

SUPPORTING INFORMATION

For completion of a remote hire's Form I-9

INSTRUCTIONS

- 1. I-9 Coordinator:** Please complete the EMPLOYEE'S INFORMATION and I-9 COORDINATOR'S INFORMATION sections below, then provide the form to the employee.
 - 2. Employee:** Provide this form to the Authorized Representative when you meet with them.
 - 3. Authorized Representative:** Please complete the AUTHORIZED REPRESENTATIVE section on page 2 of this form.
 - 4. Employee:** Once all fields on this form have been completed by the I-9 Coordinator and Authorized Representative, mail it to the Mailing Address provided in the I-9 COORDINATOR'S INFORMATION section, below.
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EMPLOYEE'S INFORMATION

Last Name:	First Name:	Middle Initial:
First Day of Employment (MM/DD/YYYY):		

I-9 COORDINATOR'S INFORMATION

Name:	Title:	
Phone Number:	UW Email Address:	
Mailing Address Street		
City	State	Zip Code

AUTHORIZED REPRESENTATIVE

1. Examine the employee's documents and ensure they meet the criteria specified in USCIS' List of Acceptable Documents at <https://www.uscis.gov/i-9-central/acceptable-documents>.
2. On the employee's paper Form I-9, complete and sign Section 2 as described below.
 - a. Enter employee information from Section 1
 - b. Physically examine each original document the employee presents and determine if it appears to be genuine and relates to the person presenting it. Enter document title, issuing authority, document number and expiration date, if applicable.
 - c. Complete Certification
 - d. Enter the employee's first day of employment (provided on page 1 of this form)
 - e. Sign the Authorized Representative section
 - f. Date the form
 - g. Enter your Title and First and Last Name
 - h. Enter "University of Washington" for the Employer's Business Name
 - i. Enter the UW's Business Address, 4333 Brooklyn Ave NE, Seattle WA 98195
3. Complete the below fields.

Your Full Name:
Your Contact Information (Phone Number or Email Address):