Remote Hire Instructions - Please read in full and provide these to the Authorized Representative who will be assisting you in completion of the Form I-9.

Remote Form I-9 processing is for employees who will be working from a remote location (will not be physically working on a NCSSM campus) and/or who are unable to come to a NCSSM campus location to complete their I-9 and have their documents verified.

The U.S. Citizenship and Immigration Services (USCIS) requires that:

- **employees** complete Section 1 of the Form I-9, Employment Eligibility Verification, to establish identity and employment eligibility on or before their date of hire, and,
- the employer's **Authorized Representative** verifies the new hire's documents.

NCSSM hiring department and/or HR will provide to the new hire:

- link to the Form I-9 or PDF of Form I-9.
- link to USCIS Form I-9 instructions or PDF of Form I-9.
- details on how to return the new hire documents **prior** to the proposed start date.

**Remote Hire - Form I-9 Employee Instructions**

New hires are required to complete Section 1 of their Form I-9 on or before their date of hire and have their documents (proving identity and work authorization) verified by a NCSSM authorized representative.

**If you are near a NCSM campus**, you must visit our campus to complete your Form I-9 and have your documents verified by a NCSSM representative.

**If you are not near one of our locations**, you may visit one of our constituent institutions for Form I-9 verification. If this is needed, please email hr@ncssm.edu so we may assist with this request. Alternatively, if a constituent institution is not located in proximity, you may utilize a designated authorized agent of NCSSM as follows.

- SECU - or other banking institution
- A Notary Public - when a notary public is acting as a remote agent or authorized representative of NCSSM, they are not to use their notary seal on the Form I-9
- HR professionals at nearby organizations
- Local librarians
- Attorneys or accountants
- State workforce agency staff

If the authorized agent has questions, ask them to contact NCSSM HR at hr@ncssm.edu or your hiring department representative.

Print the Form I-9 and Instructions provided to you by the hiring department representative.

1. Review the Instructions and List of Acceptable Documents.
2. Complete Section 1 of the form. Please note that this section has specific requirements per USCIS and all Employee Information fields must be completed in full.
a. If a field does not apply to you (i.e., Middle Initial, Other Last Names Used and Apt. Number) or you choose not to supply an optional field (i.e., E-mail Address and Telephone Number), enter N/A in those fields. See the instructions for additional information.
b. Use your legal name as listed on your social security card.
c. The social security field is a required field since NCSSM participates in E-Verify.

3. Check the appropriate box indicating your citizenship/immigration status and complete other required information for that status, if applicable.
4. Make sure you sign and date the form with the current date.
5. The employee must verify whether a Preparer and/or Translator assisted them in filling out the form by checking the appropriate box in the section under the signature field.
6. It is imperative that these instructions are followed as directed. Failure to do so may affect your eligibility for employment at NCSSM.
7. Choose which documents you will present to the Authorized Representative for verification of your identity and employment authorization. Note: One document from List A or one document from each List B and List C must be provided. List B documents must contain a photograph. Since NCSSM participates in E-Verify. All documents must be originals and unexpired.

**Instructions to the Authorized Representative**

The U.S. Citizenship and Immigration Services (USCIS) requires employers to verify the eligibility of employees to work in the U.S. We are asking you to serve as our authorized representative in this regard by examining the individual’s documents for us and then completing and signing the USCIS Employment Eligibility Verification Form I-9.

In addition to these instructions and the NCSSM Remote I-9 Completion Form, the employee should provide you with the I-9 form with instructions. Verify that the employee has fully completed, signed, and dated Section 1 of the I-9 prior to your completing Section 2 and the Certification section. The employee must present to you suitable identity and employment authorization document(s) from the “List of Acceptable Documents” page.

