

REMOTE NOTICE FORM

Information Sheet to be completed by employing department and provided to the Notary with I-9 and Instruction Sheet for the purpose of completing an I-9 remotely when an employee is unable to physically present their documents at an E-Verify site at UND.

Name: Last: _____ First: _____ Middle: _____

Department Contact:

Name: _____

Department Name: _____

Title: _____

Phone: _____

Employee's Date of Employment: _____ (This date must be entered into the Certification section of the Form I-9 by the Notary, so it must be completed when the employee presents it to the Notary with the instruction sheet.)

Type of New Employee Packet Required: ___ Non-Benefited ___ NDPERS ___ TIAA

This form must be completed and given to the Notary or Authorized Representative before the Form I-9 is completed. This will ensure that the correct employment date is entered on the I-9 form.

Fax the completed Remote Hire Form and completed I-9 form immediately to (701) 777-4721 Attn: Anita. Mail the original Remote Hire Form and I-9 form to the UND Payroll Office, no later than the employee's date of employment.

Employees Signature _____ Date _____

Notary/Authorized Representative Signature _____ Date _____

Notary/Authorized Representative Address _____

Notary/Authorized Representative Phone _____

(Revised 05/19/17)

Notary/Authorized Representative I-9 Instruction Sheet

1. The University of North Dakota is requesting you to act as our representative to examine the identification papers for a new employee. Because the U.S. Citizenship and Immigration Services (USCIS) requires us to verify the right of our employees to work in the United States, we are asking you to serve as our representative in this matter by examining the individual's paperwork and completing certain sections of the attached USCIS Form I-9 for UND.
2. Please find the attached Form I-9 and the Remote Hire Notice Form. Verify that the employee has completed Section 1 of the Form I-9 prior to completing Section 2.
3. The employee must present appropriate documentation of their identity and eligibility to work in the U.S. as given on the "List of Acceptable Documents" on the back of the Form I-9. The employee must present one document from List A, **OR**, one document from List B and one document from List C. All documents presented **MUST** be originals – **ONLY** original Social Security cards with name and Social Security number printed on the front are allowed. Any other information printed on the front of the Social Security card, makes it invalid for I-9 purposes.
4. Please complete Section 2 with the information of each document presented. Be sure that the document information is entered in the column corresponding to the appropriate list of documents on the back of the I-9.
5. We also need you to complete the Certification section of the Form I-9. The employment start date is provided to you on the Remote Hire Request Form. Please complete the Certification section as follows:
 - a. Enter the employee's date of employment (see Remote Hire Request Form)
 - b. Sign, print your name and date in the designated fields.
 - c. Do **NOT** complete the Business or Organization Name and Address.
 - d. Attach a photocopy of the front and back of all documents the employee has presented to you.
6. If you have any questions or concerns regarding the completion of the Form I-9, please contact Anita Kemnitz in the Payroll Office at (701) 777-4890.
7. Return the Remote Hire Request Form and the completed I-9 Form to the new employee.
8. Any applicable fees for this service are the responsibility of the employee.

Prior to the date of employment, the new Employee must fax the Remote Hire Request Form and the completed I-9 form to (701) 777-4721, Attn: Anita. Mail the originals to:

UND Payroll Office, 264 Centennial Drive Stop 7127, Grand Forks, ND 58202-7127.