

[Image] Diversity University INS I-9 Form Package

## Instructions to the Employee

The Immigration and Naturalization Services (INS) requires all U.S. employers to verify that their employees are permitted to work in the U.S. Through the Immigration Reform and Control Act of 1986, the federal government imposes serious penalties on employers that don't conform to these regulations. Any employee staff member who receives remuneration, including non-monetary forms, is required to have a completed INS I-9 form on record with their employer. The I-9 form specifies exactly which documents are acceptable for demonstrating both the identity of the person presenting them and that the person is entitled to work in the U.S. An example of a document serving both purposes is a U.S. passport. Alternatively, a photo ID that demonstrates the person's identity (such as a driver's license), can be presented with along with a document showing entitlement to work in the U.S. (such as an original birth certificate or certified copy).

One aspect of the regulations is that the employer or a representative of the employer must personally inspect the documentation presented by a new employee. This is obviously a complication for Diversity University, since our staff are scattered widely, and most of them either never or rarely meet in person. Accordingly, a local representative for DU must be sought, and we have chosen to use a state-chartered notary public to serve this role. A notary public is a person licensed by the state to make specific legal statements regarding what she or he has witnessed, including witnessing the presentation of identifying documentation. Most people have free or low-cost access to a registered notary public through their school or bank, and also many legal firms provide this service.

At this time, Diversity University is unable to reimburse you for fees charged for notary public services, if any are incurred. We suggest you contact your bank or place of business to find out if free notary public services are available.

The procedure for satisfying the legal requirements of the INS I-9 form are as follows:

1. Obtain a copy of the DU I-9 Form Package, which you probably received along with this letter. It should include instructions to the employee (this text), a sample "Letter to the DU Representative," the I-9 Form itself (two pages in PDF or Postscript format), and an official INS instructions sheet for the I-9 Form (one page in PDF or Postscript format). You will probably obtain or be given these in electronic format and will need to print them out. The Postscript (.ps) format file can be sent directly to any Postscript-compatible printer. Note that the free Adobe Acrobat Reader ([www.adobe.com](http://www.adobe.com)) software is required to display and print PDF format texts. Any laser printer (preferred) or high-quality ink jet printer (resolution of 300x300 dpi or better) is acceptable. Although you should fill out the "employee" part of the form, **DO NOT SIGN IT UNTIL YOU ARE IN THE PRESENCE OF A NOTARY AS DESCRIBED BELOW.**
2. Contact the appropriate office in your school or bank (or your lawyer), and get the name, phone number, and fax number of an accessible notary public. Contact this person and explain that you are being hired by an out-of-state company that needs a local representative to witness documentation for an federal I-9 "Employment Eligibility Verification" form, that confirms you are entitled to work in the U.S. Explain that she or he will be asked to sign the I-9 form as the company representative. If the notary public has not performed this task before, she or he should be offered the I-9 form and associated instruction sheet to read in advance. Tell the person that

they will be sent a fax from Diversity University detailing what is needed.

3. Inform your DU supervisor or manager of the notary public's name, phone number, fax number, state of registration (usually the employee's state of residence), and work affiliation (school name and department or office, bank name, legal firm, etc.). The notary public will be faxed a statement from DU describing the legal certification that will be required, and giving your name and official starting employment date (the "Letter to the DU Representative").
4. Carefully read the list of acceptable documents on the second page of the I-9 form. Note that you must prove both your identity (with a photo ID) and also your right to work in the U.S. Some documents prove both (such as a passport), but if you don't have one of these, you must provide two documents, one proving your identity and another proving your right to work in the U.S. ONLY DOCUMENTS SPECIFICALLY LISTED ON THE I-9 FORMS AS ACCEPTABLE MAY BE USED.
5. Bring acceptable documents for the I-9 Form list to the notary public, and also the I-9 form and instructions if you didn't send them in advance. Also bring photocopies of each of your identification documents, which the notary public can send to DU along with the completed I-9 form.
6. The notary public will examine your documents to confirm that they appear to be genuine and belong to you. The notary will witness your signing the "employee" section of the I-9 Form.
7. The notary public must complete Section 2 on the I-9 Form, "Employer Review and Verification." This includes listing the documents you presented for identification and entitlement to work, the date you began as a DU employee, and contact information for the notary public.
8. If the notary public uses a seal, she or he should impress the photocopies of the documents you presented with the seal, indicating she or he witnessed the original versions and that these are true copies.
9. The notary public must also prepare a letter to DU accepting the role of representative, and providing information regarding her or his certification as a notary public. Examples of such statements are provided in the "Letter to the DU Representative," which the person can simply copy onto her or his own letterhead.
10. The notary public should then mail Diversity University: (1) the letter accepting the role of representative and describing her or his notary public certification, (2) the completed and signed I-9 Form, (3) photocopies of the documents you presented.
11. Inform your DU supervisor or manager when the I-9 Form and associated documents have been completed and mailed.
12. When the I-9 Form is received, DU will confirm that the notary public is registered with the state, and may phone the person if the registration information differs from that on record with the state.

The completes the requirements for satisfying INS regulations. Should any of the documents you presented have an expiration date (e.g. a temporary work visa), you will need to repeat the I-9 application process when that document expires. Otherwise, the completed I-9 form will be valid for the term of your employment with Diversity University.

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Last modified 10Dec97