To designated agent on behalf of Regent University (please read the entire letter for instructions):

Regent University gives a designated agent permission to complete the Form I-9, Employment Eligibility Verification, for an employee of Regent University, per regulations and guidelines established by the U.S. Citizenship and Immigration Services under the U.S. Department of Homeland Security.

39. Q. As an employer, do I have to fill out all the Forms I-9 myself?
   A. No. You may designate someone to fill out Forms I-9 for you, such as a personnel officer, foreman, agent, or anyone else acting on your behalf, such as a notary public. Please note that if someone else fills out Form I-9 on your behalf, he or she must carry out full Form I-9 responsibilities. However, you are still liable for any violations in connection with the form or the verification process.

   For example, it is not acceptable for a notary public to view employment authorization and identity documents, but leave Section 2 for you to complete. The person who views an employee’s employment authorization documents should also complete and sign Section 2 on your behalf.


Note: It is not unusual for a U.S. employer to hire a new employee who resides and performs duties off site. In such cases, employers may designate agents to carry out their I-9 responsibilities. Agents may include notaries public, accountants, attorneys, HR professionals, etc. An employer should choose an agent cautiously, since it will be held responsible for the actions of that agent. Employers and/or their agents cannot accept documents via copies, faxes, or scanned items. The employer or designated agent must review original documents. The new employee cannot complete Section 2 himself or herself. Please do not type any information in the form, but complete by hand.

Instructions for Section 2 (Employer or Authorized Representative Review and Verification) of Form I-9:
As our “out-of-the-area” authorized representative please do the following:

1. Ensure Section 1 has been completed by the employee and written by hand.
2. Physically examine the appropriate original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. The employee may present one selection from List A or a combination of one selection from List B and one selection from List C from page 9 of the Form I-9. The person who examines the documents must be the same person who signs Section 2. The examiner of the documents and the employee must both be physically present during the examination of the employee’s documents.
3. Record the document title shown on the Lists of Acceptable Documents, issuing authority; document number and expiration date (if any) from the original document(s) the employee presents. You may write “N/A” in any unused fields.
4. Under Certification, enter the employee’s first day of employment. (Listed on Regent University’s New Employee Form or faculty contract)
5. Provide your name and title as the person completing Section 2 in the Signature of Employer or Authorized Representative field.
6. Sign and date the attestation on the date Section 2 is completed. If you are a notary public, please notarize.
7. Record the employer’s business name and address: Regent University, 1000 Regent University Drive, Virginia Beach, VA 23464.
8. Return the employee’s documentation.
9. This form must be error free; therefore do not scribble out or white out any errors.

*DO NOT complete or sign the “Preparer and/or Translator Certification” section or Section 3.

If you have any questions or concerns, please contact the Regent University Human Resources Department at 757-352-4070 or by email at hr@regent.edu.

Thank you.