

Form I-9 Completion Instructions for Employee and University Representative or Notary Public (Authorized Agent)

Employee Completion of the I-9 Form

U.S. Citizenship and Immigration Services (USCIS) require us to verify the right of our employees to work in the U.S.

1. Complete **Section 1 of the Form I-9**. Must use physical address. PO boxes are not acceptable.
2. Present original documents from page three of the of the **Form I-9 "List of Acceptable Documents"** page. You can present either:
 - Any one document from List A or
 - Two documents, one from list b (identity) and one from List C (eligibility)
3. Provide Authorized Agent with stamped and addressed envelope. Faculty Affairs, 5200 N Barton Ave ML55, Fresno, CA 93740

Authorized Agent Completion of the I-9 Form

U.S. Citizenship and Immigration Services (USCIS) require us to verify the right of our employees to work in the U.S. We are asking you to act as our authorized representative to examine the employment identification papers for a new Fresno State employee and certify his/her eligibility by signing the attached USCIS **Form I-9**.

4. Please verify that the employee has completed **Section 1 of the Form I-9** prior to completing Section 2. The address must be a physical address. P.O. Boxes are not allowed. Make sure the employee has signed and dated the form.
5. Please complete **Section 2 – Employer Review Verification and the Certification Section of the I-9 form**. Please view/copy only original documents. The employee must present original documents (Note: faxes, photocopies, and laminated social security cards are unacceptable documents.) from page three of the **Form I-9 "List of Acceptable Documents"** page. The employee can present either:
 - Any one document from List A or
 - Two documents, one from list b (identity) and one from List C (eligibility)
6. Sign the Authorized Representative section.
7. Date the form (mm/dd/yyyy). Enter the date document/s were reviewed.
8. Print Authorized Representative Name in appropriate section.
Note: Employer's Business Name should indicate Fresno State
Employer's address should indicate 5200 N Barton Ave, Fresno, CA 93740.
9. Make copies of the documents provided.
10. Place in provided envelope and mail.

If you have questions, please contact Fresno State Faculty Affairs at (559) 278-3027.

Thank you for your assistance.