

Human Resources

Notary Public Form

Employee's full name: _____

Enter the document type and expiration dates: _____

LIST A:

Document Name: _____ Document #: _____ Expiration Date: _____

LIST B and LIST C:

Document Name: _____ Document #: _____ Expiration Date: _____

Document Name: _____ Document #: _____ Expiration Date: _____

Document Name: _____ Document #: _____ Expiration Date: _____

Foreign national employees must present their original unexpired Foreign Passport, I-94 Form, social security card and immigration documentation (i.e. F-1, J-1, H-1B, TN, etc.). Please use additional space on the back side of this form if more space is necessary to enter documentation information.

For Notary Public Only: please print your full legal name, sign, affix your unexpired notary stamp on this NAU attestation form and return it to the NAU employee so that they may send it to us with the Form I-9.

Notary Public Signature: _____ Today's Date: _____

Typed or Printed Notary's Name: _____



Expiration of Commission

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Notary Public Instructions

Agent of Northern Arizona University

Northern Arizona University has established a remote Form I-9 processing as a convenience for new employees who are not able to present their original documents to an on-campus representative. For employees who will work at a remote location outside of the State of Arizona, but within the United States, we have asked them to locate a local Notary Public in their areas and present these instructions to you upon their arrival at your office. We are grateful for your assistance as Notary Public.


As an agent for Northern Arizona University, NAU has entrusted you to practice all legal measures to ensure that the Form I-9 Section 2 is accurately completed and signed. You understand that NAU is not asking that you attest to the employment status legitimacy of the person presenting the document, but only that the employee has presented his/her unexpired original identification documents to you in person. To prevent employment delays for the employee and in effort to maintain a healthy relationship with you, NAU has established some procedural steps to assist you with this process so that you can feel comfortable that your actions are in accordance with the [Law](#).

New Revised Form I-9

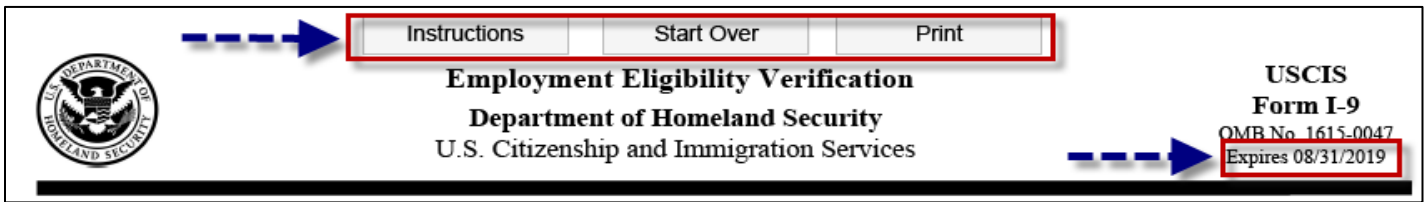
On 11/14/2016, [USCIS](#) revised the Form I-9. Enhancements include drop-down lists and calendars for filling in dates, on-screen instructions for each field, easy access to the full instructions and an option to clear the form and start over (located at the top of the new Form I-9). The revised Form I-9 is now a PDF electronic fillable form, but it is not designed for electronic filing for E-Verification. In most cases, the employee will present a completed hard copy of the Form I-9 Section 1 and ready for the employee's signature in your presences and for you to complete the Form I-9 Section 2.

From the USCIS [Instructions for Form I-9](#) you can obtain all 15 pages on how to complete the new revised Form I-9 or follow the simplified NAU's instructions below with updated screen shots on completing the Form I-9. If you have any questions at any point, email NAU [HR](#) or call 928-523-2223.

Revised items on the Form I-9 Section 1:

- The new revised Form I-9 has an expiration date of 08/31/2019.
- Three buttons added at the top for easy navigation: Instructions, Start Over and Print.
 - Instruction – takes you to the full 15 pages of USCIS Instruction for Form I-9.
 - Start Over – allow you to clear all the fields and start over.
 - Print – when you are done completing the form accurately, you can click Print to print Form I-9.
- Inside each field, there are question mark bubbles  and when you click on them, the embedded USCIS Instructions for Form I-9 and examples will display. Click the X in the right upper corner of the display box to close it.
- The State field has the drop-down menu to select your state or country (Canada or Mexico).
- Each field must have an entry. Enter N/A if the fields has not information. Do not leave any fields blank.

