The U.S. Citizenship and Immigration Services (USCIS) requires employers to verify the eligibility of our employees to work in the U.S. We are asking you to act as the University of Massachusetts Lowell’s representative to examine the identification documents for a new employee and also asking that you complete and sign the attached USCIS I-9 form.

Attached you will find the I-9 form, the instruction sheet, and the Remote Employee Hire Form. Please verify that the employee has fully completed section 1 of the I-9 form, prior to your completing section 2 and the Certification Section. The employee must present to you a suitable set of identification documents from the “List of Acceptable Documents” page.

The employee can present either:

1. Any one document from List A or

2. Two documents, one from List B and one from List C (eligibility)

The first section that we need you (as our representative) to complete is “Section 2. Employer or Authorized Representative Review and Verification”. Please copy the employee’s name from Section 1 and enter in the space provided. There are spaces indicating which document, or documents were presented to you and their associated information. This includes, the Document Title, Issuing Authority, Document Number and Expiration Date (if any).

Please note: only original documents are acceptable for examination; faxes and photocopies are unacceptable documents. We ask that you make copies of the original documents and attach them to the form for our files.

We will also need you to complete the Certification section of the I-9 form. The employment begin date has been provided to you on the Remote Hire Notary Notice Form. Please complete the Certification section as follows:

1. Enter the employee’s date of hire (See Remote Employee Hire Form)

2. Sign the Authorized Representative section

3. Date the form (enter the date you reviewed the employee’s documents)

4. Place the notary seal on the Remote Employee Hire Form or attach a Notary Certificate to the documents.

If you have any questions or concerns regarding the completion of the attached documents, please contact the Human Resources and Equal Opportunity & Outreach office at the University of Massachusetts Lowell at 978-934-3560 or the contact listed on the Remote Employee Hire Form.