

I-9 instructions (updated Spring 2021)

During this interim period you will have two options to complete your I-9. Please review the two options outlined below.

**Option 1 - If you are physically reporting to work:** Please print the [I-9 Form](#), complete Section 1 (page one), and present the form and supporting documentation to the person you are reporting to. They should complete Section 2 (page two) using your documentation and sign the bottom of Section 2. Once this has been completed, you will email us your completed I-9 form along with your documentation.

**Option 2 - If you are working remotely:** Please print the [I-9 Form](#), you (the employee) should complete Section 1 (page one), and then present the form and supporting documentation to an adult household member over the age of 18. The household member will complete Section 2 (page 2) to attest to your identity.

*The member of your household should complete Section 2 (page 2) of the I-9 form including:*

- Listing the relevant information about the documents that you (the employee) has provided;
  - either (i) a document from List A, or (ii) a document from List B **and** a document from List C, as set forth on page 4 of the I-9 form
  - make a photocopy of the documents used for List A or List B and C and attach them with the completed I-9 form
- All boxes and lines left blank by the employee in Section 1 (page 1) must have “N/A” placed in order for the document to be completed properly;
- Signing the Certification as an authorized representative (end of Section 2);
- Completing the identifying information including your relationship to the employee in the “Title of Employer or Authorized Representative” Field and;
- Dating the form.

Once complete, scan the completed I-9 form, along with a photocopy of your documentation used for Section 2, to [hrservice@syr.edu](mailto:hrservice@syr.edu).

Please note that once you return to working on campus, you will need to come to HR to complete an I-9 in person.

For the list of eligible documentation that needs to be presented when completing the I-9 please visit: <https://hr.syr.edu/wp-content/uploads/2020/02/I-9-Documents.pdf>.

To download the I-9 form, please visit:

<https://www.uscis.gov/sites/default/files/document/forms/i-9-paper-version.pdf>

For full instructions on completing the I-9, please visit:

<https://www.uscis.gov/sites/default/files/document/forms/i-9instr.pdf>

We appreciate your understanding as we navigate this remote environment and ensure compliance with Federal requirements.

If we can be of any assistance to you in the future, please do not hesitate to contact us at [hrservice@syr.edu](mailto:hrservice@syr.edu) or 315.443.4042 (press 1).