

Remote Form I-9 completion

Instructions for employees outside of Arizona

Per federal regulation, ASU must document that each new employee, citizen and non-citizen, hired after Nov. 6, 1986, is authorized to work in the United States.

Work authorization must be completed within three business days of date of hire.

Step 1: Visit the [Equifax Form I-9 system](#) online.

Step 2: Complete Section 1 of Form I-9

Complete and sign two forms:

- Personal information
- I-9 remote employment eligibility verification
 - Start date: Enter your first day of work as listed on your offer letter.
 - Citizenship status: Select the correct status based on your situation.

Step 3: Schedule appointment via Equifax with a Partner Completer in your state to complete Section 2.

- Choose a location.
- Set date and time.
- Print or email appointment number.
- Review acceptable documents.
- Look for email confirmation from I-9 Management with Equifax.
- **Take original, unexpired documents and appointment number to location.**

Your email confirmation will contain a link to modify or cancel your appointment.

Call the employee service center at 1-855-278-5081, or submit a case [online](#) for guidance on how to complete your Form I-9.