

Authorized Representative Instructions to Complete form I-9



University of Wisconsin
Stevens Point

The U.S. Citizenship and Immigration Services (USCIS) requires employers or an authorized representative to verify the right of our employees to work in the U.S.

UW-Stevens Point recognizes notaries, an individual's current employer Human Resources staff member, and credentialed higher education institutions as Authorized Representative(s) for I-9 verification on our behalf.



Notaries: You will not notarize the document or provide any notary paperwork. You are not acting as a notary to complete the document.

To Complete I-9: For Authorized Representative (Not for Employee)

1. Review the *Form I-9, Instructions, and List of Acceptable Documents*
 - a. To obtain an electronic version: <https://www.uscis.gov/i-9>
2. Verify the employee has their official UW-Stevens Point (UWSP) contract or offer letter with them
3. If *Section 1* is not already completed, request that the employee complete it in your presence, including signature and date
 - a. Review *Section 1*
4. Complete *Section 2*
 - a. Thoroughly review the **original unexpired** documents the employee presents from the *List of Acceptable Documents*:
 - **One original** document from **List A OR**
 - **Two original** documents: one from **List B** (Identity) and one from **List C** (work eligibility)
 - b. Be sure to include:
 - Document Title
 - Issuing Authority
 - Document Number
 - Future Expiration Date, if applicable
 - N/A (i.e., Not Applicable) in **all** blank fields
5. Make a copy of the original identity and/or work eligibility document(s) provided.
6. Complete *Certification Section*
 - a. Employee's date of hire (use the start date listed on the employee's official contract/offer letter)
 - b. Date the form
 - c. Title: Authorized Representative
 - d. Sign your name
 - e. Print your name
 - f. Business or Organization name: University of WI-Stevens Point
 - g. Address: 2100 Main Street, Stevens Point, WI 54481
7. Send the paperwork to UW-Stevens Point Human Resources
 - a. Fax (715-346-3698) **or** mail (using address listed above) the I-9 pages 1 and 2 and the copy of the identity and/or work eligibility document(s) to UWSP Human Resources.
 - b. If mailing, you may require that the employee provide you with the envelope and postage.
 - c. Do not return the forms to the employee.



Do not accept expired documents, or faxes, photocopies, or laminated documents.

Thank you!



Contact UW-Stevens Point Human Resources at 715-346-2606.