Personnel subject to remote onboarding must still comply with Employment Eligibility Verification (I-9) requirements and, therefore, must provide scanned copies of two (2) [acceptable I-9 documents](https://gcc01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.uscis.gov%2Fi-9-central%2Facceptable-documents%2Facceptable-documents&data=02%7C01%7CWindsor.Colleen%40epa.gov%7C84bf87640f7c4dc552b308d7fbe32b22%7C88b378b367484867acf976aacbeca6a7%7C0%7C0%7C637254825402205000&sdata=tI6JkwFIsAQmTty5miuLj9Nid7YmCdyOtpuAxtjITI8%3D&reserved=0) via email to [personnel\_security@epa.gov](mailto:personnel_security@epa.gov) using the subject line “Acceptable I-9 documents.”  The I-9 documents must be reproduced in either PDF, tiff, jpg, or Word formats, so that the original document can be viewed in the attachment. You must also include in your email a contact telephone number.  Upon receipt of your acceptable I-9 documents, staff from the Personnel Security Branch (PSB) will contact you to schedule a virtual meeting session (Skype is EPA’s authorized tool) for visual examination of the I-9 documents and to ensure that these documents relate to you.