



OFF-SITE NEW HIRE I-9 NOTARY/AGENT FORM



PLEASE READ PRIOR TO PROCESSING THE FORM I-9 ON BEHALF OF NCCU!

INSTRUCTIONS: Completion of the Notary / Agent Form and Form I-9

In completion of the Notary/Agent Form, you are attesting that you have the applicable knowledge to complete the Form I-9, Section 2 appropriately for certification. In doing so, we are asking you to act as our representative to examine the employment identification documents for a new North Carolina Central University (Duham, NC) employee according to the University, State and Federal policy guidelines. In addition, as our representative, the completion of the Agent/Notary Form and verification of acceptable documents validate the Form I-9 submitted to complete the eligibility process for the new hired employee.

Please note: You must view and copy only original documents; copy front and back. NCCU is not equipped under the required security guidelines to support electronic I-9 procedures. Therefore, I-9 regulations do not support the acceptance of faxed, photocopied, and computer scanned documents to complete the verification process for employment eligibility.

E-VERIFY PARTICIPANT

It is important to point out that North Carolina Central University is a participant in the E-verify Program. Therefore, we are bound to abide by the regulations under the program with completion of the Form I-9. The below guidelines apply:

- The new hire must provide a social security number in Section 1 of the form; **(Note: This does not require that the social security account number card be one of the acceptable documents to complete Section 2 of the form. The employee elects which document(s) to provide accordingly by use of the List of Acceptable Documents.)**
- Any document provided from List B, must contain a visible photo of the new hire; and
- All documents provided that contain an expiration date, must be valid; expired documents are unacceptable.

FORM I-9/ACCEPTABLE DOCUMENTS

The employee must present to you original documents of identification and eligibility as listed on the "List of Acceptable Documents" page of the Form I-9. The employee can present either:

- 1) One document from List A (identity and eligibility) **OR** 2) Two documents - one from List B (identity) and one from List C (eligibility).

FORM I-9/SECTION 1: EMPLOYEE

The new hired employee must complete this section accurately. The employee must sign and date beside the areas indicated in Section 1 (not above the signature line). He or she must also remember to include their date of birth and social security number. **The employee must provide a residential (physical) address on the Form I-9 (P.O. Box addresses are not acceptable).**

FORM I-9/SECTION 2: EMPLOYER (OFFSITE AGENT)

The section that we need you (our representative) to complete is "**Section 2. Employer Review Verification.**" Please verify that the employee has completed all areas in Section 1 of the I-9 form prior to you completing Section 2. There are spaces to indicate which document, or documents, were presented to you and their associated information. This includes, the Document Title, Issuing Authority, Document Number and Expiration Date (if applicable to the document).

When a **social security account number card** is used, please state on the Form I-9 as such, no further abbreviation is allowed: **Document Title: SS Account Number Card Issuing Authority: SS Administration Document Number: (write number from card) Expiration Date: N/A**

We also need you to complete the **Certification** section of the I-9 form. Please complete the Certification section as follows:

- ✓ Sign the Authorized Representative section and Date the form

OFFSITE I-9 NOTARY / AGENT FORM

Complete the provided Offsite I-9 Notary/Agent Form. If you are a Notary, please ensure to place the notary seal on the Offsite Notary/Agent Form to validate this process.

Return all documentation (i.e., Form I-9, Copied Document(s), and Notary/Agent Form) to the address listed below. Please do not hesitate to contact the Employment Eligibility Coordinator at (919) 530-6228 in the Human Resources Department with questions related to completing the Form I-9, its acceptable documents, and/or any matters regarding this process.

Thank you in advance for your assistance.

RETURN ALL DOCUMENTATION TO:

Employment Eligibility Coordinator
Human Resources Department
North Carolina Central University
1801 Fayetteville Street, Durham, NC 27707



OFF-SITE NEW HIRE I-9 NOTARY/AGENT FORM



TO ENSURE COMPLIANCE WITH REGULATORY GUIDELINES FOR FORM I-9 COMPLETION, PLEASE READ THE INSTRUCTIONS BEFORE PROCESSING THIS FORM OR THE FORM I-9 WITH THE NEW HIRE. FAILURE TO PROVIDE AN ACCURATELY COMPLETED FORM I-9 WILL RESULT IN THE NEW HIRES INELIGIBILITY TO WORK.

Date: [Click here to enter a date.](#)

To: North Carolina Central University (NCCU):

I attest, that I am a **Notary Public** licensed by _____ or an **Agent for the Human Resources Department** of North Carolina Central University.

Before me has appeared in person, the individual with the name and address of *(new hire employee information)*:

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
And having a date of birth of _____ <i>(Month/Day/Year)</i>

To facilitate North Carolina Central University's employment eligibility verification requirements under the Immigration Reform and Control Act of 1986, I further attest under the penalty of perjury that the new hire named above has completed Section 1 of the attached Form I-9 (Employment Eligibility Verification), I have examined the original(s) of the document(s) presented to me, **I have filled in the document title, issuing authority, document number and expiration date (if applicable) in the space provided in Section 2**, and attached a copy or copies (front/back) of document(s) presented for verification/certification. The documents presented appear to be authentic and specific to the new hire in possession of them.

COMPLETE ONLY THE SECTION BELOW THAT IS APPROPRIATE AND RELEVANT TO YOUR STATUS AS THE AUTHORIZED REPRESENTATIVE WHO PROCESSED SECTION 2 AND WAS THE CERTIFYER OF THE FORM I-9.

AGENT *This section must be completed by an Agent of the Human Resources Department at the worksite of the new hire, as indicated by the hiring department at North Carolina Central University.*

_____	_____	
<i>Print Name</i>	<i>Signature</i>	
_____	_____	
<i>Address</i>	<i>Date</i>	
_____	_____	
<i>City</i>	<i>State</i>	<i>Zip Code</i>

NOTARY PUBLIC *This section must be completed by the official notary public, **only complete this section if you are the representative that completed the Form I-9: Section 2 and Certification.***

_____	_____	
<i>Print Name</i>	<i>Signature</i>	
_____	_____	
<i>Address</i>	<i>Date</i>	
_____	_____	
<i>City</i>	<i>State</i>	<i>Zip Code</i>



Notary Expiration Date

(MM/DD/YYYY)