

EMPLOYMENT ELIGIBILITY COMPLETION PROCESS FOR EMPLOYEES WORKING REMOTELY

INSTRUCTIONS FOR NOTARY PUBLIC OR OTHER DESIGNATED AGENTS:

The United States Citizenship and Immigration Services (“USCIS”) and Colorado Revised Statute § 8-22-122 requires employers to verify the identity and employment authorization of its employees through the completion of the Affirmation of Legal Work Status and Form I-9. Employers are allowed to designate agents, such as a notary public, to complete this form on their behalf. Through this document, the University of Colorado Denver | Anschutz Medical Campus (“University”) requests that you to act as an agent on behalf of the University with respect to: (a) the examination of the identity and employment authorization document(s) of a new University employee and (b) the completion of Affirmation of Legal Work Status and the Form I-9. Prior to taking any actions please fully review this document.

In order to complete this process the University employee will provide you with the Affirmation of Legal Work Status, Form I-9 and the Notary Attestation Form.

As our authorized agent, you first need to verify that the employee has correctly completed Section 1 (Employee Information and Verification) of the Form I-9 including signing and dating the form. Once this has been done, you must complete Section 2 (Employer Review and Verification) of the Form I-9 on behalf of the University. To accomplish this, the individual should either provide to you for review one document from List A (Documents that Establish Both Identity and Employment Authorization) OR one document from List B (Documents that Establish Identity) and one document from List C (Documents that Establish Employment Authorization) as outlined on the “Lists of Acceptable Documents” listed on the back of the Form I-9. **Only original, unexpired documents can be accepted for these purposes. Faxes, photocopies, and laminated social security cards are not acceptable. Legally, the individual is free to choose which of the acceptable documents s/he will provide to you; you must not require him/her to provide you with any specific document.**

Next, you should examine the documents provided to you to determine whether: (a) the documents reasonably appear on their face to be genuine and (b) the documents relate to the person presenting them. If both of these criteria are met, you should fill out the appropriate lines of Section 2 relating to the document(s) presented to you. The information you will need to fill in for each document includes: the Document Title, the Issuing Authority, the Document Number and the Expiration Date (if no expiration date please write in n/a).

After completing Section 2 of Form I-9, you must then complete the Certification portion of Section 2. First, enter the individual’s date of hire in the appropriate blank. Second, complete the rest of the Certification section by: signing and printing your name, printing your title and your business’ name and address, and filling in the date you reviewed the employee’s documents. Last, complete and sign all sections of the Affirmation of Legal Work Status form as appropriate

Finally: (a) complete the attached Notary Attestation Form and affix to it your notary seal; (b) make copies of the identity and employment authorization documents presented to you; and (c) return all the originals and copies of these forms to the individual.

If you have any questions as you complete this process on behalf of the University, please contact the Human Resources Department at (303) 315-2700 or email HR.I-9@ucdenver.edu.

Thank you for your assistance.



Notary Attestation Form

Date: _____

I attest that I am a Notary Public properly and duly licensed by _____ and that I am currently in good standing with such jurisdiction. I further attest that I have agreed to act as an agent on behalf of the University of Colorado Denver | Anschutz Medical Campus ("University") in order to assist the University with its responsibilities under the Immigration Reform and Control Act of 1986 for the completion of federal Form I-9 and Colorado Revised Statute § 8-22-122 Affirmation of Legal Work Status Form.

I further attest that before me has appeared, in person, the individual with the name and address of:

This individual's date of birth is: _____

I further attest that:

- 1) Prior to acting on behalf of the University, I was provided and read the University's instructions regarding the completion of the federal Form I-9 and Affirmation of Legal Work Status;
- 2) When performing my functions as authorized representative and agent for the University, I followed the instructions I was provided;
- 3) Section 1 of the Form I-9 had already been correctly completed before I examined the employee's identity and employment authorization document(s);
- 4) I examined the document(s) presented to me by the person and these documents were in their original form, appeared to be genuine on their face, and related to the person presenting them;
- 5) For the identity and employment authorization document(s) presented to me by this individual, I completed Section 2 of the Form I-9 by filling in the document title, issuing authority, document number and expiration date (if any) in the appropriate space;
- 6) I have signed and dated the Certification portion of Section 2 of the Form I-9;
- 7) I have completed and signed the Affirmation of Legal Work Status Form;
- 8) I made copies of the identity and employment authorization document(s) presented to me; and
- 9) I returned all the documents discussed above to the person who presented them to me;

NOTARY PUBLIC:

Signature

Printed Name

Address

My commission expires: _____

AFFIX SEAL