

Notary Procedure

Important things to remember:

- ✓ Be sure that the Notary completes Section 2, including the certification portion
- ✓ Refer to page 4 on the instructions of the Form I-9 for a list of acceptable documents
- ✓ Make sure the Notary makes a copy of the documents and notarizes that copy
- ✓ Send the I-9, list of acceptable documents, and the instructions to the employee

Instructions

- Have the employee bring the Form I-9 and the acceptable documentation with them to a notary public along with the instruction sheet on the next pages. Please see page 4 on the Form I-9 instructions for the list of these documents. If you are printing the Form I-9 for the employee you must make certain that Page 4 is duplicated on the back of the Form I-9.
- Have the employee fill out Section 1 in front of notary.
 - ✓ The notary will then complete Section 2 of the I-9 after examining and photocopying the employee's documents.
 - ✓ They will certify that copy and stamp it. The certification portion needs to be completed by the notary.
- Fax the Form I-9 along with the copy of the documents that were notarized to: 307-766-5607.

Then mail the originals to:

UW Human Resources
Attn: Mandy Watson
Dept. 3422
1000 E. University Ave.
Laramie, WY 82071

Notary Instructions

Dear Notary,

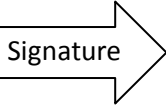
- Our business requires the company to hire remote workers. The Immigration Reform and Control Act (IRCA) requires all U.S. employers to verify the employment authorization and identity of all employees hired to work in the United States after November 6, 1986.
- To implement the law, employers are required to complete Employment Authorization Verification forms (Form I-9) for all employees, including U.S. citizens. A copy of the I-9 form is enclosed in this letter.
- Our prospective employee is not physically able to come to our offices located in Laramie, WY to complete the I-9 paperwork.
- The United States Citizenship and Immigration Service (USCIS) allows employers to designate agents, such as you, to carry out their I-9 responsibilities.
- The law does not allow employers to carry out I-9 responsibilities by means of documents faxed by the new employee or through identifying numbers appearing on acceptable documents.

- ✓ **Employee must complete Section 1.** Please make sure the employee completes Section 1 in full. The only two boxes that can be left blank are the "maiden name", if applicable and they are not required to provide the social security number if they do not wish to.

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EXAMPLE OF SECTION 1:

Department of Homeland Security U.S. Citizenship and Immigration Services		OMB No. 1615-0047; Expires 06/30/09 Form I-9, Employment Eligibility Verification	
Read instructions carefully before completing this form. The instructions must be available during completion of this form.			
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.			
Section 1. Employee Information and Verification <i>(To be completed and signed by employee at the time employment begins.)</i>			
Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.		I attest, under penalty of perjury, that I am (check one of the following): <input type="checkbox"/> A citizen of the United States <input type="checkbox"/> A noncitizen national of the United States (see instructions) <input type="checkbox"/> A lawful permanent resident (Alien #) _____ <input type="checkbox"/> An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year) _____	
Employee's Signature		Date (month/day/year)	
Preparer and/or Translator Certification <i>(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.</i>			
Preparer's/Translator's Signature		Print Name	
Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)	



- ✓ **Notary must complete Section 2 of the Form.** Please review the original documents and complete Section 2. We are asking you, as our agent, to review the documents for us and satisfy this requirement.
 - Proper documentation establishes both that the employee is authorized to work in the U.S. and that the employee who presents the document is the person to whom it was issued.
 - The official list of acceptable documents are enclosed with this letter.
 - You may accept a valid List A document which establishes both identity and work authorization, by itself. As an alternative to a List A document, you may accept a combination of one List B document (establishing identity) and one List C document (establishing work authorization).
 - You should examine the documents and accept them if they reasonably appear to be genuine and if they reasonably appear to relate to the employee.
 - Photocopy the documents presented and notarize that copy
 - Requesting more or different documentation that the minimum necessary to meet this requirement may

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constitute an unfair immigration-related employment practice.

- If the documentation presented by the employee does not reasonably appear to be genuine or relate to him/her, you must refuse to accept it and ask for other documentation for the list of acceptable documents.

LIST OF ACCEPTABLE DOCUMENTS: (please see link to this document in HR Forms, <http://uwadmweb.uwyo.edu/hr/hrformspage.asp>)

LISTS OF ACCEPTABLE DOCUMENTS All documents must be unexpired		
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity
		AND
		LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph
4. Employment Authorization Document that contains a photograph (Form I-796)		4. Voter's registration card
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form		5. U.S. Military card or draft record
		6. Military dependent's ID card
		7. U.S. Coast Guard Merchant Mariner Card
		8. Native American tribal document
		9. Driver's license issued by a Canadian government authority
		For persons under age 18 who are unable to present a document listed above:
		10. School record or report card
		11. Clinic, doctor, or hospital record
		12. Day-care or nursery school record
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A, indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
		5. Native American tribal document
		6. U.S. Citizen ID Card (Form I-197)
		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)

Form I-9 (Rev. 02/02/09) N Page 5

- ✓ You are not required to be a document expert. In reviewing the authenticity of the documents presented by the employee, you only have to act reasonably.

- **Photocopies of documents are not acceptable.**

You cannot accept photocopies of identity or employment authorization documents to fulfill I-9 requirements. Only the original documents, meaning the actual document issued by the issuing authority, are satisfactory, with the single exception of the certified photocopy of a birth certificate. All documents must be unexpired.

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Examples of how to complete Section 2:

Writing List B & C

Section 2. Employer Review and Verification *(To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)*

	List A	OR	List B	<u>AND</u>	List C
Document title:	_____		<u>Driver's License</u>		<u>Social Security Card</u>
Issuing authority:	_____		<u>State of WY DMV</u>		<u>SS Administration</u>
Document #:	_____		<u>12345-67</u>		<u>123-45-6789</u>
Expiration Date (if any):	_____		<u>12/31/12</u>		<u>N/A</u>
Document #:	_____				
Expiration Date (if any):	_____				

Writing List A

Section 2. Employer Review and Verification *(To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)*

	List A	OR	List B	<u>AND</u>	List C
Document title:	<u>Passport</u>		_____		_____
Issuing authority:	<u>USA</u>		_____		_____
Document #:	<u>123456789</u>		_____		_____
Expiration Date (if any):	<u>11/14/10</u>		_____		_____
Document #:	_____				
Expiration Date (if any):	_____				

Notary Instructions

Certification Portion Example-Fill in all boxes except the date the employee began employment

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
<u>Signature</u>	<u>Jane Doe</u>	<u>Loan Officer</u>
Business or Organization Name and Address (<i>Street Name and Number, City, State, Zip Code</i>)		Date (<i>month/day/year</i>)
General Bank, 123 Ave., General, WY 22222		1/1/2011

Please do not hesitate to call our department if you have questions or concerns, 307-766-2215. Please visit the United States Customs and Immigration website at www.uscis.gov for further information.

Sincerely,
Mandy Watson
HR Specialist
University of Wyoming Human Resources Department