



Remote I-9 ID Fee Transfer

The Office of Human Resources has contracted with our vendor, Equifax Workforce Solutions to provide a remote I-9 option. The department will be charged \$45 for each scheduled remote I-9 appointment, including appointments that are missed or cancelled.

Submit the signed document to Garnette.Garricks@ucf.edu for processing. Once the form is received and processed, instructions will be sent out to the new hire.

What does this service provide?

It allows the new hire to schedule an appointment to meet with an authorized agent in their areas to complete an Electronic I-9 Form on behalf of the university.

Why is this needed?

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

Am I required to use this service?

No, you can complete the I-9 form as you have always done. However, you will need to meet with the new hire on campus so that the individual can present their original documents as is required by federal regulations. Or you will need to delay the hire if the I-9 form cannot be completed by the deadline to ensure compliance with federal regulations.

Are New Hires permitted to work remotely from a Non-Florida location?

Although the I-9 form is 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: _____

Hire Date: _____

Employee's Email Address: _____

Employee's Phone Number: _____

Employee's Home Address: _____

Department Contact Name: _____

Department Contact's Email Address: _____

Department Name: _____

Account Number to be Charged: _____

Department Head or Designee (with budget authority) Signature

Date

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