

I-9 Form Completion by Notary or Agent Acting on Behalf of Johns Hopkins University

Johns Hopkins University (JHU) is requesting that you act as an agent on our behalf to complete Section II, *Employer or Authorized Representative Review and Verification*, of the Employment Eligibility Verification Form I-9. The Immigration Reform and Control Act of 1986 requires that all US employers verify the employment eligibility and identity of all employees hired to work in the US after November 6, 1986. The Form I-9, Employment Eligibility Verification must be completed by all employees including US citizens to meet the requirements of the law.

INSTRUCTIONS for completion of Section II

The JHU employee must provide original documents as identified on the *List of Acceptable Documents* on the Form I-9, one from List A, or a combination of one from List B and one from List C. All documents presented must be unexpired, and if a document from List B is presented, it must bear the employee's photo.

As an agent of JHU, you:

- Must accept any document(s) presented which reasonably appears on its face value to be genuine and related to the employee presenting it
- May not specify which documents are presented
- May not use white out to correct any errors. If a mistake occurs, cross out the error, initial and date it, and insert the correct information
- Confirm that the employee has completed, signed and dated Section I
- Enter the employee's name above Section II
- Leave Citizenship/Immigration Status Blank
- Record the following information in Section II for List A or List B and C:
 - Document Title Issuing Authority
 - Document Number
 - Expiration Date (if any)
- Complete the Certification section: Leave the employee's first day of work field blank [TO BE COMPLETED BY EMPLOYER]
- Sign and print your name and the date Enter your title In the "Employer's Business or Organization Name" field enter "on behalf of JHU" In the "Employer's Business or Organization Address" field enter 3400 N Charles Street, Baltimore, Maryland 21218
- Make copies of <u>all documents</u> that are presented. We need front and back of the following documents if presented:
 - Form I-551
 - Form I-766
- Employee is to return the completed I-9 Form, any copies of documents that were presented to the Employer via email, FAX <u>or</u> U.S. Postal Service to:
 - Johns Hopkins University HR Business Services 1101 E 33rd St, Suite E001 Baltimore, MD 21218 <u>HRBusinessServices@jhu.edu</u> 443-997-5113 (fax)

Thank you for your assistance.