



# Hannibal-LaGrange UNIVERSITY

## REMOTE HIRE NOTARY NOTICE FORM INSTRUCTION SHEET

**Employee Instructions** You must complete Section 1 of the I-9 form. You will then be required to present **unexpired original** documents of your identity and eligibility to work in the United States. If you are unable present **unexpired original** documentation in person at the Hannibal campus or one of our other campuses, you may have a notary complete the form on HLGU's behalf. Please review the "List of Acceptable Documents" on page 9 of the "Instructions for Employment Eligibility Verification." You may present any one document from List A on the I-9 form or the combination of one document from List B that contains a photo AND one document from List C.

Please present the notary with these instructions, the I-9 form with instructions, and the Remote Hire Notary Notice Form. It is your responsibility to present the correct documentation to the notary. **This documentation must be received by HLGU prior to you starting work.** It is imperative that this documentation is submitted back to HLGU as soon as possible.

**Once the I-9 and Remote Hire Notice forms have been completed by the notary you must then:**

- Within one business day, fax a copy of the completed I-9 form, documents and Remote Hire Notice form to Human Resources 573-221-1685.

***PLEASE NOTE - THE FAXED COPY OF THE I-9 IS NOT A SUBSTITUTE FOR THE ORIGINAL MAILED COPY!!! BOTH ARE NECESSARY TO ENSURE COMPLIANCE WITH FEDERAL LAWS.***

**Mail the following to:**

Hannibal-LaGrange University  
Human Resources  
2800 Palmyra Road  
Hannibal, MO 63401

- I-9 form, with attached photocopies of documents, and Remote Hire Notice form
- Direct deposit form with voided check
- Employee Information Sheet
- Missouri W-4
- Federal W-4



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## Notary Instructions for Completing the Form I-9

The Citizenship and Immigration Services allow companies to appoint professionals as their agents to complete the I-9 Form.

### **REMOTE HIRES**

*It is not unusual for a U.S. employer to hire a new employee who doesn't physically come to that employer's offices to complete paperwork. In such cases, employers may designate agents to carry out their I-9 responsibilities. Agents may include notaries public, accountant, attorneys, personnel officers, foremen, etc.*

We are asking you to act as an authorized agent on behalf of Hannibal-LaGrange University in attesting that the documents presented to you reasonably appear to be genuine and reasonably appear to belong to the person standing before you. Please complete each step as follows. If you have questions, you may contact the HLGU representative listed on the Remote Hire Notice Form.

1. Verify that the employee has completed all fields in Section 1 of the I-9 Form.
2. Please ask the employee to present you with the appropriate **unexpired original** documentation of his/her identity and eligibility to work in the United States. A "List of Acceptable Documents" that establish identity and eligibility can be found on page 9 of the "Instructions for Employment Eligibility Verification.

The employee must present either:

- Any **one** document from List A (demonstrates identity and eligibility)**or**
- **Two** documents, one from List B **that contains a photograph** (identity) **and** one from List C (eligibility).

***Please note: view only unexpired original documents. Faxes, photocopies, and laminated Social Security cards are unacceptable.***

3. Photocopy the **front and back** of the documents that are presented to you.
4. Enter the document information under the appropriate column in Section 2 "Employer or Authorized Representative Review and Verification" based on which column the document appears on the "List of Acceptable Documents." (List A documents under the List A column, B documents under List B Column, etc). Ensure that you document the full title of the document, the document number, the agency which issued the document and the expiration date of the document if any in the appropriate fields.
5. Enter the employee's date of hire in the Certification field in Section 2 of the I-9 form. This information is provided to you by a HLGU representative on the Remote Hire Notary Notice Form.
6. Sign date and print your name in the appropriate fields in Section 2 under "Signature of Employer or Authorized Representative". Under the title field, please write *Notary*. If the form you have does not have HLGU's information pre-filled under the "Employer's Business or Organization Name" field, please write *Hannibal-LaGrange University 2800 Palmyra Road Hannibal, MO 63401*.
7. Complete the remaining fields on the **REMOTE HIRE NOTICE FORM** and place your stamp or seal in the designated area and return documents to the employee.



# Hannibal-LaGrange UNIVERSITY

## REMOTE HIRE NOTARY NOTICE FORM

EMPLOYEE NAME: \_\_\_\_\_

**HANNIBAL-LAGRANGE UNIVERSITY - THIS SECTION IS TO BE COMPLETED BY THE HIRING DEPARTMENT ONLY**

**HIRING DEPARTMENT CONTACT** (Notary may contact this individual if he/she has any questions)

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_

**EMPLOYEE'S DATE OF HIRE:** \_\_\_\_\_ (THIS DATE MUST BE ENTERED INTO THE CERTIFICATION SECTION OF THE FORM I-9 BY THE AGENT ACTING ON BEHALF OF HANNIBAL-LAGRANGE UNIVERSITY).

\_\_\_\_\_  
Hannibal-LaGrange University Contact Signature

\_\_\_\_\_  
Date

***THIS SECTION IS TO BE COMPLETED BY NOTARY PUBLIC (OR AGENT)***

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

County (and/or City) of \_\_\_\_\_

I, \_\_\_\_\_ (name of notary), a Notary Public in and for said state, do certify that on \_\_\_\_\_ (date) I carefully examined and photocopied the attached facsimile of \_\_\_\_\_ (documents) and the facsimile I now hold in my possession. The document(s) presented by the above named employee appear to be genuine and to relate to the employee named.

**Stamp or Seal:**

\_\_\_\_\_

Notary Public