



University of Massachusetts
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Division of Human Resources
Benefits

Form I-9 Completion Instructions

The United States Citizenship and Immigration Services (USCIS) requires employers to verify each new employee's identity and eligibility to work in the United States by examining original, unexpired identification documents and completing the Employment Eligibility Verification Form (I-9) form with each new employee.

For New Employees

1. Please **complete Section 1** of the Form I-9 in full (if you do not have a Social Security Number please leave that blank). The address you use should be your current address at the time you complete the form.
2. **Assemble original, unexpired documents** that fulfill the requirements on the "Lists of Acceptable Documents" (Form I-9 page 9). You must bring:
 - Any one document from List A **or**
 - **One document each** from List B (identity) **and** one from List C (eligibility).
3. **Bring both the Form I-9 and Acceptable Documents** to either a Notary Public (instructions and request below for the Notary) or arrange to meet with a member of the CUPA I-9 Consortium (<http://www.cupahr.org/i9/index.aspx>)
4. **Return the completed Form I-9 with copies of the Acceptable Documents** listed under Form I-9 Section 2 to UMass Amherst Human Resources **with** the **required payroll documents** provided by UMass.

For Notaries Public

Notaries public are authorized to complete the federal Form I-9 on behalf of U Mass Amherst. We are asking you to act as our representative in completing the Form I-9 with our new UMass employee.

1. In completing the Form I-9 please verify that the employee has completed Section 1 of Form I-9 prior to your completing Section 2.
2. The employee must present you with original, unexpired documents as listed on the "List of Acceptable Documents" page. The employee can present either: any one document from List A **or** two documents, (one each from Lists B - identity **and** C - eligibility).

The sections we ask you to complete are:

- **Section 2 – Employer...Review and Verification**, please:
 - a. write the employee's name as indicated just below the "Section 2" header
 - b. list the document or documents the employee presents to you. The name of the document, issuing authority, document number and expiration date (if any) must be listed for each document.
- the **Certification** section, please: sign as the University's Authorized Representative, enter the date you reviewed the employee's documents, list your title as "Notary Public" and print your name in the Certification section.

Please return the completed Form I-9 to the employee, who is responsible for submitting them to UMass Amherst Human Resources with photocopies of the documents you list in Section 2.

Please contact UMass Amherst Human Resources with any questions about completion of the Form I-9 (Telephone: 413.545.6110, 413.545.6114; E-mail: kpleasant@admin.umass.edu).

Thank you so much for your assistance in this regard.