

Lock Haven University of Pennsylvania
Remote Hire Instructions and Notary Public's Statement

Lock Haven University of Pennsylvania ("LHU") has hired the following individual:

Full Name: _____

As a remote hire, this employee will not be physically coming to LHU's offices to complete paperwork. As such, LHU is asking you to act as its agent for the sole purpose of completing the federal Form I-9, Employment Eligibility Verification. Attached is the Form I-9 and the List of Acceptable Documents for you to use for this purpose. Detailed information on Form I-9 can be found at www.uscis.gov/i-9.

- Please ask the employee to complete Section 1 of the Form I-9 and verify that s/he has completed in full.
- The employee must present you with documents as identified on the enclosed List of Acceptable Documents. Please note the original, unexpired documents are required; photocopies and expired documents are unacceptable. The employee can present either:
 - Any one document from Lisa A, or
 - Two documents, one from Lisa B and one from List C.
- Please complete Section 2 of the Form I-9, including the certification section. **Please leave the employee's first day of employment blank. Employees must successfully complete the background check process before we can identify the official first day of employment.**
- Please use the following business name and address when completing Section 2:
 - Lock Haven University
 - 401 N. Fairview Street
 - Lock Haven, PA 17745
- Please complete the following information and sign and date the statement below:

Your Full Name: _____

Title and Employer: _____

Address: _____

Telephone Number: _____

Notary Public's Statement

I have agreed to act as LHU's agent for the sole purpose of completing the Form I-9 for the above-identified, newly hired LHU employee. I have completed section 2 of the enclosed Form 1-9 (with exception to the first day of employment) on behalf of LHU. I attest that I have examined the original documents identified in section 2 of the Form I-9 and that the documents appeared to relate to the employee and appeared genuine to me.

Signature: _____ Date: _____

Notary Seal