

University of Houston Clear Lake

REMOTE LOCATIONS I-9 INSTRUCTIONS

U. S. Citizenship and Immigration Services requires all employees to complete the Employment Eligibility Verification Form I-9 and present original documents establishing identity and employment eligibility no later than close of business on the employee's third day of employment. In addition, Section 1 of the form must be completed by the close of business on the employee's day of hire.

Prerequisites for Remote I-9 Completions:

- An employee who will work at a remote or off-site location
- An employee who is working in state other than Texas and providing online instruction or services
- An employee who will not be on campus on or before their first day of employment

A process has been established to facilitate employer review and verification (completion of Section 2 or 3 on the Form I-9) for new employees in remote locations. The employee must complete Section 1 of the Form I-9, and then he or she may present the document(s) to a notary public who will complete Section 2 or 3 of the form.

Follow the steps below to complete Form I-9 in Remote Locations:

- 1) Employee: Complete and sign Section 1 of the Form I-9 no later than the close of business on your date of hire.
- 2) Present your original employment eligibility document(s) as listed on page 3 of the Form I-9 to a Notary Public.
- 3) The Notary Public will inspect the document(s) and complete Section 2 or 3 of the Form I-9.
- 4) Notary Public will also complete the Notary Form and affix the notary seal on the Notary Form. This must be completed by no later than close of business of your third day of employment.
- 5) There may be a fee for the Notary Public services. This fee is the responsibility of the employee.
- 6) The completed **original** Form I-9, **a copy of each verified document**, and completed **original** notarized Notary Form must be mailed to University of Houston-Clear Lake, Office of Human Resources on or before your third day of employment. **Faxed, scanned, electronic and duplicate copies are not acceptable. Original hard copies must be furnished.**

Send to: University of Houston-Clear Lake
Office of Human Resources – MC 167
2700 Bay Area Blvd.
Houston, Texas 77058

If you have any questions or concerns, please do not hesitate to call for assistance at 281-283-2160.

University of Houston Clear Lake

NOTARY FORM

Date: _____

To: University of Houston-Clear Lake Office of Human Resources

I attest that I am a Notary Public **licensed by:**

Before me has appeared in person, the individual with the name and address of:

And having a date of birth of: _____

In furtherance of University of Houston-Clear Lake employment eligibility verification requirements under the Immigration Reform and Control Act of 1986, I further attest that:

1. The person named above has filled out Section 1 of the attached I-9 Form (Employment Eligibility Verification), and
2. I have examined the original(s) of the document(s) presented to me; and
3. I have filled in the document title, issuing authority, number and expiration date (if any) in the space provided in Section 2 or 3 of such form as appropriate; and
4. Documents presented to me appear on their face to be genuine and to relate to the person presenting them; and
5. I have signed and dated the attestation in Section 2 or 3 of such I-9 Form as appropriate.

NOTARY PUBLIC:

Please print your name and address below and affix your seal.

PRIVACY STATEMENT: The purpose of requesting information on this form is to verify the individual's eligibility for employment in the United States, regardless of citizenship status. Federal statutes authorize collection and maintenance of this information. Furnishing all information requested on this form is mandatory – failure to provide such information will delay or may even prevent completion of the action for which the form is being completed. Information furnished on this form may be made available for inspection by authorized U. S. Government officials (e.g., Department of Homeland Security, Department of Labor, Office of Special Counsel).