

Remote Hire Guide for Employers

The remote-hire challenge

USCIS requires physical inspection of the employee's original documents when completing Section 2. When the employee is not co-located with HR, employers may designate any person as an Authorized Representative to complete Section 2 on the employer's behalf.

Recommended sequence

- Day of offer acceptance: send the employee the Form I-9 and Section 1 instructions.
- Before start date: employee completes Section 1.
- By day 3 of employment: Authorized Representative completes Section 2 in-person.
- Immediately after: employer stores the completed Form I-9 with their records.

What Straub Document Group delivers

- In-person original-document inspection at the employee's location.
- Section 2 completed on the employer's behalf.
- The completed Form I-9 returned to the employer.

What we do not provide

- Legal or immigration advice.
- Notarization of Form I-9 (Section 2 completion is not a notarization).
- E-Verify submission on behalf of the employer.

Disclaimer

This document is provided for informational purposes only. Straub Document Group acts as the employer's designated Authorized Representative for the purpose of completing Section 2 of Form I-9. This is not a notarization. We do not provide legal or immigration advice.

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