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Notary's Instructions

Before you begin to complete Section 2, you must review Section 1 to ensure that it is completed correctly. If you find any errors in Section 1, have the employee make corrections by overstriking the errors and entering the correct information as space allows in the margins or above/below the error field and they must initial and date any corrections made.

If the Form I-9 is going to be completed on a single computer at your business location, click on the hyperlink to access the new revised [Form I-9](#) or just to follow along with the new prompts as a reference if you are completing a hard copy Form I-9. You will need the latest version of the [Adobe Reader](#) as well, as it is required to open the new form.

Form I-9 Section 2: to be completed by the Notary.

Form I-9 Section 2 is for review and verification of the original unexpired document(s) that is/are physically presented to you by the employee. You must physically examine one document from List A or a combination of one document from List B and one document from List C. List B document must bear a photograph to be accepted because NAU participates in E-Verify. You must accurately complete and sign Section 2 within 3 business days of the employee's employment start date. Do not leave any fields blank. Enter **N/A** if there is not information to be entered.

1. Employee Info from Section 1 – Enter the employee's Last Name (*Family Name*), First Name (*Given Name*), Middle Initial (enter N/A if no middle initial) and Citizenship/Immigration Status (1, 2, 3, or 4) exactly as what the employee has entered in Section 1. These fields help to ensure that the two pages of the employee's Form I-9 remain together. This section will auto-populate if you are using a computer to complete the form.

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
	Smith	Sarah	N/A	1

Employee Information from Section 1

These fields must contain the employee's information as entered in Section 1. This area allows employers to ensure that the two pages of an employee's Form I-9 remain together. The Citizenship/Immigration Status field activates certain features of Section 2.

2. Enter the document(s) presented to you – The employee is obligated under the [law](#) to present his/her original unexpired documents to show his/her identity and employment authorization in person within three business days of the employee's employment start date. We need you to attest to the following facts:
 - The employee is physically present at your place of business.
 - The employee has dated and signed the hard copy of Form I-9 Section 1 in your presence.
 - You did not specify which acceptable document(s) the employee may present to you.
 - You have physically examined each original unexpired document(s) presented by the employee.

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- You have assure that the identification document(s) appear to be genuine and related to the employee presenting the document(s) and you did not accept any document(s) that do not reasonably appear on their face to be genuine or to relate to the employee presenting them.
- You did not accept any documents that are photocopied, faxed, emailed or loaded from a smartphone. Only Certified copies of birth certificates that are photocopied are acceptable.
- You have only accepted unexpired identification documents from the list of [Acceptable Documents](#).
- You will refer a foreign national employee directly to NAU [HR](#) because their boarding processes are slightly different.
- You will refer an employee who is a minor (under age 18) or an employee with disabilities and his/her parent, legal guardian or representative has completed Section 1 for them, please contact NAU [HR](#) or call 928.523.2223.
- Since NAU is an E-Verify employer, you have made photocopies of the photo matching documents from List A only and you will return original document(s) to the employee.

3. List A – documents that establish both identity and employment authorization. Some List A documents (or acceptable document receipt) are combination of documents that must be presented together to be considered a List A document, such as a foreign passport together with Form I-94 containing an endorsement of the alien’s nonimmigrant status. If you entered List A document(s), you must not enter document information in List B or List C columns. If you complete Section 2 using a computer, a selection in List A column will autofill all the fields in the List B and List C columns with N/A.

