



## **Employer Representative Form I-9 Instructions**

We are asking you to act as Southern Methodist University's representative to examine the employment eligibility documents for a new employee who is unable to come to our offices to complete the I-9 paperwork in person. The United States Customs and Immigration Service (USCIS) allows employers to designate an Authorized Representative, such as you, to carry out the employer's I-9 responsibilities. We are grateful for your assistance.

Using our electronic I-9 system, our employee should have already completed their personal information in Section 1 of the Form I-9, and the details of their work authorization document(s) in Section 2. Our employee will forward you a link to complete Section 2 of the Form I-9 and present to you their work authorization documents indicated in Section 2.

A list of instructions are on the following page, and there are also instructions and examples available on the Section 2 web page.






If you have any questions or problems during this process, please contact the Department of Human Resources office at 214-768-3311 or [smuhr@smu.edu](mailto:smuhr@smu.edu).

Thank you,

Department of Human Resources

Southern Methodist University

## Employer Representative Form I-9 Instructions

	<p><b>Section 2</b></p> <p>Follow the link in the “Form I-9: Section 2 Ready for Processing” email that should be forwarded to you by the employee, and read over the instructions for Section 2.</p>
	<p><b>Review Their Documents</b></p> <p>Look over the provided documents to ensure they appear authentic and belong to the individual with you/person listed on the I-9. <b>Only original documents can be used to complete Section 2.</b> Copies are not eligible, but certified copies of a birth certificate are accepted. A copy of the list of acceptable documents is attached to the email for Section 2, for reference. If the documents do not appear authentic or do not belong to this individual, do not proceed with the I-9; please contact the Department of Human Resources office at 214-768-3311 or <a href="mailto:smuhr@smu.edu">smuhr@smu.edu</a>.</p>
	<p><b>Select the Documents</b></p> <p>On the Section 2 web page, click on an arrow next to any of the Document Types—the same menu will pop up, no matter which you choose. Select the name(s) of the document(s) presented to you from the list. If you cannot find the corresponding document title, then it is possible that the employee brought the incorrect documents; if you have questions about acceptable documents, contact the Department of Human Resources office at 214-768-3311 or <a href="mailto:smuhr@smu.edu">smuhr@smu.edu</a>.</p>
	<p><b>Fill Out the Form</b></p> <p>Enter the corresponding information from the documents into the provided fields. Receipts for documents are accepted in certain cases; if the employee provided a receipt for a document then check the box at the bottom of the List document information box. For example, a receipt from the Social Security Administration in lieu of Social Security Card. You do not need to scan/attach the documents. Once all required information is entered, complete the form by entering your name and title, select if you agree with the provided statement, and click “Sign Form I-9 Electronically.”</p>
	<p><b>Complete the Remote Hire Employer Representative Form</b></p> <p>Both you and the employee must sign and date the Remote Hire Employer Representative Form provided by the employee, and if you are a notary, place your notary seal on that form or attach a Notary Certificate. Notarizing the form is only required if the form is completed by a Notary Public. This form will be sent to the Department of Human Resources by the employee. Thank you again for assistance.</p>