



INSTRUCTIONS FOR AUTHORIZED REPRESENTATIVES

The Department of Homeland Security in conjunction with the U.S. Citizenship and Immigration Services (USCIS) requires Warren Wilson College to verify the eligibility of our remote employees to work in the United States. We are requesting that you serve as our “Authorized Representative” by examining the employee’s original identification and employment authorization documentation. The employee should provide you with an I-9 that has some of Warren Wilson’s information completed in Certification section.

Please complete these forms as instructed below:

1. Verify the employee has completed and signed page 1 of Form I-9 titled “Section 1. Employee Information and Attestation”. The employee must present original identification documents from page 3, “List of Acceptable Documents”. Only original documents may be accepted. Faxes, photocopies and laminated social security cards must not be accepted.
2. Complete “Section 2. Employer or Authorized Representative Review and Verification. As the “authorized Representative there are sections on the Form I-9 that indicated which document, or documents were presented to you and their associated information. The employee will present original identification documentation as follows:
 - One document form List A
OR
 - One document form List B (identity verification) and one document form List C (employment authorization).
 - a. Enter Employees Last Name, First Name
 - b. Enter identification information under the corresponding document section (List A or List B & C)
 - Document Title
 - Issuing Authority
 - Document Number
 - Expiration date
3. Complete the “Certification” section of the Form I-9 as follows:
 - a. Omit start date
 - b. Provide your signature as “Authorized Representative”
 - c. Enter the Date you reviewed the documents
 - d. Print your Title
 - e. Enter your Last Name, First Name
 - f. Employer’s name and address should be pre-filled in the form.
4. Complete the attached Authorized Representative Form.

If you have questions about Form I-9, please do not hesitate to contact us at sjohnson@warren-wilson.edu or call 828-771-7043.



IMPORTANT NOTE FOR AUTHORIZED REPRESENTATIVES:

The following states require electronic confirmation, through the E-Verify program, of an employee's eligibility to work in the United States:

- Alabama
- Arizona
- Georgia
- Louisiana
- Mississippi
- North Carolina
- South Carolina
- Tennessee
- Utah

If you are completing a Form I-9 for a Warren Wilson college employee who resides in one of these states, see below for the additional state specific information:

- 1) If you are presented with a "List B" identity document, you must only accept List B documents that contain a photo.
- 2) If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, you must make a photo copy of the document and attached with the completed Authorized Representative and I-9 forms.

If you have questions or concerns regarding these state specific requirements, please contact us at sjohnson@warren-wilson.edu or call 828-771-7043.



AUTHORIZED REPRESENTATIVE FORM

The undersigned has examined the original identification document(s) as listed on the Form I-9, page 9: "List of Acceptable Documents."

The original identification document(s) were presented by _____
(Employee's Name) to the undersigned and appear to be genuine and related to the individual.

The undersigned, Authorized Representative, has accurately recorded such information on the Form I-9 in "Section 2. Employer or Authorized Representative Review and verification" and has completed the signed "Certification" section.

For completion by the Authorized Representative

Authorized Representative (Name): _____

Business Title: _____

Business Name: _____

Business Address: _____

City, State, Zip: _____

Email: _____

Office phone: _____

Signature: _____ Date: _____