- Document Title – Enter the title of the List A document or receipt in this field. If you are using a computer, then use the drop-down menu to make a selection. For a hard copy form, it is important to know the full name of the List A document so that you enter the correct List A document abbreviations (see list on page 4).
- Issuing Authority – Enter the issuing authority of the List A document or receipt. The issuing authority is the specific entity that issued the document(s). If you are using the computer, select the issuing authority form the drop-down menu. For hard copy form, review the document thoroughly to obtain the issuing authority.
- Document Number – Enter the List A document or receipt document number. Enter N/A if there is not document number. This could be a combination of letters and numbers, but no symbols or hyphens.
- Expiration Date (if any) (mm/dd/yyyy) – Enter the expiration date of the List A document or receipt. Do not accept expired document(s). Enter N/A if there is no expiration date or enter the text as shown on the document if it has text rather than a date such as “D/S” (which means Duration of Status).

In the example below, the employee has presented a U.S. Passport and the form auto-populated the List B and List C columns with N/A along with the extra fields under List A column. Also, when clicking on the drop-down menu in the Document Title in each of the columns, the embedded USCIS instructions will display.

List A	OR	List B	AND	List C
Identity and Employment Authorization		Identity		Employment Authorization
Document Title ? U.S. Passport	<input type="checkbox"/>	Document Title ? N/A	<input type="checkbox"/>	Document Title ? N/A
Issuing Authority ? U.S. Department of State		Issuing Authority ?		Issuing Authority ?
Document Number ? 123145678		Document Number ?		Document Number ?
Expiration Date (if any)(mm/dd/yyyy) ? 01/01/2020		Expiration Date (if any)(mm/dd/yyyy) ?		Expiration Date (if any)(mm/dd/yyyy) ?
Document Title ? N/A		Document Title ? N/A		Document Title ? N/A
Issuing Authority ? N/A		Issuing Authority ? N/A		Issuing Authority ? N/A

If the employee presented documentation from List A, select the document or receipt presented from the drop-down list provided. If the employee presented a List A document that consists of a combination of documents, select the first document from the drop-down list provided. The other documents in the combination should be entered in the separate areas provided.

Click on the question mark for more information about this field.

QR Code - Sections 2 & 3
Do Not Write In This Space

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Full Name of List A Documents and List A Documents Abbreviations:

Full Name of Lisa A Document	Common Abbreviation
Permanent Resident Card (Form I-551)	Form I-551 or PRC
Alien Registration Receipt Card (Form I-551)	Form I-551 or PRC
Foreign passport containing a temporary I-551 stamp, also known as Alien Documentation, Identification and Telecommunication (ADIT) stamp.	1. Foreign Passport 2. I-551 or ADIT Stamp
Foreign passport containing a temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)	1. Foreign Passport 2. MRIV
Employment Authorization Document (Form I-766)	Form I-766 or EAD
For a nonimmigrant noncitizen authorized to work for a specific employer because of his or her status, a foreign passport with Form I-94 that contains an endorsement of the noncitizen’s nonimmigrant status.	1. Foreign Passport 2. Form I-94 3. Form I-20 or Form DS-2019 Note: In limited circumstances, certain J-1 students may be required to present a letter from their Responsible Officer to work. Enter the document title, issuing authority, document number and expiration date from this document in the Additional Information field.
Passport from the Federated States of Micronesia (FSM) with Form I-94	1. FSM Passport with Form I-94 2. Form I-94
Passport from the Republic of the Marshall Islands (RMI) with Form I-94	1. RMI Passport with Form I-94 2. Form I-94
Receipt: The arrival portion of Form I-94 containing a temporary I-551 (ADIT) stamp and photograph	Receipt: Form I-94 w/I-551 stamp, photo
Receipt: The departure portion of Form I-94 with an unexpired refugee admission stamp	Receipt: Form I-94 w/refugee stamp
For receipts, indicate Receipt in the field along with the appropriate abbreviation above, if provided. For example, to document a receipt for the application to replace a lost, stolen or damaged, Permanent Resident Card (Form I-551), you could enter the following:	Receipt replacement Form I-551 or PRC

4. List B – documents that establish identity (*only accept documents that bear a photograph because NAU participates in E-Verify*). Receipt(s) for lost, stolen or damaged document(s) are acceptable. If you enter document information in the List B column, you must also enter document information in the List C column as well. If the List B and List C document are acceptable, then do not ask for a List A document. No entry should be made in List A column. If you use a computer, List A column will auto-filled with N/A in each field.

