

Dear Notary Public/Authorized Representative,

The person who appears before you today has accepted a position with the University of Wyoming. Because it is not physically possible for this person to come to Laramie, WY to complete a Form I-9, the United States Customs and Immigration Service (USCIS) permits employers to designate authorized representatives, such as a notary public or other responsible person, to carry out I-9 responsibilities on behalf of the University. We are, therefore, requesting that this person present their identity and work eligibility document(s) to you. The employee should first complete Section 1 of the form, including his/her signature and signature date.

A list of acceptable documents required to support identity and work eligibility in the United States is listed on page 9 of the Form I-9 instructions. Proper documentation establishes both that the employee is authorized to work in the US and that the employee who presents the identity and employment authorization documents is the person to whom it was issued. These documents must be unexpired and the originals; copies, scans, or faxes are not acceptable. As indicated on the instructions, the employee may present one document from List A or one document from List B AND one document from List C. Requesting more or different documentation than the minimum necessary to meet this requirement may constitute discrimination and/or document abuse. If the documentation presented by an employee does not reasonably appear to be genuine or relate to the employee who presents them, then you must refuse to accept them, and you must ask for other documentation from the lists of acceptable documents.

You may view the entire I-9 form (with instructions) at: <http://www.uscis.gov/files/form/i-9.pdf>

Please photocopy the identity and work eligibility document(s) this person has presented to you and then complete Section 2 of the Form I-9 by recording the following information from the identity and work eligibility document(s) in Section 2:

1. Document Title
2. Issuing Authority
3. Document Number
4. Expiration Date (if applicable, if not please write N/A)

**Please sign and date Section 2 of the Form I-9.** Also, please print your full name and title where indicated. The address to be used is the University of Wyoming, Human Resources, 1000 E. University Ave, Laramie, WY 82071. Do not enter a date for the employee’s first day of employment. Please leave Section 3 of the form I-9 blank. Once you have completed Section 2, please give the employee the completed I-9 form and photocopies of his/her supporting documentation.

If you have any questions, please contact the University of Wyoming Human Resources at 307-766-2377.

Thank you for your willingness to act on behalf of the University of Wyoming.

Human Resources

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