Notary instructions for processing Form I-9

To the Notary
The U.S. Citizenship and Immigration Services (USCIS) requires Arizona State University to verify the right of our employees to work in the U.S. We request that you act as our Authorized Representative when you complete the Form I-9.

Important: We cannot accept expired documents. Do not accept faxes or photocopies of any documents or laminated Social Security cards.

For U.S. citizens
Follow the instructions below to complete the I-9.

1. First review the I-9 Instructions page and List of Acceptable Documents.

2. Request the employee complete Section 1 in your presence, including signature and date.

3. Thoroughly review and photocopy the original 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).

4. Complete Section 2: Employer Review and Verification
   Be sure to include Document Title, Issuing Authority, Document Number and Expiration Date

5. Complete Certification Section:
   - Enter employee’s date of hire
   - Sign Authorized Representative section with: signature, printed name, title
   - Enter ASU’s name, address (PO Box 871304, Tempe, AZ 85287) and date on the form
   - Notarize copy of the employee’s original documents

   Note: Your signature confirms that you are not an ASU employee. Only ASU employees who have been trained and certified may assist with the completion of Form I-9.

6. Staple the notarized copies of original documents to the back of the completed Form I-9 and return the original documents to the employee.

For Foreign Nationals
Due to the complexities of U.S. immigration documents, ASU requires all foreign nationals working at any ASU campus to complete their I-9 in person at the main Office of Human Resources location in Tempe no later than their first day of work at ASU.

Physical Address
1100 E University Drive
Tempe, AZ 85281

Mailing Address
PO Box 871304
Tempe, AZ 85287-1304