- Document Title – Enter the title of the List B document or receipt in this field. If you are using a computer, then use the drop-down menu to make a selection. For a hard copy form, it is important to know the full name of the List A document so that you enter the correct List A document abbreviations (see list on page 6).
- Issuing Authority – Enter the issuing authority of the List B document or receipt. The issuing authority is the specific entity that issued the document or receipt, including state agency and enter the state as part of the issuing authority. If you are using the computer, select the issuing authority form the drop-down menu.

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- Document Number – Enter the List B document or receipt document number. Enter N/A if there is not document number.
- Expiration Date (if any) (mm/dd/yyyy) – Enter the expiration date of the List B document or receipt. The document is not acceptable if it has already expired. Enter N/A if there is no expiration date. For a receipt, enter the expiration date of the receipt validity period (expiration date of the receipt).

In the example below, the employee has presented a Driver’s License issued by Arizona State as a List B document. Notice that the form auto-populated the List A column with N/A only and not List C column fields. If you are using a computer to complete the form, you can click on the drop-down menu to select List B document and when you click on the same drop-down menu, the embedded USCIS instructions will display. There is also a calendar that will display when you click on the drop-down menu in the Expiration Date fields (see in List C example below).

List A	OR	List B	AND	List C
Identity and Employment Authorization		Identity		Employment Authorization
Document Title ? N/A		Document Title ? Driver's license issued by state/territory		Document Title ?
Issuing Authority ? N/A		Issuing Authority ? Arizona		Issuing Authority ?
Document Number ? N/A		Alabama		Document Number ?
Expiration Date (if any)(mm/dd/yyyy) ? N/A		Alaska		Expiration Date (if any)(mm/dd/yyyy) ?
		American Samoa		
		Arizona		
		Arkansas		
		California		
		Colorado		
		Connecticut		
		District of Columbia		
				QR Code - Sections 2 & 3 Do Not Write In This Space

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Full Name of List B Documents and List B Documents Abbreviations:

Full Name of List B Document	Abbreviations
Driver's license issued by a State or outlying possession of the United States	DL plus the state. For example, enter VA DL for a driver's license issued by the Commonwealth of Virginia
ID card issued by a State or outlying possession of the United States	ID plus the state. For example, enter NY ID for an ID Card issued by the State of New York
ID card issued by federal, state, or local government agencies or entities	Government ID
School ID card with photograph	School ID
U.S. Coast Guard Merchant Mariner Card	USCG Merchant Mariner card
Driver's license issued by a Canadian government authority	Canadian DL
School record (for persons under age 18 who are unable to present a document listed above)	School record (under age 18)
Report card (for persons under age 18 who are unable to present a document listed above)	Report card (under age 18)
Clinic record (for persons under age 18 who are unable to present a document listed above)	Clinic record (under age 18)
Doctor record (for persons under age 18 who are unable to present a document listed above)	Doctor record (under age 18)
Hospital record (for persons under age 18 who are unable to present a document listed above)	Hospital record (under age 18)
Day-care record (for persons under age 18 who are unable to present a document listed above)	Day-care record (under age 18)
Nursery school record (for persons under age 18 who are unable to present a document listed above)	Nursery school record (under age 18)
Individual under age 18 endorsement by parent or guardian	Individual under Age 18
Special placement endorsement for persons with disabilities	Special Placement
For receipts, indicate Receipt in the field along with the appropriate abbreviation above, if provided. For example, to document a receipt for the application to replace a lost, stolen or damaged Driver's License issued by a State or outlying possession of the United States, you could enter the following:	Receipt: Replacement VA DL

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5. List C – documents that establish employment authorization. Receipts for documents are acceptable. If you enter document information in List C column, you must enter document information in the List B column as well. No entries should be made in List A column, if the employee has presented acceptable List B and List C documents.
- Document Title – Enter the title of the List C document or receipt in this field. If you are using a computer, then use the drop-down menu. For a hard copy form, it is important to know the full name of the List C document so that you enter the correct List C document abbreviations (see list on page 8).
 - Issuing Authority – Enter the issuing authority of the List C document or receipt. The issuing authority is the specific entity that issued the document or receipt. If you are using the computer, select the issuing authority from the drop-down menu.
 - Document Number – Enter the List C document or receipt document number. Enter N/A if there is not document number.
 - Expiration Date (if any) (mm/dd/yyyy) – Enter the expiration date of the List C document or receipt. The document is not acceptable if it has already expired. Enter N/A if there is no expiration date.

