

LAFAYETTE COLLEGE

Office of Human Resources

Easton, Pennsylvania 18042 • TEL 610-330-5060 • FAX 610-330-5720 • www.lafayette.edu

INSTRUCTIONS FOR LAFAYETTE COLLEGE EMPLOYEES USING AN AGENT TO COMPLETE THE I-9 FORM

If you are not physically available to present for inspection to Lafayette College's Office of Human Resources Department, the required identity and employment authorization document(s) within the federally mandated time frames, you must follow the process described below. Please follow these instructions carefully to ensure you are in compliance. Please note: The law states we must have the original form on file by the 3rd day of starting work.

STEP 1: Download the I-9 Form by going to the Lafayette College website, Human Resource, select Employment and then New Employees. Be sure to print the entire form including the instructions.

<http://hr.lafayette.edu/employment/new-employees/>

STEP 2: Take the I-9 Form and your offer letter to the Authorized Agent* and complete Section 1.

STEP 3: Present your original identification documents to the Authorized Agent.

STEP 4: The agent will examine your documents to ensure that you have presented either:

- One document from list "A" or
- One document from list "B" and one document from list "C" (the lists appear on the back of the I-9).

STEP 5: The agent must record the documents in Section 2 of the I-9 form.

STEP 6: The agent must enter the month/day/year of the employees first work day in the certification section of the I-9 form (refer to your offer letter).

STEP 7: The agent must sign and date the I-9 form.

STEP 8: The agent must review Sections 1 and 2 of the I-9 form to ensure all information is completed.

STEP 9: If using a Notary Public the Notary must complete the Notarization Form.

STEP 10: You should return all pages of the original I-9 form and the signed Agent Authorization Form to the Office of Human Resources (Lafayette College, Human Resources, 12 Markle Hall, Easton, PA 18042).

If the I-9 is incomplete, it will be returned to you and you may not be able to begin work. If you have any questions, please call the Office of Human Resources at (610) 330-5060 for assistance.

*The Citizenship and Immigration Services allow companies to appoint professionals as their agents to complete the I-9 form. The following is an excerpt from the federal regulations regarding Remote Hires which can be accessed at <http://www.uscis.gov/graphics/howdoi/faqeev.htm>:

It is not unusual for a U.S. employer to hire a new employee who doesn't physically come to that employer's offices to complete paperwork. In such cases, employers may designate agents to carry out their I-9 responsibilities. Agents may include notaries public, accountants, attorneys, personnel officers, foremen, etc. An employer should choose an agent cautiously, since it will be held responsible for the actions of that agent. **Note:** Employers should not carry out I-9 responsibilities by means of documents faxed by a new employee or through identifying numbers appearing on acceptable documents. The employer **must review original documents**. Likewise, Forms I-9 should not be mailed to a new employee to complete Section 2 himself or herself.

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INSTRUCTIONS FOR USING AN AUTHORIZED AGENT

Instructions for Using a Notary Public:

1. Take your forms and your original identity/employment eligibility document(s) (as listed on page 3 of the Form I-9) to a Notary Public. Present your original identity/employment eligibility document(s) to the Notary Public.
2. The Notary Public will inspect the document(s), complete Section 2 of the Form I-9, complete the Notarization Form and affix the notary seal on the Notarization Form along with copies of the original document(s) that the Notary Public viewed. This must be completed by no later than close of business on the your third day of employment.

Instructions for Using a College or University Representative:

1. Take your forms and original identity/employment eligibility document(s) (as listed on page 3 of the Form I-9) to a nearby college or university. Present your original identity/employment eligibility document(s) to the representative.
2. The representative will inspect the document(s) and complete Section 2 and Certification Section. This must be completed by no later than close of business on your third day of employment.