



Florida International University

REMOTE HIRE PROCESS

Social Security

An original Social Security Card **MUST** be presented to the Division of Human Resources or a notarized copy may be attached.

Employment Eligibility Verification (Form I-9)

The U.S. Citizenship and Immigration Service requires all employees to complete the Form I-9, Employment Eligibility Verification, to establish identity and employment eligibility. Many of the faculty hired by Florida International University work at remote locations and are not able to present original documents to an employer representative. In these cases, we request the assistance of a notary public for the completion of the employer's section (Section 2) of the Form I-9 on our behalf.

It is imperative that these instructions be completed as directed. Failure to complete the form as stated below will cause the teaching contract to be rescinded.

Section 1: Completed by the Employee

Employers are not allowed to correct any information in this section so it is very important that it be completed accurately.

1. Enter your full legal name and, for females, your maiden name. Be sure your name is in the order specified on the form.
2. Enter your current address and date of birth. Your physical address must be given; post office boxes are not acceptable.
3. Enter your city, state, ZIP Code, and Social Security number. Your Social Security number is required since FIU is an E-Verify employer.
4. Read warning and attest to your citizenship or immigration status. Check only one box. If applicable to your status, please give your card number and expiration date.
5. Sign and date the form in the presence of the notary.

Department of Homeland Security
U.S. Citizenship and Immigration Services

OMB No. 1615-0047; Expires 08/31/12
Form I-9, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

1	Print Name: Last Doe	First Jane	Middle Initial A	Maiden Name Jones	1
2	Address (Street Name and Number) 123 Main Street		Apt. # 15	Date of Birth (month/day/year) 12/06/1952	2
3	City Washington	State DC	Zip Code 20011	Social Security # 000-00-0000	3

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) _____
- An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year)

5	Employee's Signature	Date (month/day/year)	4
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Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under

Employers cannot specify which document(s) to present to establish identity and employment authorization.

- The list of acceptable documents to support employment eligibility can be found on page 5 in the I-9 form instructions. Since FIU is an E-Verify employer, if a document from List B is used, it must have a photo of the employee.
- **The supporting documents must be unexpired, signed originals. The only exception is a certified copy of a birth certificate.**
- Include a photocopy of the front **and** back (as applicable) of the supporting document(s) when returning the original form to FIU.
- The I-9 form and copies of the supporting document(s) must be returned via mail. Fax or e-mail is not acceptable.

Section 2: Completed by the Notary

The notary is acting on FIU’s behalf and is stating that he/she has “examined the document(s) presented... the above-listed document(s) appear to be genuine.” You must examine the document(s), and if they reasonably appear on their face to be genuine and to relate to the person presenting them, you must accept them. If the document(s) do not reasonably appear on their face to be genuine or to relate to the person presenting them, you must not accept them.

- Section 2 must be completed in its entirety to be acceptable as verification of employment eligibility. Exception: employment date.
- The employee can present either:
 - Any one document from List A **OR**
 - Two documents, one from List B (identity) **AND** one from List C (eligibility). Since FIU is an E-Verify employer, if a document from List B is used, it must have a photo of the employee.

- The list of acceptable documents to support employment eligibility can be found on page 5 in the I-9 form instructions.
- View the **unexpired, signed, original** document(s) the employee presents. The only exception is a certified copy of a birth certificate.
- 1. Record document title(s), issuing authority, document number, and the expiration date from original document(s) supplied by employee. All documents do have all of this information with the exception that List C documents may not have an expiration date. **NOTE:** You may use abbreviations for commonly used documents, e.g., DL for driver’s license and SS for Social Security.
- 2. Attest to examining the documents provided by filling out the signature block and adding notary stamp/seal.
- Omit the employment date. The HR Manager will fill it in to make sure it is correct.

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

	List A	OR	List B	AND	List C
Document title:	PASSPORT				
Issuing authority:	USA				
Document #:	12345678				
Expiration Date (if any):	10-20-2015				
Document #:					
Expiration Date (if any):					

leave blank

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that ~~the above-listed document(s)~~ appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Jane Notary	JANE NOTARY	NOTARY SEAL
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)
THE NOTARY STORE, 123 MAIN ST, ANYTOWN, ST 01234		9-15-09

Section 3. Updating and Reverification (To be completed and signed by employer.)
A. New Name (if applicable) | B. Date of Rehire (month/day/year) (if applicable)