

Remote New Hire Employment Verification (Form I-9) Affidavit

The new hire employee presenting this documentation is a remote employee who will be working off-site. Employment with the University is contingent upon the in-person presentation of qualifying identification for legally working in the U.S. and completion of Form I-9. Given the employee is remote, this must be done virtually within their Workday account, as well as on the paper Form I-9 attached. Section One of the I-9 must be completed within Workday no later than the first day of employment, Section Two must be completed no later than 3 days after hire date.

Designated CUPA Representative or Designated Notary:

- Federal law permits the University to seek the services of an authorized representative (a reciprocal CUPA designee or public notary) to complete the new hire employee's Form I-9 on behalf of the University.
- The designated representative or certified public notary completes the Form I-9 following the same rules as a university human resources representative as indicated in the instructions of the Form I-9.
- If in need of finding a CUPA Representative, email hr@liberty.edu and we will provide a list of participating institutions local to you that you can set an appointment to have the I-9 completed.

The representative or notary and the employee will fill out the paper Form I-9 as instructed on the form:

STEP 1: Employee completes Section One of the paper Form I-9 and provides any variation of the acceptable documents attached to be reviewed by an authorized representative (CUPA reciprocal representative or notary).

STEP 2: The CUPA representative or notary verifies required identification documents and completes Section Two on behalf of the University.

- Employee must show original **physical documents**. The only exception to an original document is that the representative or notary may accept a certified copy of the employee's birth certificate.
- Documents must be **unexpired**.
- Representative or notary will list Liberty University as the business organization in the address field of Section Two.

Liberty University
1971 University Boulevard
Lynchburg, VA 24515

STEP 3: Representative or notary will sign this document statement attesting to the review of the employee's documentation. Notaries will provide both signature and identifying certification information on Page 2 of this document. Notaries will **only** place their **seal on the dedicated space of this affidavit; do not stamp your seal on the I-9 form**.

STEP 4: Have a copy of the signed and completed Form I-9, copies of the reviewed and verified identified documents, and this signed document **faxed to our HR department at 434-582-7338** so there is no delay in continuing onboarding of the employee.

STEP 5: The employee will immediately **mail** the physical signed and completed Form I-9, copies of the reviewed and verified identification documents and this signed document to HR at the following address:

Liberty University
Human Resources- Green Hall, Room 1560
1971 University Boulevard
Lynchburg, VA 24515

You can contact Liberty University HR with any questions at any time during this process, we can be reached by email at hr@liberty.edu or by phone at 434-592-7330 Monday- Friday between the hours 8:00am and 5:00pm.



I, the undersigned new hire employee, do hereby attest and affirm that the documentation supplied herein is the true documentation specific to my ability to legally work in the U.S.

Print Full Name: _____

Signature of New Hire Employee: _____

Date: _____

I, the undersigned representative, or notary, do hereby attest and affirm that I have reviewed the documents presented by the new hire employee, and do hereby confirm the signature of the new hire employee appearing before me this date and completing the Form I-9 presenting the documents.

If CUPA Reciprocal Representative:

Name of Institution: _____

Title: _____

Representative Signature: _____

Date: _____

If Notary:

City/County of: _____

State/Commonwealth of: _____

Notary Registration Number: _____ Expiration Date: _____

Notary Signature: _____

Date: _____

(SEAL)