Form I-9 Completion
Instructions for Notary Public or Other Authorized Form I-9 Representative

The Immigration Reform and Control Act of 1986 requires employers to verify new employees’ identity and eligibility to work in the U.S. In cases where new employees are located remotely and are not able to present their original documents in person in order to complete Form I-9 requirements directly with the University of Northern Iowa (UNI) no later than their third day of employment, other individuals are needed to serve as authorized Form I-9 representatives on behalf of UNI. If you are being presented with these instructions, you are being asked to examine original documents and complete Form I-9 requirements for a new UNI employee. Acceptable Form I-9 representatives would include Notary Publics, College & University Personnel Association (CUPA-HR) reciprocal Form I-9 processing consortium members, Licensed Attorneys, temporary staffing agency employees or others employed in a human resources related capacity. Friends or family members of the new employee may not assist with Form I-9 completion.

Steps to complete Form I-9 requirements:

Step 1: The new employee must electronically complete Section 1 of Form I-9 in UNI’s electronic Form I-9 system at https://secure.i9.talx.com/FormI9/Section1/LoginCaptcha.ascx?Employer=17853 by no later than the close of business on their first day of work. The new employee must record the receipt code the electronic Form I-9 system generates upon completion of Section 1. The new employee must provide to you:

- The receipt code they receive upon completion of Section 1 of their Form I-9
- A copy of their signed offer letter for you to view so that you can verify their date of hire
- Original identity/employment eligibility documents (one document from list A OR two documents, one from list B (identity) and one from List C (eligibility). See https://www.uscis.gov/i-9-central/acceptable-documents for a full list of acceptable documents

Step 2: The new employee must contact UNI Human Resource Services (HRS) at (319) 273-2422 with your contact information. UNI will contact you directly to confirm your identity and to provide you with one-time access to UNI’s electronic Form I-9 system. If the employee has not provided you with their receipt code, UNI HRS can provide this to you. You will not be able to access the new employee’s I-9 without this receipt code.

Step 3: Once the one-time access credentials to UNI’s electronic I-9 system has been provided to you, go to http://www.i9express.com. The section that we need you to complete as our representative is “Section 2 - Employer Review Verification”.

- In the ‘Employer Name or Code’ field, enter 17853
- Enter the User ID and PIN provided to you by UNI HRS
- Enter the unique receipt code provided to you by the new employee or UNI HRS
- Verify the date of hire the new employee indicated in Section 1 of their Form I-9 against the date indicated in the offer letter. If there is any question about the date of hire, leave the date the new employee indicated. UNI will have the ability to update this later if needed.
- View the new employee’s identity/employment eligibility document(s) as indicated in the link in Step 1 above and complete section 2 of the Form I-9. You may only view only original documents; faxes, photocopies, and laminated social security cards are unacceptable documents. For more questions on examining documents, please visit https://www.uscis.gov/i-9-central/acceptable-documents/examining-documents.
• Only if the ‘location code’ in section 1 of the Form I-9 is “Camp Adventure”, “CSBR”, “Iowa Waste Reduction Center”, “Metal Casting Center”, or “National Program for Playground Safety”, attach a copy of the document(s) the new employee presented only if they provided a U.S. Passport, I-551/Permanent Resident Card, or I-766/Employment Authorization Card. This is necessary as UNI will need to participate in E-verify as they work for a department that has federal contracts that require participation in E-verify.

• If you are a Notary Public, you may also attach a document containing your notary seal if you would like. Go to https://hrs.uni.edu/sites/default/files/documents/i-9_notary_form.pdf for an optional I-9 Notary template.

If you have questions about this process or these instructions, please contact UNI HRS at (319) 273-2422.

Thank you for your assistance.