

Remote Employees: How to Complete Section 2 of the I-9 Form/Notary Instructions

With the current global workforce, The College of St. Scholastica frequently employs individuals who live and work at some distance from campus. Consequently, the College finds it necessary to ask remote employees to find an authorized representative to help complete an I-9 form.

Who May Complete Section 2

1. A notary public may serve as the College's authorized representative and complete Section 2 of the I-9 Form. (Instructions below)
2. St. Scholastica is a member of the I-9 Reciprocal Processing Consortium sponsored by the College and University Professional Association for Human Resources (CUPA-HR). Go to: <http://www.cupahr.org/i9/index.aspx> and enter your ZIP code to find the institutions and contacts in your area. Click on "How to use I-9 Reciprocal Processing" for additional instructions.

Be sure that you bring the required documents as listed on page 3 of the I-9 form. Return the completed document to HR.

Instructions for Notary Completion of the I-9

The I-9 form, issued by the U.S. Citizenship and Immigration Services (USCIS) verifies the identity and employment eligibility for employees hired in the U.S. The form is to be completed by both the employee and the employer (or authorized representative). As part of the process, the employee must present original documents verifying his or her identity and eligibility to work in the U.S., and the employer (or authorized representative) must physically examine these documents.

Notaries who are asked to serve as the College's authorized representative for purposes of completing the I-9 form should complete Section 2.

1. **Before** completing Section 2, be sure to review section 1 for appropriate completion. All boxes and lines should have information in them or contain N/A if no information is entered. Be sure that the form is signed and dated. If information is incomplete, have the individual fill in the missing items.
2. View one List A document **OR** view one List B document and one List C document when completing the I-9 Form. If you have any questions about what type of document is acceptable, review the list of acceptable documents available on page 3 of the I-9 Form.
3. Always view valid documents when completing the I-9. Never view copies.
4. Sign, date, enter your title and print your name.
Employer's Business or Organization Name: The College of St. Scholastica
Employer's Business or Organization Address: 1200 Kenwood Avenue
City or Town: Duluth
State: Minnesota
Zip Code: 55811
5. Do not put your notary stamp on the I-9. This is not a notarial act, and in almost all states notaries are prohibited from using their stamp for non-notarial acts.
6. Do not send or attach copies of the documents that were viewed.