



EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9) AGENT AUTHORIZATION

EMPLOYEE INSTRUCTIONS FOR COMPLETING THE FORM I-9

Please be aware that the US Citizenship and Immigration service mandates that we keep the original I-9 form on file for all employees. This includes the AGENT AUTHORIZATION page. Please follow these instructions CAREFULLY to ensure you are in compliance. **PLEASE NOTE: The law states we must have the original form on file by the 3rd day after starting your assignment.**

Step 1	The Form I-9 is attached to this document. Complete all blanks in Section 1.
Step 2	Present your original identification documents to the Authorized Agent*.
Step 3	The Agent will examine your documents to ensure that you have presented either: <ul style="list-style-type: none">▪ one document from list “A” or▪ one document from list “B” and one document from list “C”: (see the I-9 instruction form for the lists)
THE AGENT MUST RECORD THE DOCUMENTS IN SECTION 2 OF THE I-9 FORM	
Step 4	Attach to the Form I-9 , clear and legible copies of the document(s) you presented to the Agent.
Step 5	Return all pages of the original Form I-9 and copies of the document(s) to the hiring unit.

If the form is incomplete or the supporting documents are not received, we will return the form to you.

It is not unusual for a U.S. employer to hire a new employee who doesn't physically come to that employer's offices to complete paperwork. *The Citizenship and Immigration Services allow companies to appoint professionals as their agents to complete the I-9 form. In such cases, employers may designate agents to carry out their I-9 responsibilities. Agents may include notaries public, accountants, attorneys, personnel officers, foremen, etc. An employer should choose an agent cautiously, since it will be held responsible for the actions of that agent. **Note:** Employers should not carry out I-9 responsibilities by means of documents faxed by a new employee or through identifying numbers appearing on acceptable documents. The employer **must review original documents**. Likewise, Forms I-9 should not be mailed to a new employee to complete Section 2 himself or herself.

If you have questions, call the Employment Service Center, 313.577.2010. Faxed copies of the I-9 Form are not acceptable. Federal law requires Wayne State University to keep **originals** on file.