

Offsite I-9 Verification Process

If your expected start date prior to arriving on campus OR will be working remotely you can make arrangements to have your I-9 verified by an authorized representative.

Important notes before you start working:

- **Your Criminal Background check must be completed prior to completing the I-9 (if your position requires a background check, the position is contingent on the successful completion of the check)**
- **You will need to verify your start date with your supervisor prior to completing the I-9**
- **You must complete Section 1 of the I-9 on or BEFORE your first day of work**
- **Section 2 MUST be completed by the authorized representative within first 3 days of work**
- **DO NOT USE WHITEOUT ON ANY PART OF THIS FORM. If you make an error draw a single line, provide correct information, initial and date.**

Please follow these instructions closely:

- Find an authorized representative that is willing to assist with this process
 - This will need to be an individual in a Human Resources Department
 - We recommend Universities, Colleges, and County Offices
 - If you need further assistance with finding an authorized representative, please contact 208-885-3638
- Complete Section 1 of the attached I-9 on or before your first day of work for pay
 - Be sure to follow all instructions closely
 - Make sure you have signed & dated form
- Present your documents to the Authorized Representative within the first 3 days of work
 - See page 5 for a list of acceptable documents
 - All documents must be original and not expired
- Fax your I-9 + a copy of your documents with the attached sheet to Human Resources 208-885-3602
 - Call 208-885-3638 immediately after faxing, while still with the representative. This will ensure we receive the information and can have any errors corrected without the need to return for corrections.
- We will notify you when you can mail the original documents to our office. It is VERY important we receive all of the original documents.

****IMPORTANT: DO NOT EMAIL ANY OF THESE DOCUMENTS!**



REMOTE I-9 FAX COVER SHEET

Please fax this form along with your I-9 and copies of your documents to 208-885-3602

Date: _____

Name: _____

Phone Number: _____

Mailing Address: _____

Email Address: _____

Vandal # (if known): _____

Supervisor: _____

Department: _____

Position Type:

- Temporary
- Temporary Faculty
- Classified
- Exempt
- Faculty

Background Check Status

- Not Needed
- In Progress
- Completed

****IMPORTANT: DO NOT EMAIL ANY OF THESE DOCUMENTS!**



Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No.1615-0047
Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [instructions](#).

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment , but not before accepting a job offer.					
Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)
Address (Street Number and Name)			Apt. Number (if any)	City or Town	State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address		Employee's Telephone Number
<p>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</p>	Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):				
	<input type="checkbox"/> 1. A citizen of the United States				
	<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)				
	<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)				
<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) _____					
If you check Item Number 4. , enter one of these:					
USCIS A-Number		OR	Form I-94 Admission Number		OR Foreign Passport Number and Country of Issuance
Signature of Employee				Today's Date (mm/dd/yyyy)	

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the [Preparer and/or Translator Certification](#) on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

Document Title 1	List A	O R	List B	AND	List C
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	Additional Information				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.					
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.					First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name University of Idaho			Employer's Business or Organization Address, City or Town, State, ZIP Code 709 S Deakin St, Moscow, ID, 83844		

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be the ORIGINAL and UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	OR	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	AND	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

YOU ARE NOT AUTHORIZED TO PERFORM ANY WORK
(including trainings, orientations, meetings, etc.)
until your I-9 has been completed and you have been issued a
Work Authorization Card.

