

Remote Form I-9 Completion Instructions

This process has been established for new hires that are remote employees. This process should be used only when an I-9 form cannot be completed in person at any time between acceptance of the job offer and the start of employment.

AUTHORIZED REPRESENTATIVES: When this process must be used, a personnel officer or other administrator at the new hire's current employer or affiliated institution may act as the University of North Texas (UNT) System's agent to complete the I-9. When this is not possible, a Notary Public may serve as a UNT System agent. Throughout these instructions, this agent will be referred to as the Authorized Representative.

The University is a member of the College and University Professional Association for Human Resources (CUPA -HR) I-9 Reciprocal Processing Consortium. To find a remote location for Form I-9 processing, please contact I-9Central@untsystem.edu. Form I-9 processors are located by zip code. A zip code is needed for the new employee's preferred processing location.

Throughout these instructions, this agent will be referred to as the Authorized Representative.

Instructions to the Hiring Department:

After the job offer has been accepted, provide the employee with the following documents:

A blank copy of the [I-9 Form](#)

A copy of these instructions

A completed and signed Remote I-9 Completion form.

Be sure to inform the employees that he/she must complete and return these documents to Human Resources within three days of their first day of employment. If the documents are not submitted on time, the University is subject to a large fine.

2. Write N/A in the field(s) if you are not entering any information in Form I-9 Section 1.
3. Locate a CUPA-HR I-9 Reciprocal Processing Consortium member to complete Form I-9 Section 2. Please contact I-



Instructions to the Authorized Representative:

The U.S. Citizenship and Immigration Services (USCIS) requires employers to verify the eligibility of employees to work in the U.S. We are asking you to serve as our representative in this regard by examining the individual's documents for us and then completing and signing the



REMOTE I -9 COMPLETION FORM