

Instructions for Distance Hires Form I-9 Completion

Thank you for assisting the University of Florida and acting as the authorized representative in order to comply with federal regulations requiring the completion of an Employment Eligibility Verification Form I-9 for our employee.

Please read the complete Form I-9, which includes Instructions and Lists of Acceptable Documents to assist you in completing the Form, then follow the steps below.

Step 1: The employee personally completes Section 1 of the Form I-9.

Step 2: The employee presents original documentation to the authorized representative. The choice of documents is the employee's and must be included on the Lists of Acceptable Documents.

Step 3: The authorized representative examines the documents to ensure they appear genuine and they relate to the individual presenting them.

Step 4: The authorized representative personally completes Section 2 of the Form I-9.

- In the Certification area of Section 2, the "employee began employment on" date should be _____. If the employee is unsure of the start date, please leave blank as federal regulations allow the employer to add this later.
- The business name and address in Section 2 should be pre-populated to:
University of Florida 903 West University Ave Gainesville, FL 32601

Step 5: The employee sends the completed Form I-9 and copies of all documentation that was presented to their hiring manager at the University of Florida.

Please also note: The University of Florida is enrolled in the US Citizenship and Immigration Services E-Verify program. E-Verify requirements modify the way we must complete our forms.

- All List B documentation must contain a photograph.
- The social security number is required in Section 1 of the Form I-9.

If the Form I-9 is completed by a notary, the notary should **not** affix their seal to the Form. When Section 2 of the Form I-9 is signed, the signer is stating under penalty of perjury that the information is true to the best of their knowledge.

If there are any questions, please contact the Recruitment and Staffing office at 352-392-2477.