

**UNIVERSITY OF VERMONT FORM I-9  
REMOTE HIRE AUTHORIZED REPRESENTATIVE NOTICE INSTRUCTIONS**

Instructions for the Authorized Representative Regarding Form I-9 Completion

The University of Vermont is authorizing you to act on our behalf as our Authorized Representative in matters relating to the completion and signature of the federal Form I-9. We request that you examine the identification and work authorization documents of a new UVM employee and complete and sign the Form I-9 as our Representative, as is required of all new UVM employees under the federal Immigration Reform and Control Act of 1986.

Please find attached the Form I-9 and Instructions, and the I-9 Remote Hire Notice form. Verify that the employee has completed Section 1 of the Form I-9 prior to your completing Section 2. The employee is required to present to you a suitable set of identification documents as set out on the "List of Acceptable Documents" page. The employee may present either:

1. Any one document from List A, or
2. Two documents, one from List B (identity) (must have a photo) and one from List C (work authorization).

We are requesting that, as our Authorized Representative, you complete Section 2 of the Form I-9 "**Section 2. Employer Review and Verification.**" There are spaces indicating which document (s) were presented to you by the employee and their associated information, including Document Title, Issuing Authority, Document Number and expiration date (if any).

**Please note: View only original, non-expired documents that appear genuine on their face and related to the employee. Faxes, photocopies, scanned documents, and laminated social security cards are unacceptable.**

In addition, we are also requesting that you complete the Certification section of the Form I-9. The employment begin date has been provided to you on the Remote Hire Authorized Representative Notice Form. Please complete the Certification section as follows:

1. Enter the employee's date of hire (as indicated on the Remote Hire Authorized Representative Notice Form).
2. Sign the Authorized Representative section.
3. Print your name and title in the spaces provided. The employer name and address to be used is: University of Vermont, 85 S. Prospect St., 228 Waterman Building, Burlington, VT 05405.
4. Date the form (enter the date that you reviewed the employee's documents).

As a designated agent for the University for I-9 compliance, the authorized agent must secure file transfer the completed I-9 form, the I-9 Remote Hire Notice form, and a copy of the verification document(s) to Human Resource Services at [hrsinfo@uvm.edu](mailto:hrsinfo@uvm.edu).

Thank you for your willingness to act on behalf of the University of Vermont.