



FLORIDA STATE UNIVERSITY
 OFFICE OF HUMAN RESOURCES
 A6200 University Center
 Tallahassee, FL 32306-2410
 Phone: (850) 644-6034
 Fax: (850) 645-4670
 Email: hr@fsu.edu

Remote Hire Authorized Agent Form

To be read and completed by the Authorized Agent

The Florida State University is requesting you act as our representative to validate identification and work authorization documents on our behalf. The U.S. Citizenship and Immigration Services (USCIS) requires employers to verify the employment eligibility of employees that work in the U.S. based on review of required documents to establish identity and work eligibility. Due to this employee's remote employment, we are asking you to serve as our representative in completing the Form I-9 by examining and identifying the original documents and signing Section 2 of the Form I-9 as our authorized agent. The Form I-9 should not be notarized as this is illegal in many states. Per USCIS's Handbook for Employers (M-274), all liability relating to a Form I-9 signed by an authorized agent and the verification process still lies with the employer.

Please follow the address provided below to find the most up-to-date Form I-9 and Instructions. The I-9 Instructions should be read before completion of the I-9. Please refer to the "List of Acceptable Documents" on page 9 of the Instructions linked below to view the acceptable documents the employee may present. If assistance is needed, especially in the case of a Non-U.S. Citizen, please call the I-9 Administrator using the contact information below.

I-9 Form: <http://www.uscis.gov/files/form/i-9.pdf>

Authorized Agent:

1. Verify the employee has completed Section 1 of the Form I-9 prior to completion of Section 2.
2. Once the acceptable and original documents are presented and seem to be genuine, please fill in the requested information pertaining to the documents in Section 2.
3. Enter the employee's Date of Hire (see *Department Section* below)
4. Complete the **Authorized Representative Information** in Section 2 by signing, dating, entering your title as "Authorized Agent," and printing your name clearly.
5. Enter the Employer's information: The Florida State University; 600 W. College Avenue, Tallahassee, FL 32306
6. Complete the **Remote Hire Authorized Agent Form**.

Employee:

1. **Scan** or **Fax** both completed forms to the I-9 Administrator in HR and your department.
 - a. **Scan:** Drop-off a scanned copy online at dropbox.fsu.edu with the "Sender" being the employee and the "Recipient" being Andrew Kapec at akapec@fsu.edu and your department.
 - b. **Fax #:** (850) 645-9506 Attn: Andrew Kapec.
2. **Mail** original forms to: Human Resources, 6200 A University Center, Tallahassee, Florida, 32306-2410 Attn: Andrew Kapec.

State of _____ County of _____
 Subscribed and sworn (or affirmed) before me on the ____ day of _____, 20____, by _____, proved to me on the basis of satisfactory evidence to be the person who appeared before me.

 Authorized Agent Signature

Department Information – This section to be completed by hiring department only.

Dept. Name: _____ **Employee's Name:** _____
Dept. Rep: _____ **Employee's Date of Hire:** _____
Dept. Phone #, Email, and Fax #: _____