

## REMOTE HIRE AUTHORIZED AGENT NOTICE INSTRUCTIONS

### Instructions for the Authorized Agent Regarding Form I-9

The University of Tennessee is authorizing you to act as our representative to examine the identification and work eligibility papers for a new UT employee. Because the U.S. Citizenship and Immigration Services (USCIS) requires us to verify the right of our employees to work in the United States, we are asking you to serve as our representative in this matter by examining the person's paperwork for us and signing the attached USCIS Form I-9 as our agent.

Please find attached the Form I-9, the Form I-9 instructions and the Remote Hire Authorized Agent Notice Form. Verify that the employee has completed Section 1 of the Form I-9 prior to completing Section 2. The employee must present to you a suitable set of identification papers as given on the "List of Acceptable Documents" page. The employee can present either:

1. Any one document from List A **or**
2. Two documents, one from List B (identity) **and** one from List C (work eligibility)

**Note:** The List B document **must** be a photo ID.

We need you (our representative) to complete "**Section 2. Employer Review and Verification**". There are spaces indicating which document(s) were presented to you and their associated information. This includes the Document Title, Issuing Authority, Document Number and expiration date (if any).

**Note: View only original non-expired documents. Faxes, photocopies, scanned documents, and laminated social security cards are unacceptable.**

We also need you to complete the Certification section of the I-9 Form. The employment begin date has been provided to you on the Remote Hire Authorized Agent Notice Form. Please complete the certification section as follows:

1. Enter the employee's date of hire (as indicated on the Remote Hire Authorized Agent Notice Form)
2. Sign the Authorized Representative section
3. Print your name, title and address in the spaces provided
4. Date the form (enter the date you reviewed the employee's documents)

If you are a notary, place the notary seal on the Remote Hire Notice form or attach a notary certificate to these documents.