

NEW YORK UNIVERSITY

Agent Authorization

All employers must ensure each new employee hired in the US completes a Federal Form I-9 on or before the time of hire. As a part of this requirement, NEW YORK UNIVERSITY must ensure the new employee's documents are reviewed and recorded on Section 2 of the Federal Form I-9.

We are asking you to act as our representative to examine the identification documents of our new hire, then complete Section 2 of the I-9 Form as an "Authorized Agent" of *NEW YORK UNIVERSITY*. To complete Section 2, follow these steps:

- 1) Have the prospective employee complete Section 1 of the I-9 form in your presence. Review it to make sure Section 1 is complete.
- 2) Examine the identification documents presented to you by the prospective employee. Make a photo copy of the document(s).
- 3) Write all required document information in the appropriate portions of Section 2, the "Employer Certification", on the I-9 form. List *NEW YORK UNIVERSITY* as the employer and insert the following address: *70 WASHINGTON SQUARE SOUTH, NEW YORK, NEW YORK 10012*. Sign and date the form. In the section listed as "Title" write "Authorized Agent".
- 4) Affix your notary seal to the I-9 form.
- 5) Complete and sign the Agent Authorization form below. Return the completed and notarized I-9 form, signed NYU Agent Authorization form, photo copy of the identification documents, and original identification documents to the prospective employee.

I hereby attest that I have read the above and the attached instructions for completing the Federal Form I-9 and accept responsibility as an Authorized Agent of *NEW YORK UNIVERSITY* for the sole purpose of completing the Federal Form I-9.

Signature Date

Name Title Phone number

Address of Authorized Agent

*U.S. Citizenship and Immigration Services (USCIS) allow companies to appoint agents to complete the Form I-9. The following is an excerpt from www.uscis.gov: "It is not unusual for a U.S. employer to hire a new employee who doesn't physically come to that employer's offices to complete paperwork. In such cases, employers may designate agents to carry out their I-9 responsibilities. Agents may include notaries public, accountants, attorneys, personnel officers, foremen, etc."