**Authorized Representative Instructions for Processing Form I-9**

**To the Authorized Representative:** The U.S. Citizenship and Immigration Services (USCIS) require us to verify the right of our employees to work in the U.S. We request that you act as our Authorized Representative by completing the attached Form I-9.

Please follow the instructions below to complete Form I-9:

1. **Prior to beginning,** review the Form I-9, Instructions page and List of Acceptable Documents.

2. **Request** that the employee complete *Section 1* in your presence, including signature and date. *IMPORTANT: Section 1 must be completed and signed no later than the first day of employment, but not before accepting a job offer.*

3. **The Authorized Representative completes Section 2.** *IMPORTANT: Section 2 must be completed within 3 business days of the employee’s first day of employment.*

4. Thoroughly review the original documents the employee presents from the “Lists of Acceptable Documents”:
   - One original document from List A
   - OR—
   - Two original documents: one from List B (Identity) and one from List C (work eligibility)

   *IMPORTANT: No expired documents can be accepted. Do not accept faxes or photocopies of any documents or laminated social security cards.*

5. **Complete Section 2:** “Employer Review and Verification”. Please be sure to include:
   - Document Title
   - Issuing Authority, Document Number
   - Expiration Date

6. **Complete Certification Section:**
   - Enter employee’s date of hire
   - Sign Authorized Representative section with: signature, printed name, title
   - Enter Business or Organization name (UW-Stout), address (712 South Broadway, Menomonie WI 54751) and date form

7. The employee can return the completed Form I-9.

   UW-Stout
   Attn: Human Resources
   712 South Broadway
   Menomonie, WI 54751

Thank you for your assistance. If you have any questions regarding this process please contact the UW-Stout Human Resources Office at 715-232-2149.