

# Offsite New Hire Employment Verification (I-9) Instructions

---

The Immigration Reform and Control Act of 1986 requires employers to verify the identity and work authorization of all individuals hired after November 6, 1986, whether they are U.S. citizens or not. Employers comply with this mandate by completing an I-9 form for all newly hired employees.

I-9s are not required for newly-hired employees physically performing services outside the U.S. Departments are required to complete an I-9 should such employees return to the U.S.

---

## About offsite employees

Occasionally, departments or schools may hire an employee who will be paid by the University but will not physically work at the University and who cannot present original documents to a University representative for inspection.

This applies to employees who will work at a location other than the University grounds in Charlottesville, the College at Wise, or other official work sites such as Falls Church, Richmond, Hampton Roads, Roanoke, or Abingdon, Virginia.

- Federal law permits the University to seek the services of an authorized representative to complete the employee's I-9 form on behalf of the University.
  - An Authorized Representative can be any competent and willing person who is designated to complete the employee's I-9 form on behalf of the University.
  - [Visit CUPA-HR](#) to find an authorized representative in an education setting near the employee. The designated representative completes the I-9 form following the same rules as a University hiring department.
    - In cases involving remote hire and I-9 verification by an authorized representative, the employee and the representative should fill out the paper Form I-9 and forward to the I-9 Specialist. The I-9 form can be sent via fax or mail. The department or school will subsequently upload the paper form to the University's online I-9 system. The hiring department and the University itself will be held responsible for the actions of the authorized representative.
- 

## How to complete the I-9 for offsite employees

**Step 1:** Hiring department/school completes the Remote Hire Notice form.

**Step 2:** Hiring departments/schools send the following documents with the employee to the designated Authorized Representative:

- [Remote Hire Notice Form](#) (filled out)
- [Instructions for the Authorized Representative Regarding Form I-9 Completion](#)
- [I-9 Form](#)

**Step 3:** The employee completes Section 1 of the I-9 and presents it to the Authorized Representative along with acceptable documents for review.

**Step 4:** The Authorized Representative verifies that the employee has completed and signed/dated Section 1 of I-9 before completing Section 2 on behalf of the University.

- The employee should NOT use the University's online I-9 system to complete Section 1.
- The employee must show the Representative a suitable set of identification papers. See a list of acceptable documents in the I-9 instructions. The employee may present
  - any one unexpired document from List A
  - two unexpired documents, one from List B (identity) (List B documents MUST have a photo) and one from List C (eligibility)

**Step 5:** The Authorized Representative completes Section 2 of the I-9, Employer Review and Verification.

- There are spaces indicating which documents were presented and their associated information. This includes Document Title, Issuing Authority, Document Number, and Expiration Date (if any).
- Only original documents are accepted for review. Faxes, photocopies, and laminated social security cards are unacceptable. The Authorized Representative should make copies of the employee's original documents.

**Step 6:** The Authorized Representative completes the Certification part of Section 2 of the I-9. The employment begin date should be given to the Authorized Representative on the Remote Hire Authorized Representative Notice Form. Complete Section 2 (Certification) as follows:

- enter the employee's date of hire (see Remote Hire Notice Form)
- sign the Authorized Representative section
- indicate the University Of Virginia name and address in the Business or Organization name section
- date the form (enter the date on which you reviewed the employee's documents)

**Step 7:** The Authorized Representative returns the completed I-9, along with copies of the employee's documents, to the hiring school or department's I-9 Specialist.

**Step 8:** The I-9 Specialist uploads the I-9 form with the appropriate documents into the I-9 Online system.

**Step 9:** Delete all documents saved on your desktop once everything is uploaded in I-9 Online.

Contact HR Compliance and Immigration Services at [immigration@virginia.edu](mailto:immigration@virginia.edu) with questions.