

**Seattle Pacific University**  
**REMOTE HIRE NOTARY FORM**  
**Attached: Form I-9 and Instructions**

**SPU PROVIDED - NEW EMPLOYEE INFORMATION:**

NAME: LAST \_\_\_\_\_ FIRST \_\_\_\_\_ M.I. \_\_\_\_\_  
 DATE OF BIRTH \_\_\_\_\_ **EMPLOYEE'S DATE OF HIRE** \_\_\_\_\_  
 (This date of hire must be entered by notary into CERTIFICATION section on I-9)

DEPARTMENT CONTACT SIGNATURE \_\_\_\_\_ NAME OF DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

**THIS FORM MUST BE COMPLETED BEFORE I-9 FORM IS COMPLETED. THIS WILL ENSURE THE HIRE DATE LISTED ON THE I-9 IS PROVIDED AND VERIFIED BY THE HIRING DEPARTMENT AT SPU.**

**To the Notary:**

Because the U.S. Citizenship and Immigration Services (USCIS) requires us to verify the right of our employees to work in the U.S., we are asking you to serve as our representative in this matter by completing the attached Form I-9. Please follow instructions below:

1. Review the I-9, Instruction pages and List of Acceptable Documents, prior to beginning.
2. Request the employee complete *Section 1*, including signature and date, in your presence.
3. Thoroughly review and photo-copy original documents employee presents from "List of Acceptable Documents" :  
***Do not accept faxes or photo-copies of any documents, or laminated social security cards***

One original document from *List A*

--OR--

Two original documents: one from *List B* (identity) and one from *List C* (work eligibility)

4. Staple photo-copies of documents to the back of the I-9 form. Return original documents to the employee.
5. Complete *Section 2*. "Employer Review Verification"  
 Includes: Document Title, Issuing Authority, Document Number and Expiration Date
6. Complete *Certification* Section:
  - Enter employee's date of hire (see above)
  - *Sign Authorized Representative section and date form* (use date employee's documents were viewed)
  - Place notary seal on form (below) or attach a notary certificate to document copies.
  - Please return all of the following to the employee:
    - Completed Form I-9 with photo-copies of original documents attached
    - This "Remote Hire Notary Form" – signed and notarized
    - Original documents

For questions contact SPU Human Resources at: (206) 281-2809

Notary or Agent: The undersigned has examined the original documentation as listed on the back of the Employment Eligibility Verification Form I-9 which was presented by \_\_\_\_\_ (Name of employee) to the undersigned Notary Public. The undersigned has accurately recorded such information in Section 2 (Employer Review and Verification) of the Form I-9 and signed in the space provided in Section 2 therein.

NOTARY PUBLIC (or Agent) \_\_\_\_\_ Notary Public Stamp/Information

By: \_\_\_\_\_

Date: \_\_\_\_\_