

EMPLOYMENT ELIGIBILITY COMPLETION PROCESS FOR EMPLOYEES WORKING REMOTELY

NEW EMPLOYEE INSTRUCTIONS:

If you are not physically available to present for inspection the required identity and employment authorization document(s) within the federally mandated time frames, you must follow the process described below:

1) Access and print the following forms:

- Form I-9 and list of acceptable documents: <http://www.uscis.gov/files/form/i-9.pdf>
- Affirmation of Legal Work Status:
[http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/AffirmationOfLegalWorkStatusForm%20\(revised%206-1-11\).doc](http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Word/AffirmationOfLegalWorkStatusForm%20(revised%206-1-11).doc)
- Notary Public Instructions and Attestation forms:
<http://www.ucdenver.edu/about/departments/HR/FormsTemplatesProcesses/Documents/Remotel-9CompletionProcessForNotaries8-26-11.pdf>

2) You must complete Section 1 of the Form I-9 ***no later than the close of business on your first day of employment.***

3) Take the following unexpired, original documents to a Notary Public for the completion of the Affirmation of Legal Work Status and Section 2 of the Form I-9, ***no later than the close of business on your third day of employment:***

- The three documents listed above in step 1; and
- Your identity and employment authorization document(s) (as listed on the “Lists of Acceptable Documents” of the Form I-9). **NOTE:** You must supply either:
 - (a) One document from List A;
 - OR
 - (b) One document from List B as well as one document from List C.

You must present the unexpired, original versions of the documents (no photocopies are accepted, but certified copies of birth certificates are acceptable).

4) **Prior to presenting your identity and employment authorization documents to the Notary**, give the Notary Public the following forms:

- The Instructions; and
- Attestation form for Notaries Public.

The Notary must read these documents before continuing with this process.

5) Present to the Notary your unexpired, original identity and employment authorization documents for inspection. After inspecting your documents, the Notary will complete the Affirmation of Legal Work Status and Section 2 (including the Certification portion) of the Form I-9. Next, the Notary will complete the Attestation Form. Finally, the Notary will make a copy of the document(s) you presented for inspection. All these documents will be returned to you.

6) Scan and email to the Human Resources Department at HR.I-9@ucdenver.edu the following documents: (a) the original, signed version of your completed Form I-9; Affirmation of Legal Work Status form; (c) the completed Notary Attestation Form; and (d) the copy/copies of the identity and employment authorization document(s) you presented to the Notary for inspection.

7) If, during its regular review or audit processes, the HR Department determines that the Form I-9 was not properly executed or that the identification papers do not appear to meet Form I-9 requirements, you may be asked to present additional information or documentation.

Please call 303-315-2700 or email HR.I-9@ucdenver.edu with any questions regarding this process

