Form I-9 Completion
Instructions for Notary Public

Completion of Form I-9

We are asking you to act as our representative to examine the employment identification papers for a new University of Northern Iowa employee. Because U.S. Citizenship and Immigration Services (USCIS) requires the University to verify the right of our employees to work in the U.S., we are asking you to serve as our representative by examining the new hire’s documentation and signing the attached USCIS Form I-9.

Please find attached the Form I-9, Notary Form, and Remote New Hire Notice Form. Please verify that the employee has completed section 1 of Form I-9 prior to your completing section 2. The employee must present to you a suitable set of identification documents as listed 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 (eligibility).

The section that we need you (our representative) to complete is “Section 2 - Employer Review Verification”. There are spaces on the Form I-9 for you to indicate which document, or documents, were presented to you and their associated information. This includes, the Document Title, Issuing Authority, Document Number and Expiration Date (if any). Please note: view only original documents; faxes, photocopies, and laminated social security cards are unacceptable documents.

We also need for you to complete the Certification section of the Form I-9. Please complete the Certification section as follows:
1. Enter the employee’s date of hire (listed on the employee’s letter of offer).
2. Sign the Authorized Representative section.
3. Date the Form I-9 (enter the date you reviewed the employee’s documents).
4. As a Notary, please complete the attached Notary Form and place the notary seal on the Notary Form or attach a Notary Certificate to the documents.

If you have questions, please contact UNI Human Resource Services at (319) 273-2422.

Thank you for your assistance.

Please return completed forms to the employee, who is responsible for submitting them to UNI Human Resource Services.

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