



Human Resources Department

## OFFSITE NEW HIRE

### *I-9 INSTRUCTIONS for NOTARY*

#### **Completion of the I-9 Form**

We are asking you to act as our representative to examine the employment identification papers for a new Luna Community College employee. Because US Citizenship and Immigration Services (USCIS) requires us to verify the right of our employees to work in the US, we are asking you to serve as our representative by examining the new hire's documentation and signing the attached USCIS Form I-9.

Please find attached the I-9 Form and the Notary Form. Please verify that the employee has completed section 1 of the I-9 Form prior to completing section 2. The employee must present to you a suitable set of identification papers as given on the "List of Acceptable Documents" page.

The employee can present either:

1. Any one document from List A or
2. Two documents, one from List B (identity) **and** one from List C (eligibility).

The section that we need you (our representative) to complete is "**Section 2. Employer Review Verification**". There are spaces to indicate which document, or documents, were presented to you and their associated information. This includes the Document Title, Issuing authority, Document Number and Expiration (if any). **Please note: view only original documents; faxes, photocopies, and laminated social security cards are unacceptable documents.**

We also need for you to complete the Certification section of the I-9 Form. Please complete the Certification section as follows:

1. Sign the Authorized Representative section.
2. Date the form (enter the date you reviewed the employee's documents.)
3. As a Notary, please place the notary seal on the Notary Form or attach a Notary Certificate to the documents.

Finally, we ask that you complete the attached notary form.

If you have questions, please contact Sandra Rivera at (505) 454-2574 in the Human Resources Department at Luna Community College.

Thank you for your assistance.



Human Resources Department

**EMPLOYEE NEEDS TO MAIL COMPLETED I-9 WITH COPIES OF THE ORIGINAL IDENTIFYING DOCUMENTS TO**

**Luna Community College  
Human Resources Office  
366 Luna Drive  
Las Vegas, NM 87701**

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

To Luna Community College:

I attest, under penalty of perjury, that I am a Notary Public licensed by \_\_\_\_\_

Before me has appeared in person, the individual with the name and address of: \_\_\_\_\_

and having a date of birth of \_\_\_\_\_.

In furtherance of Luna Community College’s employment eligibility verification requirements under the Immigration Reform and Control Act of 1986, I further attest under penalty of perjury that the person named above has filled out Section 1 of the attached I-9 Form (Employee Eligibility Verification), I have examined the original(s) of the document(s) presented to me, I have filled in the document title, issuing authority, number and expiration date (if any) in the space provided in Section 2, and I attest that the attached copy or copies of document(s) presented to me appear on their face to be genuine and to relate to the person presenting them.

Notary Public:

*Please print your name* \_\_\_\_\_  
*and address,* \_\_\_\_\_  
*expiration date and affix* \_\_\_\_\_  
*your seal below* \_\_\_\_\_