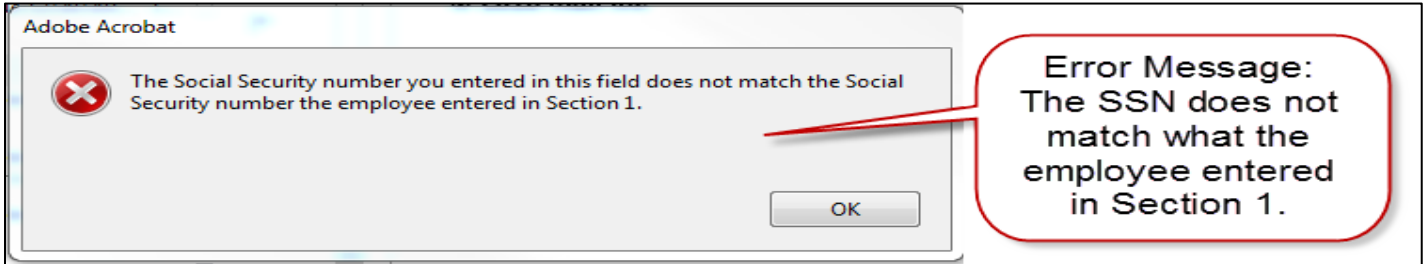
In the example below, the employee has presented a Social Security Card issued by Social Security Administration as a List C document. The form auto-populated the List A column fields with N/A. If you are using a computer, you can click on the drop-down menus to select List C document and when you click on the same drop-down menu, the embedded USCIS instructions will display. There is also a calendar that will display when you click on the drop-down menu in the Expiration Date fields.

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title ? N/A		Document Title ? Driver's license issued by state/territory		Document Title ? Social Security Card (Unrestricted)
Issuing Authority ? N/A		Issuing Authority ? Arizona		Issuing Authority ? Social Security Administration
Document Number ? N/A		Document Number ? DL234567899		Document Number ? 123456789
Expiration Date (if any)(mm/dd/yyyy) ? N/A		Expiration Date (if any)(mm/dd/yyyy) ? 01/01		Expiration Date (if any)(mm/dd/yyyy) ? N/A
Document Title ? N/A		Document Title ? N/A		Document Title ? N/A
Issuing Authority ? N/A		Issuing Authority ? N/A		Issuing Authority ? N/A
Document Number ? N/A		Document Number ? N/A		Document Number ? N/A
Expiration Date (if any)(mm/dd/yyyy) ? N/A		Expiration Date (if any)(mm/dd/yyyy) ? N/A		Expiration Date (if any)(mm/dd/yyyy) ? N/A
Document Title ? N/A		Document Title ? N/A		Document Title ? N/A

<p>Calendar: January, 2017</p> <table border="1"> <tr><td>Sun</td><td>Mon</td><td>Tue</td><td>Wed</td><td>Thu</td><td>Fri</td><td>Sat</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td>3</td><td>4</td></tr> </table> <p>Today: 12/21/2016</p>	Sun	Mon	Tue	Wed	Thu	Fri	Sat	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	<p>QR Code - Sections 2 & 3 Do Not Write In This Space</p>
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The form will give you an error message if the Social Security Number does not match what the employee has entered in Section 1 (see image below).



