Form I-9:**

Our employee must complete Section 1 of Form I-9. The employee's signature holds him/her responsible for the accuracy of the information provided.

**Notary/Designated Agent Must Complete Section 2 of Form I-9:**

The employer, or the designated agent, must review original documents and complete Section 2 of Form I-9. We are asking you to act as our agent and review the document for us to satisfy this requirement.

***Angelo State University is responsible to ensure proper completion of the entire Form I-9.*** Proper documentation establishes both that the employee is authorized to work in the U.S. and that the employee who presents the identity and employment authorization documents in the person to whom it was issued.

The official list of acceptable documents for establishing identity and employment authorization is enclosed with this letter being presented by our prospective employee.

1. You may accept any one List A document, which establishes both identity and employment authorization
2. Or, you may accept one document from List B (establishing identity) and one document from list C (establishing employment authorization).

You should examine the document(s) and accept them if they reasonably appear to be genuine and if they reasonably appear to relate to the person standing before you. Requesting more or different documentation than the minimum necessary to meet this requirement may constitute discrimination and/or document abuse. If the documentation presented by an employee does not reasonably appear to be genuine or relate to the employee who presents them, then you must refuse to accept them, and you must ask for other documentation from the lists of acceptable documents.

**Genuineness of Documents:**

You are not required to be a document expert. In reviewing the genuineness of the documents presented by an employee, employers are held to reasonableness standards.

**Photocopies of Documents Not Acceptable:**

You cannot accept photocopies of identity or employment eligibility documents to fulfill Form I-9 requirements. Only the original documents, meaning the actual document issued by the issuing authority, are satisfactory with the single exception of a certified copy of a birth certificate.

***Please make copies of the documents presented by the employee to be sent with the completed Form I-9, as we retain photocopies with the completed Form I-9 and the supporting documentation.***

**Notary/Designated Agent Must Complete Certification Under Section 2 of Form I-9:**

Angelo State University authorizes you, as our designated agent, to sign and date the certification portion of Section 2. Please also print your full name where indicated. You will note that our Business Name and Address is already pre-filled on the form.

Enclosed you will find all of the necessary forms and instructions. If you have any questions or concerns about completing the Form I-9, please contact our Office of Human Resources at 325-942-2168.

Thank you for your assistance in this matter.

Office of Human Resources  
Angelo State University  
Member, Texas Tech University System  
ASU Station #11009  
San Angelo, TX 76909-1009  
Office: (325) 942-2168 Fax: (325) 942-2156  
[hr@angelo.edu](mailto:hr@angelo.edu)



## Notary Public/Designated Agent Form I-9 Verification Certificate

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On \_\_\_\_\_, in the state of \_\_\_\_\_,  
(Date) (State)  
county of \_\_\_\_\_, \_\_\_\_\_  
(County) (Name of employee)  
personally submitted to me, \_\_\_\_\_, documents related to the  
(Name of Notary Public)  
completion of the Form I-9.

These documents were presented by the above named person and appear to be genuine and relate to this person. Angelo State University will be liable for any violations in connection with the Form I-9 or the verification process.

\_\_\_\_\_  
Notary Public Signature

***Please print your name and address and affix your seal below.***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Instructions

Start Over

Print

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Form fields for Section 1: Last Name, First Name, Middle Initial, Other Last Names Used, Address, Apt. Number, City or Town, State, ZIP Code, Date of Birth, U.S. Social Security Number, Employee's E-mail Address, Employee's Telephone Number.

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

Attestation options: 1. A citizen of the United States, 2. A noncitizen national of the United States, 3. A lawful permanent resident, 4. An alien authorized to work until (expiration date, if applicable). Includes QR code area and document number fields.

Signature of Employee and Today's Date (mm/dd/yyyy)

Preparer and/or Translator Certification (check one): I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator and Today's Date, Last Name, First Name, Address, City or Town, State, ZIP Code.