1. The first section that you (serving as our representative) need to complete is “Section 2. Employer or Authorized Representative Review and Verification.” You must physically examine each original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. In the spaces provided, please record the document title, issuing authority, document number, and expiration date (if any). **Note:** Only unexpired, original documents are acceptable, except that an employee may present a certified copy of a birth certificate. Faxes, photocopies, and laminated social security cards are unacceptable.
2. We also need you to complete the “Certification” section of the I-9 Form, as follows:
   a. Enter the employee’s first day of employment (provided on the Remote I-9 Completion Form)
   b. Sign the Authorized Representative section
   c. Date the form
d. Enter your Title, your Last Name and First Name

e. Enter the Employer’s Business Name and Employer’s Business Address as provided on the Remote I-9 Completion Form

3. Please also complete the Authorized Representative Information on the Remote I-9 Completion Form.

4. Make copies of the documents that were presented to you for examination. Give the copies to the employee, who should return them with their completed I-9 Form.

If you have any questions, feel free to contact NCSSM HR at hr@ncssm.edu.

Thank you for your assistance in this matter.
**REMOTE I-9 COMPLETION FORM**

THIS FORM MUST BE COMPLETED BY THE HIRING DEPARTMENT or HR AND PROVIDED TO THE EMPLOYEE. THE EMPLOYEE IS TO PROVIDE THIS FORM TO THE AUTHORIZED REPRESENTATIVE AT THE TIME THE I-9 FORM IS COMPLETED.

**EMPLOYEE INFORMATION**

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Initial:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Employee’s First Day of Employment (for I-9):

**EMPLOYEE’S HIRING DEPARTMENT CONTACT INFORMATION**

<table>
<thead>
<tr>
<th>Contact Name:</th>
<th>Contact Phone #:</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

Contact Email Address: 

Business Name: 

Business Address (for I-9): 

Business City, State, Zip (for I-9): 

**NOTE TO AUTHORIZED REPRESENTATIVE:**

Enter the employee’s first day of employment, as shown above, in the certification section of the I-9 form. Complete the information below and, if you are a notary public, place notary seal in this section or attach notary certificate. In addition, please provide to the employee copies of the identity and employment authorization document(s) to include with the I-9 form.

**AUTHORIZED REPRESENTATIVE INFORMATION**

<table>
<thead>
<tr>
<th>FULL NAME:</th>
<th>Email Address:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

CONTACT PHONE: __________________________

STATE OF AUTHORITY (FOR NOTARIES): __________________________
Form I-9 (Employment Eligibility Verification) Remote Hire Processing

Section 2. Employer or Authorized Representative Review and Verification

Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents."

<table>
<thead>
<tr>
<th>Employee Info from Section 1</th>
<th>List A</th>
<th>OR</th>
<th>List B</th>
<th>AND</th>
<th>List C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last Name (Family Name)</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Name (Given Name)</td>
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<td></td>
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<tr>
<td>M.I.</td>
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<tr>
<td>Citizenship/Immigration Status</td>
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</tr>
</tbody>
</table>

List A

- Document Title
- Issuing Authority
- Document Number
- Expiration Date (if any) (mm/dd/yyyy)

List B

- Document Title
- Issuing Authority
- Document Number
- Expiration Date (if any) (mm/dd/yyyy)

List C

- Document Title
- Issuing Authority
- Document Number
- Expiration Date (if any) (mm/dd/yyyy)

List A OR List B AND List C

- Document Title
- Issuing Authority
- Document Number
- Expiration Date (if any) (mm/dd/yyyy)

Additional Information

Notary/Authorized Rep should include either a business card with the I-9 or provide their name, address, phone #, and email address on a separate sheet of paper.

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): Leave Blank (See instructions for exemptions)

Notary/Authorized Rep's Signature

Date Signed

Title of Employer or Authorized Representative

Authorized Representative

Employer's Business or Organization Address (Street Number and Name)

City or Town

State

ZIP Code

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)

Last Name (Family Name)

First Name (Given Name)

Middle Initial

Date (mm/dd/yyyy)

B. Date of Rehire (if applicable)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title

Document Number

Expiration Date (if any) (mm/dd/yyyy)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documents, the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy)

Name of Employer or Authorized Representative

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Revised 01/27/2022