

UNIVERSITY OF VIRGINIA

FORM I-9

REMOTE HIRE AUTHORIZED REPRESENTATIVE NOTICE INSTRUCTIONS

Instructions for the Authorized Representative Regarding Form I-9 Completion

The University of Virginia is authorizing you to act on our behalf as our Authorized Representative in matters relating to the completion and signature of the federal Form I-9. We request that you examine the identification and work authorization documents of a new UVa employee and complete and sign the Form I-9 as our Representative, as is required of all new UVa employees under the federal Immigration Reform and Control Act of 1986.

Please find attached the Form I-9 (03/31/2016 expiration) and Instructions, and the Remote Hire Authorized Representative Notice Form. Verify that the employee has completed Section 1 of the Form I-9 prior to your completing Section 2. The employee is required to present to you a suitable set of identification documents as set out on the "List of Acceptable Documents" page. The employee may present either:

1. Any one document from List A, **or**
2. Two documents, one from List B (identity) (**must have a photo**) and one from List C (work authorization).

We are requesting that, as our Authorized Representative, you complete Section 2 of the Form I-9 "Section 2. Employer Review and Verification." There are spaces indicating which document (s) were presented to you by the employee and their associated information, including Document Title, Issuing Authority, Document Number and expiration date (if any).

Please note: View only original, non-expired documents that appear genuine on their face and related to the employee. Faxes, photocopies, scanned documents, and laminated social security cards are unacceptable.

In addition, we are also requesting that you complete the Certification section of the Form I-9. The employment begin date has been provided to you on the Remote Hire Authorized Representative Notice Form. Please complete the Certification section as follows:

1. Enter the employee's date of hire (as indicated on the Remote Hire Authorized Representative Notice Form).
2. Sign the Authorized Representative section.
3. Print your name, title in the spaces provided. The address to be used is the University of Virginia, 914 Emmet St, Charlottesville, VA 22904
4. Date the form (enter the date that you reviewed the employee's documents).

Thank you for your willingness to act on behalf of the University of Virginia.