Form I-9 completion
Instructions for notary or authorized representative

Arizona State University is asking you to act as our authorized representative to examine the identity and employment authorization documents for our new employee. The employee must complete Section 1 of the Form I-9 prior to completing Section 2.

The employee must present suitable, original identification that establishes identity and employment authorization. See page three of Form I-9 for the list of acceptable documents the employee must include with the form.

Process for completion of Form I-9, Section 2

1. Physically examine each original document the employee presents. Determine if it appears genuine and relates to the person presenting it. Make sure the documents presented are acceptable by reviewing page three of the Form I-9. Please do not accept any documents that are faxed, scanned or photocopied.

2. Steps to complete the certification in Section 2.
   a. Include first date of employment provided by employee or use today's date.
   b. Your signature in the Employer or Authorized Representative section.
   c. Date form is completed.
   d. Your title, last and first name in Employer or Authorized Representative section.
   e. Employer's business or organization name: Arizona State University.
   f. Employer's business or organization address: 1100 E. University Drive, Suite 105, Tempe, AZ 85281.

Make copies of the documents you review to complete Section 2. Notarize this copy with your notary seal if you are a notary. Sign the copy if you are an authorized College and University Personnel Association for Human Resources representative.

3. You or the employee must mail the completed original Form I-9 along with a copy of acceptable documents you received to the Office of Human Resources.

   ASU Human Resources
   1100 E. University Drive
   Suite 105
   Tempe, AZ 85281
   Attention: Catherine Davidson

Contact the Office of Human Resources at 855-278-5081 for questions about the notary or reciprocal I-9 Process.

6/4/19
Reciprocal I-9 Instructions

The College and University Personnel Association for Human Resources has developed a Form I-9 Reciprocal Processing Consortium, which is a listing of higher education institutions who are willing to provide reciprocal processing of the Form I-9.

To utilize this service, you must contact ASU human resources at 855-278-5081 and provide the employee's zip code. A list can be provided of institutions nearest to the employee's zip code that can assist them in completing their Form I-9, along with the name and contact information for the institution's Form I-9 contact.

Provide the new employee with the blank Form I-9 and contact information for the reciprocal institution. Instruct the employee to complete Section 1 of the Form I-9 no later than the close of business on the first day of work.

Instruct the new employee to take the Form I-9, a copy of his or her offer letter and original identity and employment eligibility documents to the reciprocal institution. See list on page three of Form I-9.

1. The employee will present original identity and employment eligibility documents to the institution contact.

2. The consortium institution’s authorized representative will inspect the documents and complete Section 2 of the Form I-9 using the name of hiring institution for **Employer's Business or Organization Name**. This must be completed no later than the close of business on the employee's third day of employment.

3. The employee must mail the completed Form I-9 and a copy of identity and employment eligibility documents to the address below.

   Arizona State University  
   Human Resources  
   1100 E. University Drive  
   Suite 105  
   Tempe, AZ 85281  
   Attention: Catherine Davidson

**Note:** Section 2 of Form I-9 must not be completed by the new employee. Please ensure that Section 2 of the Form I-9 is completed in its entirety by the authorized representative for expeditious processing.