Welcome to Western! We look forward to working with you to ensure all your documentation is complete and submitted in a timely manner. Submitting your paperwork prior to your start date will support a smooth transition.

Since you are unable to come into our office for I-9 completion prior to your start date, we are providing information and instructions for completing the Form I-9 remotely (with the assistance of a proxy). Please follow the instructions below to ensure the Form I-9 is complete and submitted properly.

Step 1: Complete Section 1 of the Form I-9
Step 2: Select your citizenship status
Step 3: Provide your signature and date
Step 4: Check a box in the Preparer and/or Translator Certification section
Step 5: Review the List of Acceptable Documents
   **IMPORTANT:** The proxy will need to see the *original documents*, and cannot accept copies or expired documents.
Step 6: Identify and make an appointment with a proxy.
   A proxy is anyone from another educational institution or Human Resources office experienced in completing Form I-9s.
   **Call our office for recommendations of proxies in your area (360-650-3774).**
Step 7: Present your Form I-9 and *original* documents to the proxy.
   **Please Note:** The proxy should (1) review your document(s), (2) verify your identity (based on the documents you provide), (3) complete Section 2 of the Form I-9, and (4) return all forms and documents to you.
   **Please see instructions for the Proxy on the following two (2) pages of this document.**
Step 8: Submit your completed Form I-9 to us before your start date.
   Scan/E-mail: [HR.Employment@wwu.edu](mailto:HR.Employment@wwu.edu)
   FAX: 360-650-2810

In addition to sending us an electronic version, please submit the original Form I-9 by mail or in-person for your file.

We are excited to have you as part of our WWU family!
If you have any questions or would like any additional information, please contact us!

Human Resources Office
Humanities Building 203, MS 9054
516 High Street
Bellingham, WA 98225
360-650-3774
[hr@wwu.edu](mailto:hr@wwu.edu)
Form I-9 – Proxy Instructions

Dear Authorized Representative,

You are being asked to act as a Proxy to examine the identification and work eligibility documents for a Western Washington University employee. The U.S. Citizenship and Immigration Services (USCIS) requires the Employment Eligibility Verification (I-9) form to be completed in order to establish an employee’s work eligibility and right to work in the United States.

Please follow the directions below to complete Section 2 of the I-9 Form and the Proxy Information Form. Please note: The Employee is responsible for mailing the forms to the Western Washington University HR office.

Step 1

- **COMPLETE SECTION 2: EMPLOYMENT ELIGIBILITY VERIFICATION** (on Page 2 of the Form I-9)
  - Review original identification documents.
  - Record employee’s name exactly as it appears on documents.
  - Record citizenship status from employee's selection on page 1.
  - Record document information (document title, issuing authority, document number and expiration).

Step 2

- **PROVIDE YOUR INFORMATION IN SECTION 2: CERTIFICATION OF AUTHORIZED REPRESENTATIVE**
  - Your signature
  - The exact date you reviewed the documents
  - Your title (ex. Notary, and in California - Immigration Specialist)
  - Your name (print)

Step 3

- **INSERT YOUR INFORMATION ON THE PROXY INFORMATION FORM**
  - Enter your information under the Authorized Representative Information Section
  - Return the Form I-9, Proxy Information Form, and original documents to the Western Washington University employee
Proxy Information Form

Employee Information

Name (Last) ______________________________ (First) ___________________________ (M.I.) ______
Street Address ____________________________________________________________________________
City/State/Zip ____________________________________________________________________________
Phone No. ( ______ ) ______________________ Email Address ________________________________

Authorized Representative Information

Name (Last) ______________________________ (First) ___________________________ (M.I.) ______
Street Address ____________________________________________________________________________
City/State/Zip ____________________________________________________________________________
Phone No. ( _____ ) ______________________ Email Address ________________________________