

Form I-9 Completion

As part of the hiring process, all new employees (faculty, staff, temporary, and student employees) are required by the United States Citizenship and Immigration Services (USCIS) to verify their identity and eligibility to work in the United States by completing the Employment Eligibility Verification Form, I-9 within 3 business days of hire.

NEW EMPLOYEES

1. All new employees will receive an email from the Office of Human Resources (OHR) with detailed instructions for the I-9 form completion as part of your onboarding process.
2. On or before your first day of employment, you will need to do the following:
 - Complete Section 1, Employee Information and Attestation.
 - Bring your original, unexpired documents to OHR for verification. Lists of Acceptable Documents can be found on OHR's website located in HR Forms, Alphabetical List of all OHR Forms link, I-9 form.
 - Most common documents provided:
 1. List A: US passport
 2. List B & C: Driver's License and Social Security card
3. **If the I-9 form is not completed timely, technically, new employees are not to continue employment and appointments should be terminated. Employees would not return to work until the I-9 form is completed.**

DEPARTMENT RESPONSIBILITIES

- All new faculty, staff, temporary, and student employees will receive an email from OHR to complete the I-9 form as part of their onboarding process.
- Ensure that the employee completes the I-9 form on or before the first day of employment.
- If the I-9 form is submitted to your department, ensure that the new employee presents original documents to you to verify or send the new employee to OHR to complete the verification, Section 2 process within 3 business days of hire.

REMOTE HIRES

If an employee is unable to complete the I-9 form in person, they will need to take their original documents to a Notary Public who may complete the federal form on behalf of Frostburg State University (FSU).

The Notary Public will:

1. Verify that the employee has completed Section 1, Employee Information and Attestation.
2. Verify original, unexpired documents presented by the employee as listed on the "List of Acceptable Documents" page. A picture, photocopy, video, etc. may not be accepted. The employee may present either any one document from List A or two documents – one from List B and one from List C.
3. Complete Section 2, Employer or Authorized Representative Review and Verification.
4. Sign as FSU's authorized representative, enter the date employee's documents were reviewed, list title as "Notary Public".
5. **Please do not stamp the I-9 form with your seal.** You, the notary public, are completing the I-9 form on behalf of FSU and acting as one of our authorized representatives, not as a notary.

Please contact Frostburg State University with any questions about the completion of the I-9 form. Telephone: 301-687-4105.