



MIDDLE TENNESSEE STATE UNIVERSITY REMOTE HIRE I-9 INSTRUCTIONS

On occasion, an employee will work at a remote or off-site location and, therefore, is not able to present original documents to a MTSU representative for inspection. If an employee is unable to present original documents to a MTSU representative to complete an I-9 form, the following process would apply:

1. MTSU can authorize a qualified person to act as an agent of the university for the purpose of completing the Form I-9.
2. The hiring department should contact LaCresha Longwell MTSU Human Resource Services Office, 615-898-5235, to discuss and identify a person who is knowledgeable about the Form I-9 to whom the employee could present original documents. This person could be:
 - a Human Resource professional at the employee's home institution;
 - a staff member in an International Center office at the employee's home institution;
 - a designated person in the Registrar's Office at the employee's home institution;
 - an attorney designated by the MTSU;
 - a notary public.
3. The Human Resource Services Office will authorize the person to complete the I-9 Form on behalf of MTSU by completing the Agent Authorization Form. This form may be signed and mailed to the remote hire employee for completion or authorization may be given via email by HRS and the form officially signed by HRS when returned by the remote hire employee.
4. The remote hire employee will present the Agent Authorization Form, the Employee Instructions for Completing the I-9 Form and an I-9 Form to the authorized agent. All forms are located on the MTSU Human Resource Services Website.
5. A copy of the signed Agent Authorization Form, the completed I-9 form, and copies of the I-9 supporting documents should be uploaded to the secure portal that the HRS office has sent to you from HRForms@mtsu.edu.

Human Resource Services Office
Middle Tennessee State University,
Murfreesboro, TN 37132

EMPLOYEE INSTRUCTIONS FOR COMPLETING THE I-9 FORM

Please be aware that the US Citizenship and Immigration service mandates that the employer keep the original I-9 form on file for all employees. This includes the AGENT AUTHORIZATION page. Please follow these instructions CAREFULLY to ensure you are in compliance. PLEASE NOTE: The law states we must have the original form on file by the 3rd day of starting work.

STEP 1: Download the I-9 Form that was emailed to you from hrnotification@mtsu.edu.

STEP 2: Take the I-9 Form to the Authorized Agent and complete Section 1.

STEP 3: Present your original identification documents to the Authorized Agent*.

STEP 4: The Agent will examine your documents to ensure that you have presented either:

- One document from list “A” or
- One document from list “B” and one document from list “C” (the list of the Acceptable Documents is on the last page of the I-9).

STEP 5: The agent must record the documents in Section 2 of the I-9 form.

STEP 6: The agent must enter the month/day/year of the employees first work day in the certification section of the I-9 form (refer to Agent Authorization Form).

STEP 7: The agent must sign and date the I-9 form.

STEP 8: The agent must review Sections 1 and 2 of the I-9 form to ensure all information is completed.

STEP 9: The agent must sign and date the Agent Authorization Form.

STEP 10: The employee should return all pages of the original I-9 form and the signed Agent Authorization Form to MTSU Human Resource Services Office by uploading them to the secure portal sent to you from HRForms@mtsu.edu.

NOTE>If the I-9 is incomplete it will be returned and the employee may not be able to begin work. If you have any questions, please call the MTSU Human Resource Services Office @ 615-898-2929 for assistance.

*The Citizenship and Immigration Services allow companies to appoint professionals as their agents to complete the I-9 form. The following is an excerpt from the federal regulations regarding Remote Hires which can be accessed at <http://www.uscis.gov/graphics/howdoi/faqeev.htm>:

It is not unusual for a U.S. employer to hire a new employee who doesn't physically come to that employer's offices to complete paperwork. In such cases, employers may designate agents to carry out their I-9 responsibilities. Agents may include notaries public, accountants, attorneys, personnel officers, foremen, etc. An employer should choose an agent cautiously, since it will be held responsible for the actions of that agent. **Note:** Employers should not carry out I-9 responsibilities by means of documents faxed by a new employee or through identifying numbers appearing on acceptable documents. The employer **must review original documents**. Likewise, Forms I-9 should not be mailed to a new employee to complete Section 2 himself or herself.



AGENT AUTHORIZATION

Middle Tennessee State University (MTSU) hereby appoints _____ ("Agent) as MTSU's agent solely for the purpose of examining the documentation required on the Employment Eligibility Verification I-9 Form, accurately recording such information thereon and executing such I-9 Form on behalf of MTSU for the benefit of _____.

(MTSU Employee – Print Name)

The employees first date of work to use in Section 2 of the I-9 form is _____.

Agent hereby accepts such appointment

Agent
By: _____
Position Title _____
Date: _____

Middle Tennessee State University
By: _____
Name: MTSU Representative
Position Title: _____
Date: _____