On occasion, an employee will work at a remote or off-site location and, therefore, is not able to present original documents to an ETSU representative for inspection. If an employee is unable to present original documents to an ETSU representative to complete an I-9 form, the following process would apply:

1. ETSU can authorize a qualified person to act as an agent of the university for the purpose of completing the Form I-9.

2. The hiring department should contact Vanessa Hawkins in the ETSU Office of Human Resources, 423-439-4454, to discuss and identify a person who is knowledgeable about the Form I-9 to whom the employee could present original documents. Please contact her at least one week prior to the employee’s start date.

   This person could be:

   • a Human Resource professional at the employee’s home institution;
   • a staff member in an International Center office at the employee’s home institution;
   • a designated person in the Registrar’s Office at the employee’s home institution;
   • a notary public.

3. The Office of Human Resources will authorize the person to complete the I-9 Form on behalf of ETSU by completing the Agent Authorization Form. This form may be signed and mailed to the remote hire employee for completion, or authorization may be given via email by the Office of Human Resources and the form officially signed by the Office of Human Resources when returned by the remote hire employee.

4. The remote hire employee will present the Agent Authorization Form, the Employee Instructions for Completing the I-9 Form and an I-9 Form to the authorized agent. All forms are located on the ETSU Office of Human Resources website.

5. A copy of the signed Agent Authorization Form should be forwarded along with the original, completed I-9 form and legible copies of the employee’s documents to:

   Office of Human Resources
   East Tennessee State University
   Box 70564, Johnson City, TN 37614
EMPLOYEE INSTRUCTIONS FOR COMPLETING THE I-9 FORM

Please be aware that the US Citizenship and Immigration service mandates that the employer 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.

**STEP 1**: Download the I-9 Form by going to [www.etsu.edu/humanres](http://www.etsu.edu/humanres) and clicking on Forms. Look for the I-9 form. Be sure to print the entire form including the instructions.

**STEP 2**: Take the I-9 Form to the Authorized Agent that we have directed you to and complete Section 1.

**STEP 3**: Present your original identification documents to the Authorized Agent.

**STEP 4**: The Agent will examine your documents to ensure that you have presented either:

- One document from list “A” or
- One document from list “B” and one document from list “C” (the lists appear on the last page of the I-9.)

**STEP 5**: The agent must record the documents in Section 2 of the I-9 form and photocopy the documents. (The agent should enlarge the documents so they are legible).

**STEP 6**: The agent must enter the mm/dd/yyyy of the employee’s first day of work in the certification section of the I-9 form (refer to Agent Authorization Form for this date).

**STEP 7**: The agent must sign and date the I-9 form.

**STEP 8**: The agent must review Sections 1 and 2 of the I-9 form to ensure all information is completed.

**STEP 9**: The agent must sign and date the Agent Authorization form.

**STEP 10**: The employee should return pages 7 and 8 of the original I-9 form, the signed Agent Authorization Form, and the copies of the employee’s documents to:

Office of Human Resources  
East Tennessee State University  
Box 70564, Johnson City, TN 37614

**NOTE**: If the I-9 is incomplete, it will be returned and the employee may not be able to begin work. If you have any questions, please call the ETSU Office of Human Resources at 423-439-4457.
AGENT AUTHORIZATION

East Tennessee State University (ETSU) hereby appoints
____________________________ ("Agent") as ETSU’s agent solely for the
purpose of examining the documentation required on the Employment Eligibility
Verification I-9 Form, accurately recording such information thereon and
executing such I-9 Form on behalf of ETSU for the benefit of
____________________________.  (ETSU Employee – Print Name)
The employee’s first date of work to use in Section 2 of the I-9 form is
______________.

Agent hereby accepts such appointment

Agent
By: ______________________________
Position Title: ____________________
Date: ____________________________

East Tennessee State University
By: ______________________________
Name: ETSU Representative
Position Title: ____________________
Date: ____________________________