

# Off-Campus Form I-9 Completion Utilizing a Notary Public

Form I-9 is required to be completed within three days of the first day of employment. Employees who are unable to present physical documents for completion of Form I-9 to Human Resources at Western Oregon University within three days of their first day of employment may utilize the services of a notary public. The employee is to present the notary public with the physical documents and the notary public will take a copy of each document and certify that it is a true and correct copy. This true and correct copy will then be used by Human Resources to complete the second page of the Form I-9.

## Instructions

**Employee:** (1) Provide a notary public with a copy of these directions, including all attachments. Ensure that the notary public is comfortable completing the service within the provided guidelines. (2) Present the necessary documents to the notary public as listed in the attached LISTS OF ACCEPTABLE DOCUMENTS. (3) Upon completion of the notarization, mail the **original** Form I-9 (front page completed) AND the **original** Affidavit of True Copy with the attached copies Human Resources at:

Western Oregon University  
Human Resources  
345 N Monmouth Ave Monmouth, OR 97361

(4) Upon receipt of the Form I-9, the Affidavit of True Copy and the certified copies, the Human Resources will complete the second page of the Form I-9.

**Notary Public:** You are not being asked to notarize the Form I-9. Rather, you are being asked to notarize that copies of the presented documents are true and accurate. (1) Examine the presented documents to ensure that they are acceptable and unexpired. (2) Make a copy of each document (front and back). (3) Use the Affidavit of True Copy sheet attached to certify that the copies made are true and correct copies of the original documents. (4) Affix your seal on the Affidavit of True Copy sheet. (5) Staple the copies of the documents and the completed Affidavit of True Copy sheet together. Provide to this packet to the employee.

Please note the following:

- The new employee is responsible for any costs incurred from the notary services, copying or mailing.
- The notary public will not act as an authorized representative of Western Oregon University during this transaction.
- If the employee or the notary public has any questions regarding completion of Form I-9, please contact our office at 503.838.8490 or hr@wou.edu.

**Affidavit of True Copy**

State of: \_\_\_\_\_

County of: \_\_\_\_\_

I, \_\_\_\_\_, certify that on this \_\_\_\_\_ day of \_\_\_\_\_  
(Notary Name) (Day) (Month) (Year)

\_\_\_\_\_ physically presented to me the following document(s):  
(Person Presenting Documents)

Document 1: Type of Document: \_\_\_\_\_

Document Number: \_\_\_\_\_

Expiration Date (if applicable): \_\_\_\_\_

Document 2: Type of Document: \_\_\_\_\_  
(if applicable)

Document Number: \_\_\_\_\_

Expiration Date (if applicable): \_\_\_\_\_

I certify the attached photocopies to be a complete, exact and true copy of these documents.

\_\_\_\_\_  
(Notary Signature)

My Commission Expires: \_\_\_\_\_



## LISTS OF ACCEPTABLE DOCUMENTS

### All documents must be UNEXPIRED

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

<b>LIST A</b> <b>Documents that Establish Both Identity and Employment Authorization</b>	<b>OR</b>	<b>LIST B</b> <b>Documents that Establish Identity</b>	<b>AND</b>	<b>LIST C</b> <b>Documents that Establish Employment Authorization</b>
<ol style="list-style-type: none"> <li>1. U.S. Passport or U.S. Passport Card</li> <li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>4. Employment Authorization Document that contains a photograph (Form I-766)</li> <li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:               <ol style="list-style-type: none"> <li>a. Foreign passport; and</li> <li>b. Form I-94 or Form I-94A that has the following:                   <ol style="list-style-type: none"> <li>(1) The same name as the passport; and</li> <li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li> </ol> </li> </ol> </li> <li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li> </ol>	OR	<ol style="list-style-type: none"> <li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li> <li>3. School ID card with a photograph</li> <li>4. Voter's registration card</li> <li>5. U.S. Military card or draft record</li> <li>6. Military dependent's ID card</li> <li>7. U.S. Coast Guard Merchant Mariner Card</li> <li>8. Native American tribal document</li> <li>9. Driver's license issued by a Canadian government authority</li> <li style="text-align: center;"><b>For persons under age 18 who are unable to present a document listed above:</b></li> <li>10. School record or report card</li> <li>11. Clinic, doctor, or hospital record</li> <li>12. Day-care or nursery school record</li> </ol>	AND	<ol style="list-style-type: none"> <li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:               <ol style="list-style-type: none"> <li>(1) NOT VALID FOR EMPLOYMENT</li> <li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>4. Native American tribal document</li> <li>5. U.S. Citizen ID Card (Form I-197)</li> <li>6. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>7. Employment authorization document issued by the Department of Homeland Security</li> </ol>

**Examples of many of these documents appear in the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**