University of Massachusetts Amherst
Remote I-9 Process

Individuals who perform work in the United States must complete a [Federal Employment Eligibility Verification Form](#) and provide original documents verifying identity and eligibility to work in the United States.

You may complete the I-9 form with one of the following:

1. A UMass Human Resources Employee Service Center representative (room 325 Whitmore Administration Building, open M-F, 8:30am – 5:00pm)
2. A representative of the [CUPA I-9 Reciprocal Processing Consortium](#)
3. A notary public who is willing to complete Section 2 of the form and notarize copies of the supporting documents confirming they are copies of original, unexpired documents that she/he has personally seen.

In all cases the University requires receipt of copies of documents listed in I-9 Section 2.