



REMOTE I-9 FORM COMPLETION INSTRUCTIONS

This process should be used only when an I-9 form cannot be completed in person at any time between acceptance of the job offer and the start of employment.

AUTHORIZED REPRESENTATIVES: When this process must be used a human resource officer or other administrator at the new hire's current employer or affiliated institution may act as the Arkansas State University - Mountain Home's agent to complete the I-9.

Throughout these instructions this agent will be referred to as the Authorized Representative.

INSTRUCTIONS TO THE EMPLOYEE:

1. You must complete Section 1 of the [I-9 Form](#) as soon as possible to ensure **completion by your first day of employment** with Arkansas State University - Mountain Home (as indicated on the Remote I-9 Completion Form). Please complete Section 1 electronically before printing it to ensure accuracy.
2. Take the following documents to an Authorized Representative (see above) for completion of Section 2 of the I-9 Form.
 - The three documents listed above (I-9 Form with Section 1 completed and I-9 instructions, these instructions, and the Remote I-9 Completion Form); and
 - Your identity and employment authorization document(s) (as listed on the "Lists of Acceptable Documents" of the Form I-9). NOTE: You must supply either: (i) one document from List A OR (ii) one document from List B and one document from List C. You must present unexpired **original**(s) of the document(s); no photocopies are accepted, but certified copies of birth certificates are acceptable.
3. Secure email or FedEx the completed I-9 Form, the Remote I-9 Completion Form and a **color** copy of your identity and employment authorization document(s) (provided to you by the Authorized Representative) to ASUMH Human Resources at the address listed on the Remote I-9 Completion Form.



INSTRUCTIONS TO THE AUTHORIZED REPRESENTATIVE:

We are asking you to act as the Arkansas State University - Mountain Home's representative to examine the identity and employment authorization document(s) for a new employee. 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 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. If you have any questions or concerns regarding the completion of this form, please contact the department contact listed on the attached Remote I-9 Completion Form.

In addition to these instructions and the 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 we need you (as our representative) 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:** Generally, 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:
 - Enter the employee's first day of employment (provided on the Remote I-9 Completion Form)
 - Sign the Authorized Representative section
 - Date the form
 - Enter your Title, your Last Name and First Name
 - Enter "Arkansas State University - Mountain Home" for the Employer's Business Name
 - Enter the Employer's Business Address 1600 S College St, Mountain Home, AR 72653
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 attach them to the completed I-9 Form.



REMOTE I-9 COMPLETION FORM

THE EMPLOYEE IS TO PROVIDE THIS FORM TO THE AUTHORIZED REPRESENTATIVE AT THE TIME THE I-9 FORM IS COMPLETED.

EMPLOYEE INFORMATION

Last Name:	First Name:	Middle Initial:
Employee's First Day of Employment (for I-9):		

ASUMH HUMAN RESOURCES CONTACT INFORMATION

Lindsey Powers, HR Administrative Specialist

Phone: 870-508-6204

Email Address: HR@asumh.edu

Business Address (for I-9):

1600 South College Street

Mountain Home, AR 72653

NOTE TO AUTHORIZED REPRESENTATIVE:

You must 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 please provide to the employee copies of the identity and employment authorization document(s) to include with the I-9 form.

AUTHORIZED REPRESENTATIVE INFORMATION

FULL NAME: _____

ADDRESS: _____

CONTACT PHONE: _____

STATE OF AUTHORITY: _____