

AUSTIN PEAY STATE UNIVERSITY
REMOTE HIRE NOTARY NOTICE FORM INSTRUCTION SHEET

We are asking you to act as our representative to examine the identification papers for a new Austin Peay State University (APSU) employee. Because the U.S. Citizenship and Immigration Services (USCIS) requires us to verify the employment eligibility of all employees (both citizen and noncitizen), we are asking you to serve as our representative in this matter by examining the person's original documents and signing the attached USCIS Form I-9.

Please find attached the I-9 form, the I-9 instruction sheet, and the Remote Hire Notary Notice Form. Please verify that the employee has completed section 1 of the I-9 form. The employee must present to you a suitable set of identification papers as given on the "List of Acceptable Documents" page. The employee can present either,

- Any one document from List A **or**
- Any one document from List B **and** any one document from List C.

Then we will need you (our representative) to complete "**Section 2. Employer Review and Verification**". Please record the document title, issuing authority, document number, and expiration date (if any) of the documents that were presented to you in the spaces indicated on the form. *Please note: view only original documents; faxes and photocopies are not acceptable documents.*

Then you will need to complete the "**Certification**" section of the I-9 form as follows:

- Enter the employee's start date (see Remote Hire Notary Notice form for this information)
- Sign as the Authorized Representative and Print your name
- Enter "Notary Public" as your Title
- Enter "APSU, 601 College St, Clarksville, TN 37044" as the Business Name & Address
- Date the form (enter the date on which you reviewed the employee's documents)
- Place your notary seal on the Remote Hire Notary Notice Form or attach a Notary Certificate

AUSTIN PEAY STATE UNIVERSITY
REMOTE HIRE NOTARY NOTICE FORM

EMPLOYEE INFORMATION:

NAME: LAST _____ FIRST _____ MI _____
DATE OF BIRTH _____



APSU DEPARTMENT INFORMATION – THIS SECTION IS TO BE COMPLETED BY THE HIRING DEPARTMENT ONLY.

DEPT CONTACT: LAST, FIRST NAME _____
DEPT CONTACT: TITLE _____
DEPT CONTACT: PHONE NO. _____

EMPLOYEE'S DATE OF HIRE _____ (THIS DATE MUST BE ENTERED INTO THE CERTIFICATON SECTION OF THE ***I-9 FORM*** BY THE AUTHORIZED AGENT).

DEPARTMENT CONTACT SIGNATURE DATE



PLACE NOTARY SEAL IN THIS SECTION OR ATTACH NOTARY CERTIFICATE FOR THE I-9 FORM THAT IS BEING NOTARIZED:

THIS FORM MUST BE COMPLETED AND GIVEN TO THE AUTHORIZED AGENT ***BEFORE*** THE I-9 FORM IS COMPLETED. THIS WILL ENSURE THAT THE DATE OF HIRE LISTED ON THE FORM IS PROVIDED AND VERIFIED BY THE HIRING DEPARTMENT. DEPARTMENTS PLEASE ATTACH THE COMPLETED I-9 FORM (WITH ORIGINAL SIGNATURES) TO THE REMOTE HIRE NOTARY NOTICE FORM AND RETURN ALL FORMS TO HUMAN RESOURCES.