Click to Finish





Instructions

Start Over

Print

# Employment Eligibility Verification

## Department of Homeland Security

### U.S. Citizenship and Immigration Services

# USCIS

## Form I-9

OMB No. 1615-0047

Expires 08/31/2019

### Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

<b>Employee Info from Section 1</b> ?	Last Name (Family Name) ?	First Name (Given Name) ?	M.I. ?	Citizenship/Immigration Status ?
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title ?		Document Title ?		Document Title ?
Issuing Authority ?		Issuing Authority ?		Issuing Authority ?
Document Number ?		Document Number ?		Document Number ?
Expiration Date (if any)(mm/dd/yyyy) ?		Expiration Date (if any)(mm/dd/yyyy) ?		Expiration Date (if any)(mm/dd/yyyy) ?
Document Title ?		Additional Information ?		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority ?				
Document Number ?				
Expiration Date (if any)(mm/dd/yyyy) ?				
Document Title ?				
Issuing Authority ?				
Document Number ?				
Expiration Date (if any)(mm/dd/yyyy) ?				

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): ? \_\_\_\_\_ (See instructions for exemptions)

Signature of Employer or Authorized Representative ?	Today's Date (mm/dd/yyyy) ?	Title of Employer or Authorized Representative ?		
Last Name of Employer or Authorized Representative ?	First Name of Employer or Authorized Representative ?	Employer's Business or Organization Name ? Angelo State University		
Employer's Business or Organization Address (Street Number and Name) ? 2601 W Ave N		City or Town ? San Angelo	State ? TX	ZIP Code ? 76909

Click to Finish

Section 2 completion in progress.



Instructions

Start Over

Print

**Employment Eligibility Verification**  
**Department of Homeland Security**  
U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 08/31/2019

<b>Employee Name from Section 1:</b>	Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?
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**Section 3. Reverification and Rehires** (To be completed and signed by employer or authorized representative.)

<b>A. New Name (if applicable)</b> ?			<b>B. Date of Rehire (if applicable)</b>
Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?	Date (mm/dd/yyyy) ?

**C.** If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title ?	Document Number ?	Expiration Date (if any) (mm/dd/yyyy) ?
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**I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.**

Signature of Employer or Authorized Representative ?	Today's Date (mm/dd/yyyy) ?	Name of Employer or Authorized Representative ?
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Click to Finish

## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	OR	<b>LIST B</b> <b>Documents that Establish Identity</b>	AND	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> </ol>		<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> </ol>		<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:                (1) NOT VALID FOR EMPLOYMENT                (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION                (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol>
<ol style="list-style-type: none"> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> </ol>		<ol style="list-style-type: none"> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> </ol>		<ol style="list-style-type: none"> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> </ol>
<ol style="list-style-type: none"> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> </ol>		<ol style="list-style-type: none"> <li>3. School ID card with a photograph</li> </ol>		<ol style="list-style-type: none"> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> </ol>
<ol style="list-style-type: none"> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> </ol>		<ol style="list-style-type: none"> <li>4. Voter's registration card</li> </ol>		<ol style="list-style-type: none"> <li>4. Native American tribal document</li> </ol>
<ol style="list-style-type: none"> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> </ol>		<ol style="list-style-type: none"> <li>5. U.S. Military card or draft record</li> </ol>		<ol style="list-style-type: none"> <li>5. U.S. Citizen ID Card (Form I-197)</li> </ol>
<ol style="list-style-type: none"> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>		<ol style="list-style-type: none"> <li>6. Military dependent's ID card</li> </ol>		<ol style="list-style-type: none"> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> </ol>
		<p><b>For persons under age 18 who are unable to present a document listed above:</b></p>		<ol style="list-style-type: none"> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>
		<ol style="list-style-type: none"> <li>7. U.S. Coast Guard Merchant Mariner Card</li> </ol>		
		<ol style="list-style-type: none"> <li>8. Native American tribal document</li> </ol>		
		<ol style="list-style-type: none"> <li>9. Driver's license issued by a Canadian government authority</li> </ol>		
		<ol style="list-style-type: none"> <li>10. School record or report card</li> </ol>		
		<ol style="list-style-type: none"> <li>11. Clinic, doctor, or hospital record</li> </ol>		
		<ol style="list-style-type: none"> <li>12. Day-care or nursery school record</li> </ol>		

**Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**