1. Read the instructions for completing Section 1 of the Form I-9, Employment Eligibility Verification form.

2. Complete Section 1 of the Form I-9 using a black pen. Section 1 must be completed on or before your first day of work for pay.

   NOTE: *If any field does not apply, please enter N/A in that field*.

   a. <u>Take the Form I-9 to any Notary Public or authorized agent</u>
   b. Selecting a Notary or authorized agent
       i. You may find a Notary Public at local Fed Ex, Staples, or UPS offices.
       ii. An authorized agent may be anyone over the age of 18 that can review your original documents in person and in your presence. This might be a spouse, sibling, neighbor, friend, or colleague.

3. Give the Notary or authorized agent the Form I-9 and instructions.
4. Present your original documents to show your identity and employment authorization to the Notary or authorized agent.
5. The documents you present must be **<u>unexpired</u>**.
   a. If you select a document from List A to show identity and work authorization, that document must have a photograph and you must include a copy of it when scanning or emailing your completed documents to: HRBusinessServices@jhu.edu or Secure HR Business Services One Drive folder.
   b. If you select a document from List B to show identity, that document must bear a photograph.
6. Have the Notary or the authorized agent complete Section 2 of the Form I-9. Section 2 must be completed by the third day of work for pay.
7. Scan and email or upload the completed Form I-9 and the documents to: HRBusinessServices@jhu.edu or Secure HR Business Services One Drive folder.
8. The documents must be scanned and emailed before the third day of employment following the first day of work for pay.