Full Name of List C Documents and List C Documents Abbreviations:

Full Name of List C Document	Abbreviations
Social Security Account Number card without restriction	SS Card
Certification of Birth Abroad (Form FS-545)	Form FS-545
Certification of Report of Birth (Form DS-1350)	Form DS-1350
Consular Report of Birth Abroad (Form FS-240)	Form FS-240
Original or certified copy of a U.S. birth certificate bearing an official seal	Birth Certificate
U.S. Citizen ID Card (Form I-197)	Form I-197
Identification Card for use of Resident Citizen in the United States (Form I-179)	Form I-179
Employment authorization document issued by DHS (List C #7)	Employment Auth. document (DHS) List C #7
For receipts, indicate Receipt in the field along with the appropriate abbreviation above, if provided. For example, to document a receipt for the application to replace a lost, stolen or damaged Social Security Account Number Card without restrictions, you could enter the following:	Receipt: Replacement SS Card

6. Additional Information – The Additional Information box is located below the List B document area. Contact NAU [HR](#) if you have questions on what type of information to enter. You may leave the section blank or you may use this space to notate any additional information required for Form I-9 such as:

- Employment authorization extension for Temporary Protected Status beneficiaries, etc.
- Additional documentation that certain nonimmigrant employees may present.
- Discrepancies that E-Verify employer must notate when participating in the IMAGE program.
- Employee termination dates and form retention dates.
- E-Verify case number, which may also be entered in the margin or attached as a separate sheet per E-Verify.
- Any other comments or notations necessary for the employer’s business process.

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Document Title [?] N/A	Additional Information [?]	QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority [?] N/A		
Document Number [?] N/A		
Expiration Date (if any)(mm/dd/yyyy) [?] N/A		
Document Title [?] N/A		
Issuing Authority [?] N/A		
Document Number [?] N/A		
Expiration Date (if any)(mm/dd/yyyy) [?] N/A		
Document Title [?] N/A		
Issuing Authority [?] N/A		

7. Certification section – it is imperative that you follow these last part of the instructions very carefully to prevent any liability for errors made on the Form I-9. For more information click, [USCIS Instructions for Form I-9](#).

By signing the Certification Section, you are attesting that you are the person that physically examined the above-named employee’s original documents in person; the document(s) listed above appear to be genuine and to relate to the above-named employee; and to the best of your knowledge, they employee is authorized to work in the United States.

- Employee’s First Date of Employment – Enter the employee’s employment start date that they should provide to you as a two-digit month, two-digit day and four-digit year (mm/dd/yyyy).
- Signature of Employer or Authorized Representative – Before you sign, review the form for accuracy and completeness.
- Today’s Date – Enter the date you reviewed the form for accuracy and completed Section 2. Do not backdate this field. If you are using a hard copy Form I-9, use mm/dd/yyyy date format.
- Title of Employer or Authorized Representative – Enter your title, position or role with your business or organization.
- Last Name of the Employer or Authorized Representative – Enter your full legal last name.
- First Name of the Employer or Authorized Representative – Enter your full legal first name.
- Employer’s Business or Organization Name – **Enter “Northern Arizona University”**. DO NOT enter your Business or Organization name.
- Employer’s Business or Organization Name Address (Street Name and Number) – **Enter “411 South Beaver Street”**. DO NOT enter your Business or Organization address.
- City or Town – **Enter “Flagstaff”**. DO NOT enter your Business or Organization City or Town.
- State – **Enter “AZ”**. DO NOT enter your Business or Organization State.
- ZIP Code – **Enter “86011”**. DO NOT enter your Business or Organization ZIP Code.

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Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

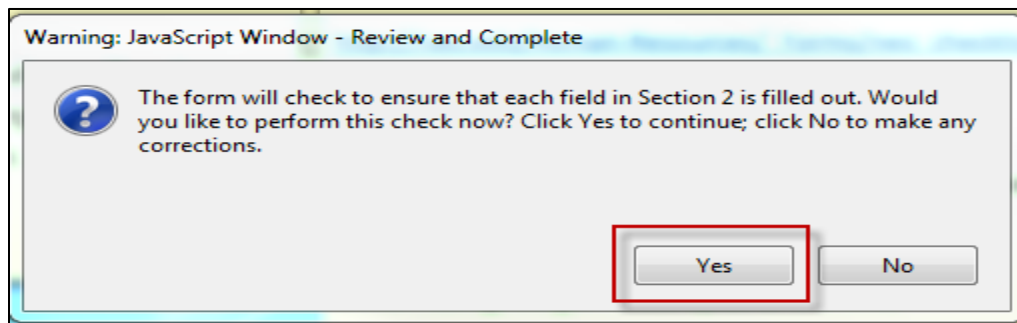
The employee's first day of employment (mm/dd/yyyy): 01/22/2017 (See instructions for exemptions)

