Instructions for Remote Notary Acknowledgement for Graduate Assistants

When an employee is unable to meet in person at the University to complete their I-9 form, he or she must complete it by means of using a Notary Acknowledgement Form. The Form I-9 is a federally mandated employment eligibility verification form that must be completed by all U.S. employers in order to document that each new employee is authorized to work in the United States.

Instructions for Notary Public:

Southern Illinois University Edwardsville (SIUE) asks that you act as our representative to examine/verify the identification documents for a new employee and the successful completion of Section I of the Form I-9.

1. *Verify the identification documents are those of the employee*. ***Please note: view only original documents. Faxes, photocopies, electronic or skype accessed documents are not acceptable.***
2. Complete Section 2 of the Form I-9 by recording the documents that were presented to you. Be sure to record the type of document, the issuing authority, the document number and the expiration date of the document (if any).
3. **In the Certification section: Sign your name, print your name and complete the date. Be sure to use SIUE, 6 Hairpin Dr., Edwardsville, IL 62026 for the 'Employer Name and Address'**. Please leave 'Employee's First Day' Line blank.
4. Complete the Notary Acknowledgement Form, providing official notary seal confirming that you met with our employee in person and witnessed and examined their original documents.
5. **DO NOT USE YOUR NOTARY STAMP ON THE I9 FORM. PLEASE USE THE STAMP ONLY ON THE NOTARY ACKNOWLEDEMENT FORM.**

Instructions for SIUE Employee:

1. You must arrange for the completion of the I-9 and Notary Acknowledgement in the presence of a Notary Public. Note: some notaries will not provide this type of service, so it is recommended that you inquire with them first.
2. Complete Section I of the Form I-9 in the presence of the Notary Public
3. Provide the appropriate identification to the Notary Public for verification (See Page 2 of the I-9 form for acceptable documents):
   a. Any one document from List A, **OR**
   b. Two documents, one from List B **AND** one from List C
4. Have the Notary Public complete the Notary Acknowledgment Form
5. Bring or mail the completed Form I-9 and Notary Acknowledgment Form to your employer. Your GA hiring unit should provide you with the address.
6. Please call the Graduate School at 618-650-3010 or your department's contact person if you have questions.

[Click here to access the Notary Acknowledgement Form]