

## I-9 Assistance for New Employees who Live Geographically Distant from MVNU

For local new employees, please disregard this page and take all employment paperwork and documents to MVNU's HR Office on the main campus.

### For remote and/or geographically distant new employees of Mount Vernon Nazarene University:

The following option is available: "Per the U.S. Citizenship and Immigration Services (USCIS) directive for remote employees, MVNU may designate an authorized representative to complete Section 2 of the Form I-9 on behalf of the university." MVNU permits the authorized representative to be one of the following:

- HR personnel officers of another university/college or place of employment
- A notary public (notary suggestions: your bank, your insurance company)
- A pastor

**New employees please note:** MVNU cannot accept photocopies or digital images for Employment Eligibility Verification. Employees will need to present original documentation (see page 2 of the I-9 form for acceptable unexpired documents) to the Human Resources Department or to the specified authorized representative on main campus. **All new employees cannot begin working until all new hire paperwork has been processed through Human Resources.**

## Instructions for the Authorized Representative to complete with the new employee:

### New Employee completes - Section 1 of the I-9 Form (USCIS directions also attached for reference)

- Employee Information - Last name, first name, middle initial, and other last names, address, birthdate mm/dd/yyyy.
- Social security number, email, and phone number (these are optional).
- Attesting to your Citizenship - Select one box to attest to your citizenship or immigration status (include the correct document number(s) if option 4 is selected)
- Signature of the New Employee and date (mm/dd/yyyy)
- Preparer/Translator – If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the **Preparer and/or Translator Certification** on Page 3.

### The Authorized Representative completes - Section 2 of the I-9 Form (USCIS directions also attached)

Contact information for the Authorized Representative:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- Employer Review and Verification - Authorized representative **must physically see and identify** one original unexpired document from List A, **OR a combination of** one unexpired original document **from List B AND** one unexpired original document **from List C** (See page 2 of the I-9 form for acceptable unexpired documents)
- Certification, by the Authorized Representative –
  - Leave First Day of Employment blank
  - Authorized Representative printed last name, first name, and title, signature, and date
  - Employer's Name – Mount Vernon Nazarene University
  - Employer's Address - 800 Martinsburg Rd Mt. Vernon, Ohio 43050

The new employee must return all new hire completed paperwork, including this form, to MVNU's Human Resources Department.

To the Authorized Representative: ***Thank you for your willingness to help in this way!***