Signature of Employer or Authorized Representative ?		Today's Date(mm/dd/yyyy) ?	Title of Employer or Authorized Representative ?	
[Redacted]		[Redacted]	Personal Banker with Wells Fargo	
Last Name of Employer or Authorized Representative ?	First Name of Employer or Authorized Representative ?	Employer's Business or Organization Name ?		
Bottle	Aviona	NORTHERN ARIZONA UNIVERSITY		
Employer's Business or Organization Address (Street Number and Name) ?		City or Town ?	State ?	ZIP Code ?
411 SOUTH BEAVER STREET		FLAGSTAFF	AZ	86004

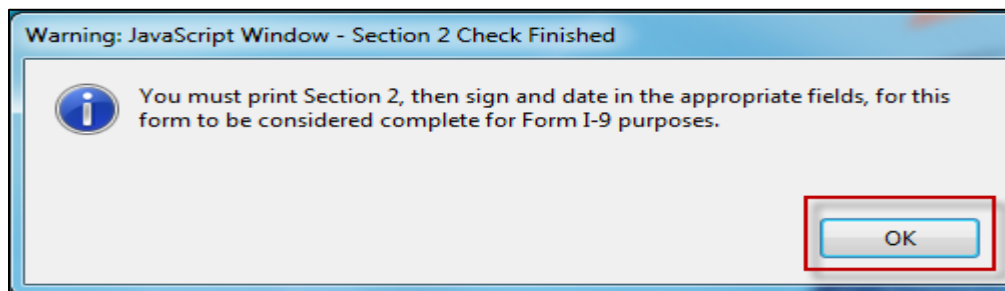
Click to Finish

- Click the "Click to Finish" button at the bottom of the form. The Warning message #1 will appear letting you know that the form will be check to ensure that each field in Section 2 is filled out (see image below). Then the Warning message #2 will appear letting you know that you must print Section 2.

Warning Message #1:




Warning Message #2:



- Section 3: Reverification and Rehires – This is the very last page of the Form I-9. Do not complete. Leave Section 3 blank. **For NAU use only.**

Human Resources

Instructions	Start Over	Print
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Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

Employee Name from Section 1:	Last Name (Family Name) ? Smith	First Name (Given Name) ? Sarah	Middle Initial ? N/A
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Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable) [?](#) **Rehire (if applicable)**

Last Name (Family Name) ?	First Name ?	Expiration Date (if any) (mm/dd/yyyy) ?
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C. If the employee's previous grant of employment a
 continuing employment authorization in the space p

Document Title ?	Expiration Date (if any) (mm/dd/yyyy) ?
----------------------------------	---

For NAU use only.
Do not complete.
Leave this section blank.

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative ?	Today's Date (mm/dd/yyyy) ?	Name of Employer or Authorized Representative ?
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NAU Notary Public Form

Please complete, sign stamp/seal The NAU NOTARY PUBLIC FORM (last page of this packet) with your unexpired notary stamp and return it to the NAU employee so that they may send it to us with the Form I-9 and the photocopies of the employment documentation as well.

- Detach the NAU Notary Public Form from this instruction packet.
- Enter the employee's name as it is listed on the employee's Social Security Card.
- Enter the document type (name), document number and document expiration date.
- Sign, date and print your name.
- Enter your expiration of commission date.
- Affix your unexpired stamp/seal in the space provided.

If you have questions about completing the documents, or if you just want to check to be sure they've been completed correctly, please contact NAU Human Resources by emailing HR.Contact@nau.edu or calling (928) 523-2223.