



Form I-9 Instructions for Employees in Remote (Offsite) Locations

The U.S. Citizenship and Immigration Services (USCIS) require all new employees hired after November 6, 1986, to complete the Employment Eligibility Verification Form I-9 and present original documents to their employer establishing identity and employment eligibility no later than close of business on your third day of employment.

If you have been hired to work at a remote or off-site location and/or you are not physically available on campus to present the document(s) to your employer for inspection, a procedure has been established to facilitate this process.

****Please note: this process should be used only when an I-9 form cannot be completed in person with a PA College representative at any time between acceptance of the job offer and the start of employment****

Follow the steps below to complete this process:

1. Fill out **Section 1 of the Form I-9** no later than the close of business on your first day of work
2. Take all of the attached paperwork and your original identity/employment eligibility document(s) to a university/school HR representative or a notary public. Please see the attached list of resources for finding an appropriate HR representative or (local) notary public.
3. Present your original identity/employment eligibility document(s) to the HR representative or notary public. **You must present original identity/eligibility documents – photocopies are not acceptable.** The HR representative or notary public will inspect the document(s) presented by you
4. The notary public will also complete and affix the notary seal on the **Notary Form for I-9 Processing.**
5. The HR Representative or notary public will complete **Section 2 of the Form I-9**
6. You must mail the completed original Form I-9 along with the notarized Notary Form for I-9 Processing (if a Notary Public completes Section 2 of the Form I-9), back to PA College's HR department with a photocopy of the document(s) you presented to the HR representative or notary public.

Note: You may email these documents to our office upon completion as an interim measure; however, you must follow-up by mailing the original forms. Federal law requires an employer to retain the original forms.

It is imperative that this process be completed as expeditiously as possible. The Form I-9 requirements must be completed by you (**Section 1**) no later than the close of business on your first day of work, and by the employer (**Section 2**) no later than the close of business on your third day of employment.



Where Can I Find a University/School HR Rep or Notary Public to Process My I-9 Form?

Find a university HR representative:

<http://www.cupahr.org/i9/> (enter your zip code to find participating institutions)

(Note: you will need to contact the listed HR rep and schedule an appointment with him/her to complete the I-9 form.)

Find a Notary Public:

Several UPS stores offer notary services for a nominal fee. Use the [UPS Store Locator](#) to find one near you.

(Note: you will need to contact the UPS store directly to confirm their hours.)

You may also search for a notary public in your area via [Notary Rotary](#).

(Note: you will need to contact the notary to confirm they are willing to process the I-9 form. As the processing of the I-9 form is not considered a notarial act, and therefore not within the scope of state-mandated fees for services, the fee for processing this form may vary by individual.)



Form I-9 Instructions for University/School HR Representative or Notary Public (Authorized Agent)

If Employee plans to go to a University/School HR Representative:

- All attached forms (including these instructions) and original identification/employment eligibility document(s) must be taken to a nearby university or school and presented to that organization's HR representative.
- The HR representative will inspect the document(s) and complete **Section 2 of the Form I-9**. This must be completed no later than the close of business on the employee's third day of employment.
- The employee must **mail the original, completed Form I-9 and a copy of the document(s)** back to PA College's HR department:

Human Resources Department
PA College of Health Sciences
850 Greenfield Road
Lancaster, PA 17601

If Employee plans to go to a Notary Public (Authorized Agent):

- All attached forms (including these instructions) and original identification/employment eligibility document(s) must be presented to a notary public (authorized agent). This must be completed no later than the close of business on the employee's third day of employment.
- The notary public will inspect the document(s) and complete the following:
 - Section 2 of the Form I-9
 - Notary Form for I-9 Processing
 - Affix the notary seal on the Notary Form for I-9 Processing
- The employee must **mail the original, completed form I-9, Notary Form for I-9 Processing, and a copy of the document(s)** to PA College's HR department:

Human Resources Department
PA College of Health Sciences
850 Greenfield Road
Lancaster, PA 17601



Notary Form for I-9 Processing

Name of Employee (Please Print): _____

Last Name, First Name, MI

State of: _____ County of: _____

On this _____ day of _____ in the year _____,

I attest that I have examined the document(s) presented by the above-named individual, and the document(s) presented appear to be genuine and relate to the above-named individual.

Documents which were presented:

_____	_____
Name of Document	Document Number
_____	_____
Name of Document	Document Number
_____	_____
Notary Public Signature	Date Commission Expires

Additional Instructions for the Employee:

Please attach photocopies of the examined document(s) and mail to this address:

PA College of Health Sciences
Human Resources Department
PA College of Health Sciences
850 Greenfield Road
Lancaster, PA 17601
Email: ad058@pacollege.edu