**AGENT AUTHORIZATION FORM**

**EMPLOYMENT ELIGIBILITY VERIFICATION (I-9 FORM)**

EMPLOYEE AND AGENT INSTRUCTIONS FOR COMPLETING THE I-9 FORM

Please be aware that the US Citizenship and Immigration service mandates that we keep the original I-9 form on file for all employees. This includes the AGENT AUTHORIZATION page. Please follow these instructions CAREFULLY to ensure you are in compliance. PLEASE NOTE: The law states we must have **the original** form on file by the 3rd day of starting your assignment. An I-9 Form is attached to this document.

1. **Employee** completes all blanks in Section 1. Please make sure the address provided is a street address, rather than a PO Box. In addition, please ensure that the employee signs in the correct area and dates the I-9 form with the correct date.
2. **Employee** presents original, current identification and/or right to work documents to an Authorized Agent**\***.
3. **Agent** will examine documents to ensure that employee has presented either:

* one document from list “A” **or**
* one document from list ”B” **and** one document from list ”C”: (See the I-9 instruction form for the lists of acceptable documents.)

1. **Agent** must record the information on the I-9 from the respective documents in Section 2. Please ensure that the document title, issuing authority, number and expiration dates (if applicable) are listed in the corresponding sections.
2. **Agent** enters the employee’s date of hire in Section 2, Certification.
3. **Agent** signs and dates the Authorized Representative section. The date should be the date the documents are reviewed. Ensure that the agent’s signature is listed as required, and that the name is printed, as required. For “Business or Organization Name and Address”, agent should list TWU as the business, along with the street address of 1201 Oakland, Denton TX 76201.
4. **Agent** enters their title as “Authorized Agent.”
5. **Agent** completes Agent Authorization section below with required info.
6. **Employee** attaches to the I-9 form, clear and legible copies of the front AND back of document(s) presented to the Agent.
7. **Employee** returns all pages of the original I-9 form and copies of the document(s) and this form.

If the I-9 form is incomplete, the supporting documents are not received or the Agent’s form is not included, we will return the form to you. You are not allowed to work until this process has been completed.

**\***The Citizenship and Immigration Services allow companies to appoint professionals as their agents to complete the I-9 form. The following is an excerpt from the federal regulations regarding 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, accountants, attorneys, personnel officers, foremen, etc.*

Please contact Carla Fortenberry at 940-898-3551 to inform her of the identity of the person who has agreed to serve as the agent for verification of I-9 documents.

If you have questions, call the Office of Human Resources, 940-898-3555,. Faxed copies of the I-9 Form are not acceptable. Federal law requires Texas Woman’s University to keep **originals of the I-9** on file.

**AGENT AUTHORIZATION**

Texas Woman’s University hereby appoints \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ("Agent") solely for the purpose of examining the original documentation required on the Employment Eligibility Verification I-9 Form, accurately recording such information thereon and executing such I-9 Form on behalf of TWU for the benefit of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

(TWU Employee-Print Name)

Agent hereby accepts such appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agent’s signature Date

This form must accompany the I‐9 with the Agent’s signature and date.