



Remote I-9 Request Form

UCF has contracted with Equifax Workforce Solutions to provide a remote Form I-9 option. The unit will be charged \$45 (to the costing allocations inputted below) for each scheduled remote Form I-9 appointment , including appointments that are missed or canceled.

Submit the signed document to Kelly.Fernandez@ucf.edu and Tatiana.Barth@ucf.edu for processing. Once the form is received, remote I-9 instructions will be emailed to the new hire.

What does this remote service provide?

The remote Form I-9 service allows the new hire to schedule a face-to-face appointment with an authorized agent in their local area to complete an Electronic Form I-9 on behalf of the University.

Why is a Form I-9 needed?

Per federal regulations, an employer or authorized agent must examine original documents presented by the employee in order to complete the Form I-9.

Am I required to use the remote I-9 service?

No, the HR Business Center may complete the Form I-9 as usual, by meeting with the new hire on campus so that the individual can present their original documents as required by federal regulations. If the Form I-9 cannot be completed by the deadline, the HR Business Center will need to delay the hire to ensure compliance with federal regulations.

Are new hires permitted to work remotely from a Non-Florida location?

Although the Form I-9 may be completed remotely prior to the new hire's first date of employment, the expectation is that the new hire will be a Florida resident once they begin working for the University.

Name of Employee:

UCF Emplid:

Hire Date:

Employee's Email Address:

Employee's Phone Number:

Employee's Home Address:

HRBC Contact Name:

HRBC Contact's Email Address:

HRBC Name:

Department Work Tags to be Charged

Cost Center ID:

Division ID:

Program ID:

Fund ID:

Financial Site ID:

Department Head or Designee (with budget authority) Signature

Date