

Form I-9 Instructions

- Complete Part 1 only
- When you arrive on campus you will need to present the original copies of the documents you plan to use to comply with the I-9 eligibility requirements as outlined on page 3 of the I-9 form (i.e.: passport OR driver's license and social security card)
- Please be advised that we cannot place you on the payroll until the requested identification documents have been provided.

Remote Hire I-9 Instructions

- If you are a Remote Hire you will need to take the Form I-9 to a Notary Public. The Notary Public will complete the “**Remote Hire Instructions and Notary Public’s Statement**” (form is located on the Forms Page) along with Section 2 of the I-9 Form.
- Forward the “Remote Hire Instructions and Notary Public’s Statement” and all other Forms to Kim Powell at kpowell@lockhaven.edu.