

Options for Paper Form I-9 Collection Process During COVID-19 Emergency

In order to comply with Federal requirements regarding the Form I-9 which must be fully completed by the third day of work, there are two options available. Contact ufs_crt@harvard.edu with questions.

Option 1 - In Person Completion

For schools that are not operating remotely and are physically present at a work location (i.e., essential personnel), I-9 Completers should follow the usual I-9 collection process.

Option 2 - Authorized Representative – PREFERRED OPTION IF WORKING REMOTELY

Harvard may assign the role of authorized representative to an outside individual which allows them to complete Section 2 of the Form I-9 on behalf of Harvard. If completed correctly and, with the submission of the Section 2 documents, no further action is necessary by the Harvard I-9 Administrator or hiring department.

- An authorized representative may be an adult household member, personnel officer, foremen, agent, or notary public.
- A Harvard I-9 Administrator must walk the household member through process using teleconference to view and confirm the accuracy of the Section 2 documents being presented as well as confirm the accurate completion of Section 2.
- See [I-9 Collection Process During COVID-19 Public Health Emergency](#) for step-by-step process.
- This option is always available, but best practice is for a Harvard I-9 Administrator to review and complete Section 2 with the employee in person.



Harvard Assigned Authorized Representative – PREFERRED OPTION IF WORKING REMOTELY

Process for Paper Form I-9 Collection Process During COVID-19 Emergency

Harvard may assign an authorized representative to complete Section 2 of the Form I-9 by examining the individual's documents and then completing and signing the USCIS Employment Eligibility Verification Form I-9. An authorized representative, with assistance of a Harvard I-9 Administrator, can complete Section 2 on behalf of Harvard and does not require any additional follow-up by the employee. [See I-9 Collection Process During COVID-19 Emergency](#) for detailed instructions.

