**UMBC REMOTE I-9 INSTRUCTIONS/EMPLOYEE**

**I-9 Form Section 1 & 2 – COMPLETED BY THE NEW/REHIRE**

**Acknowledge of I-9 Guidelines –**Employees Initials

**Section 1**

* + Employee Information/Attestation/Signature
		- All boxes in red must be completed or indicated with N/A

**Preparer or Translator**

* + A preparer and/or translator may help an employee complete Form I-9. The preparer and/or translator must read the form to the employee, assist them in completing Section 1, and have the employee sign or mark the form where appropriate. The preparer and/or translator must then complete the Preparer and/or Translator Certification block. If the employee used multiple preparers or translator, each subsequent preparer and/or translator must complete a separate Preparer/Translator Certification block on a Form I-9 Supplement and attach the Supplement to the employee’s form (<https://www.uscis.gov/i-9-central/30-completing-section-1-form-i-9>)

**Supporting Documents**

The employee and the departmental payroll preparer will coordinate a review supporting documentation remotely (e.g., over video link, fax, or email, etc.).

The Remote I-9 document review requirements will be implemented until May 19, 2020, or within three business days after the termination of the National Emergency, **whichever comes first**. At that time, the ***employee must bring the original I-9 identity/work authorization documents* to payroll preparer/departmental representative, the document(s) can should be examined to confirm;**

* it appears to be reasonably genuine and corresponds to the new employee; and
* it is consistent with the information provided on the I-9 (i.e. the Social Security Card number matches the information on the card, and all documents are unexpired).