Process for completing an I-9 at a remote location

Instructions for Employee – Section #1
1. As a new employee you will complete Section #1 (the online paperwork) by the first day of employment, either before visiting a designated representative or in the presence of the designated representative (ex. Notary). You will need to take the Form I-9 and your chosen document(s) from the “List of Acceptable Documents” to the designated representative to complete Section #2 of the I-9 form.

2. When you visit the designated representative, please provide them with our instructions for completing Section #2 (see below)

3. Once complete, please send us the completed form and a copy of the document(s) you presented to the designated representative. You may choose to scan and email the form and documents, or send via postal mail. The email address is jobs@uc.edu; postal mail address is University of Cincinnati Human Resources

   51 Goodman Dr., University Hall Suite 340

   Cincinnati, OH 45221-0039

Instructions for Designated Representative – Section #2
Dear Designated Representative, thank you for completing Section #2 of the I-9 Employment Authorization form on behalf of the University of Cincinnati. Please follow these steps to complete the form accurately and completely.

1. The UC employee will present to you the Form I-9 with Section #1 already completed, or they may complete Section #1 in your presence.

2. Please complete Section #2 on the second page of the form. Under the ‘Certification’ header at the bottom of Section #2, please sign, date, put your title and then print and sign your last and first name. **DO NOT** fill in the Employer’s Business Name, Address, City, State and zip code – that is our employer information and will be completed upon receipt.

3. Examine the documents presented by the employee from either List A or List B and C. **Please note:** The documents presented must be the original documents. You cannot accept a picture, photocopy, video, etc. of the List A or List B and C documents. If the employee does not have the original document(s), they will need to return with them to complete the form.

4. Please fill in the required information (document information) and make a legible copy of the documents that were presented to you.

5. **Notary Publics:** Please do not stamp the Form I-9 with your seal. You are completing Section #2 on behalf of the University of Cincinnati and acting as one of our authorized representatives, not as a notary.