Notes for Notary Assisting with Remote Completion of the I-9 Form (New Hire)

(please read the “Instructions for Form I-9, Employment Eligibility Verification” for the full list of instructions)

1. See Section 1 (page 1) of I-9 Form
   • Verify all boxes in the top area have text within them.
   • Verify a box is checked in the second area.
   • Verify page has been signed and dated.
   • Verify a box in the Preparer and/or Translator Certification area is checked and that the Preparer or Translator information is completed if applicable.

2. Enter employee information from Section 1.

3. Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.
   • Make a copy of the documents being presented for List A or List B and C.
   • If the employee presents an acceptable document(s) from List A (see “List of Acceptable Documents”), enter the document(s) information in this column. All documents must be unexpired.
   • If the employee presents acceptable documents from Lists B and C (see “List of Acceptable Documents”), enter the document(s) information in this column. All documents must be unexpired. If you enter document information in the List B or C column, you must also enter document information in the alternate column.

4. Complete Authorized Representative information.
   • The notary is representing the College in the completion of the I-9 form. Please use “Notary Public” for Title of Authorized Representative.

5. Complete Amherst College’s “Remote Hire Notary Form for Completion of I-9”.

NOTE: The “Remote Hire Notary Form for Completion of I-9” will be notarized, NOT the I-9 form itself
Remote Hire Notary Form for Completion of I-9

Date

To the Trustees of Amherst College:

Before me has appeared in person, the individual with the name and address of:

____________________________________________________________________________________
____________________________________________________________________________________

And having a date of birth of: ____________________________________________________________________________

In furtherance of Trustees of Amherst College employment eligibility verification requirements under the Immigration Reform and Control Act of 1986, I further attest that:

1. The person named above has filled out Section 1 of the attached I-9 Form (Employment Eligibility Verification);
2. I have examined the original(s) of the document(s) presented to me;
3. I have filled in the document title, issuing authority, number and expiration date (if any) in the space provided in Section 2 or 3 of such I-9 form as appropriate;
4. The attached copy or copies of document/s presented to me appear on their face to be genuine and to relate to the person presenting them; and
5. I have signed and dated the attestation in Section 2 or 3 of such I-9 Form as appropriate.

Employee’s Date of Hire*: __________________________

*Please note that this date must be entered in the certification section of the I-9 Form and/or employment date section of the oath by the authorized agent.

State of: ______________________________
County of: ____________________________

Subscribed and sworn to (or affirmed) before me on this day of __________ day of ____________________, 20____, by ____________________________________________, proved to me on the basis of satisfactory evidence to be the person who appeared before me.

_______________________________
Notary Public Signature

PRIVACY STATEMENT: The purpose for requesting information on this form is to verify the individual’s eligibility for employment in the United States. Federal statutes authorize collection and maintenance of this information. Furnishing all information requested on this form is mandatory - failure to provide such information will delay or may even prevent completion of the action for which the form is being completed. Information furnished on this form may be made available for inspection by United States Immigration and Naturalization Service or Department of Labor Officers.