



FORM I-9 INSTRUCTIONS FOR EMPLOYEE – REMOTE HIRE

Federal Form I-9 regulations require an employer confirm each employee’s identity and employment authorization to work in the United States.

Because you are being hired from a remote location that is not near Indiana State University campus we suggest that you go to the Human Resources Office of the nearest college, university or school corporation to obtain their help in completing the Form I-9. If you do not have a nearby college, university, or school corporation please request the assistance of a Notary Public. They will become our Authorized Representative in completing the I-9 Employment Eligibility Verification form.

As our Authorized Representative they will need to examine unexpired original identity/employment authorization documentation you present to them and they will complete Section 2 of the Form I-9.

The government requires that we provide you the 3 page I-9 document, as well as the 15 pages of I-9 document instructions from USCIS. You can find the 15 pages of instructions by clicking the link *Instructions* located at the top of the printable I-9 document. Below are simplified step-by-step instructions to help you complete Section 1. The Authorized Representative will complete Section 2 and review the accuracy of Section 1. We are providing a second set of simplified step-by-step instructions and examples you will need to give to the Authorized Representative.

You must present to the Authorized Representative document(s) of your choice. Page 3 of the I-9 document lists the identity and employment authorization documents that are acceptable by USCIS. You must present either 1 document from List A **-OR-** 1 document from List B (identity) **and** 1 document from List C (employment authorization). These documents **MUST BE ORIGINAL** documents or if you choose to use a birth certificate, if it isn’t an original, it must be a certified copy with a raised seal. Very Important: The documents **CANNOT BE EXPIRED**.

1. You will complete Section 1 (page 1), sign and date the form.
 - If any boxes at the top of the form are left blank please write “NA” in the blank box indicating it does not apply to you.
 - You must have a Social Security (SS) number. If you do not have a SS number assigned, you must apply for a SS Card and provide ISU with a copy of the receipt from the Social Security Office. You have 90 days to receive your SS Card and provide ISU with the SS number so we can complete the I-9 process and E-Verify. Note: You are allowed to work temporarily while you wait to receive your new SS Card.
 - Make sure to complete the *Preparer and/or Translator Certification* section on the bottom of page 1 by checking one of the two boxes provided. If you completed Section 1 without a preparer or translator, you will leave the information below the shaded area blank. If a preparer or translator did assist you in completing Section 1, please have that individual complete the information below the shaded area.
 - A few things to know: Other Last Names Used is for a legal name such as a woman’s maiden name and prior married name(s) if applicable. The first and last name written on the Form I-9 must match the ID(s) provided. A PO Box cannot be used for the address. Occasionally people will write their birth date instead of the date signed on the signature line. Corrections to anything should be with a single line and corrections initialed and dated. Never use white out or scribble out incorrect information.
2. The Authorized Representative you select will complete Section 2 (page 2).

3. You must provide the Authorized Representative with your anticipated first day of employment.
4. You are responsible for mailing ISU pages 1 and 2 of the Form I-9 along with a legible copy of front and back sides of identity/work authorization document(s), and a Notary certification page (if applicable). Mail all items to:

Indiana State University
Human Resources
210 N 7th Street, Rankin Hall #300
Terre Haute, IN 47809

5. Please double check the accuracy of the Form I-9 documents before mailing them to us ensuring both pages have been completed per the instructions provided.

Should you have questions, please do not hesitate to contact us at 812-237-4114.

Thank you for your assistance.