

# Offsite New Hire Employment Verification (I-9) Instructions

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The Immigration Reform and Control Act of 1986 requires employers to verify the identity and work authorization of all individuals hired after November 6, 1986, whether they are U.S. citizens or not. Employers comply with this mandate by completing an I-9 form for all newly hired employees.

I-9s are not required for newly hired employees physically performing services outside the U.S. Departments are required to complete an I-9 should such employees return to the U.S.

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## About Offsite employees

Occasionally, departments or schools may hire an employee who will be paid by the University but will not physically work at the University and who cannot present original documents to a University representative for inspection.

This applies to employees who will work at a location other than the University grounds in Charlottesville, the College at Wise, or other official work sites such as Falls Church, Richmond, Hampton Roads, Roanoke, or Abingdon, Virginia.

- Federal law permits the University to seek the services of an authorized representative to complete the employee's I-9 form on behalf of the University.
- An Authorized Representative can be any competent and willing person who is designated to complete the employee's I-9 form on behalf of the University.
- Visit [CUPA-HR](#) to find an authorized representative in an education setting near the employee. The designated representative completes the I-9 form following the same rules as a University hiring department.
- In cases involving remote hire and I-9 verification by an authorized representative, the employee and the representative should fill out the paper Form I-9 and forward to Talent Support. The I-9 form can be sent via fax or mail. The department or school will subsequently upload the paper form to the University's online I-9 system. The hiring department and the University itself will be held responsible for the actions of the authorized representative.

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## How to complete the I-9 for offsite employees

**Step 1:** Employee completes section one of the [I-9 form](#) with acceptable documents for review and have the authorized representative complete section two.

**Step 2:** The authorized representative verifies completes Section 2 on behalf of the University.

- The employee must show original documents to the representative except for a certified copy of the birth certificate
- Documents must be unexpired
- Authorized representative will list the University of Virginia as the business organization in the address field in Section two:  
University of Virginia  
Human Resources  
2420 Old Ivy Rd.  
Charlottesville, VA 22904

**Step 3:** The employee will return the completed I-9 with copies if applicable to HR. Please note that employee also needs to complete section one of the I-9 within Workday as well.

Contact HR at [askhr@virginia.edu](mailto:askhr@virginia.edu) with any questions.