Instructions for Remote Notary Acknowledgement

When an employee is unable to meet in person at the University to complete their I-9 form, he or she must complete it by means of using a Notary Acknowledgement Form. The Form I-9 is a federally mandated employment eligibility verification form that must be completed by all U.S. employers in order to document that each new employee is authorized to work in the United States.

Instructions for Notary Public:

Southern Illinois University Edwardsville (SIUE) asks that you act as our representative to examine/verify the identification documents for a new employee and the successful completion of Section I of the Form I-9.

1. Verify the identification documents are those of the employee. *Please note: view only original documents. Faxes, photocopies, electronic or skype accessed documents are not acceptable.*
2. Complete Section 2 of the Form I-9 by recording the documents that were presented to you. Be sure to record the type of document, the issuing authority, the document number and the expiration date of the document (if any).
3. Complete the Notary Acknowledgement Form, providing official notary seal confirming that you met with our employee in person and witnessed and examined their original documents.

Instructions for SIUE Employee:

1. You must arrange for the completion of the I-9 and Notary Acknowledgement in the presence of a Notary Public. Note: some notaries will not provide this type of service, so it is recommended that you inquire with them first.
2. Complete Section I of the Form I-9 in the presence of the Notary Public.
3. Provide the appropriate identification to the Notary Public for verification (See Page 3 of the I-9 form for acceptable documents):
   a. Any one document from List A, **OR**
   b. Two documents, one from List B **AND** one from List C
4. Have the Notary Public complete the Notary Acknowledgment Form
5. Mail the completed Form I-9 and Notary Acknowledgment Form to:
   
   SIUE, Office of Human Resources
   Campus Box 1040
   Edwardsville, IL 62026-1040
6. Please call the Office of Human Resources at 618-650-3062 if you have questions.