Remote Hire Notary Form

The U.S. Citizenship and Immigration Services requires all employees to complete the Employment Eligibility Verification Form I-9 and present original documents establishing identity and employment eligibility by no later than close of business on the employee's third day of employment.

A process has been established for departments to handle the Form I-9 for employees of the University of Washington who are a remote hire and are not physically available to present the document(s) for inspection.

The U. S. Citizenship and Immigration Services allows employers to utilize a Remote Hire Notary Form for the completion of the Form I-9:

* The Remote Hire Notary Form is designed to allow an authorized agent (notary) to complete the form for the University of Washington.
* The Agent should be chosen carefully, since the hiring department will be held responsible for the actions of the agent.
* The Remote Hire Form, along with the I-9 packet including the List of Acceptable Documents can be sent to the prospective employee in advance of employment.
* Instruct the employee to take the I-9 and Remote Hire Notary Form to a certified Notary Public.
* The employee will present his or her original identity/employment eligibility document(s)to the Notary
* The Notary Public will inspect the documents and complete Section 2 of the Form I-9 and use the title “Agent for the University of Washington”.
* The Remote Hire Employee and Notary Public will also complete the Notary Form and affix the notary seal on the Notary Form.
* The employee must mail the completed Form I-9, and completed and notarized Notary Form, to the Integrated Service Center, 4333 Brooklyn Avenue NE
Seattle, WA 98195
* If the employee mistakenly submits their documents to the department, keep the original Form I-9 and the Notary Form together and forward them to the Integrated Service Center
* Reviewing or examining documents via webcam is not permissible.