 Remote Hire Notary Notice Form
Instruction Sheet

## **Instructions for the I-9 Form**

We are asking you to act as our representative to examine the identification papers for a new UCR employee. Because the U.S. Citizenship and Immigration Services (USCIS) requires us to verify the right of our employees to work in the U.S., we are asking you to serve as our representative in this matter by examining the person’s paperwork for us and signing the attached USCIS Form I-9.

Please find attached the I-9 form, the I-9 instruction sheet and the Remote Hire Notary Notice Form. 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 the following *unexpired* documents:

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 indicating which document, or documents were presented to you and their associated information. This includes, the Document Title, Issuing Authority, Document number and Expiration date (if any). *Please note: view only original documents; faxes, photocopies and laminated social security cards are unacceptable documents.*

We also need you to complete the Certification section of the I-9 form. The employment begin date has been provided to you on the Remote Hire Notary Notice Form. Please complete the Certification section as follows:

1. Enter the employee’s date of hire (see Remote Hire Notary Notice Form )
2. Sign the Authorized Representative section.
3. Date the form (enter the date you reviewed the employee’s documents).
4. Indicate which forms you are notarizing and place the notary seal on the Remote Hire Notary Notice Form or attach a Notary Certificate to the documents.

## **Instructions for the Oath of Allegiance and/or Patent Document**

All employees of the UC Regents (except for aliens) are required to complete the State Oath of Allegiance on or before their first day of employment. All employees, regardless of citizenship status are required to complete the Patent Acknowledgement. Again, we are asking for you to act as our representative in completing these forms. Please follow the instructions below for the Oath and Patent Form:

1. Completing the Oath (Aliens do not complete the Oath.) (*Do not place notary seal on this form*):
	1. Have the employee enter his/her name and the date.
	2. Enter the date of hire (this date is on the Remote Hire Notary Notice Form).
	3. Have the employee read and sign the Oath in your presence.
	4. Sign and date the Authorized Official section of the Oath. Please include Title, County and State.
2. Completing the Patent (Completed by all employees.) (*Do not place notary seal on this form*):
	1. Have the employee read the patent acknowledgement.
	2. Have the employee print, sign his/her name, and date the patent agreement.
	3. Sign and date the patent agreement in the witness signature section.

If you have questions or concerns regarding the completion of the attached documents, please contact the UCR department representative listed on the Remote Hire Notary Notice Form.

Remote Hire Notary
Notice Form

|  |
| --- |
| Employee Information |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Last Name: |   | First Name: |   | Middle Initial: |   |

|  |  |  |
| --- | --- | --- |
| Date of Birth: (xx/xx/xxxx) |   |  |

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| --- |
| UCR Department Information — *this section is to be completed by the hiring department only* |

**Department Contact Name**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Last Name: |   | First Name: |   | Middle Initial: |   |

|  |  |
| --- | --- |
| Dept. Contact Title: |   |

|  |  |
| --- | --- |
| Dept. Contact Phone No. (xxx-xxx-xxxxx) |   |

|  |  |  |  |
| --- | --- | --- | --- |
| Please check which forms must be completed by the authorized agent:  | [ ]  I-9 form  | [ ]  Oath  | [ ]  Patent |

|  |  |
| --- | --- |
| Employee’s Date of Hire: (xx/xx/xxxx) |   |
| *(This date must be entered into the certification section of the I-9 Form and/or employment date section of the Oath by the authorized agent.)* |

**Department Contact Signature** **Date**

|  |
| --- |
| Notary |

Check which forms are being notarized and place notary seal in this section or attach notary certificate.

[ ]  I - 9 Form

[ ]  Oath

[ ]  Patent