

## ADP Remote I-9 Instructions

U.S. law requires that Section 2 of the I-9 Form be completed **prior to your hire and/or no later than 3 days** of your first day of work for pay. You must meet with a third party representative within the required time frame for him/her to complete Section 2 and view your original I-9 documents. For your convenience, we use an electronic remote I-9 feature. This feature requires you to select the Section 2 Completer (see conditions below) who will act as a designated agent on behalf of our organization.

If you will not be meeting your recruiter in person or are unable to visit a branch location to complete the I-9, you may designate a Remote Completer to process Section 2 of the I-9 electronically, for which we will need this person's information.

For the remote I-9 process, we will need for you to identify who will be completing Section 2. A Section 2 Completer must meet the following criteria:

- May not be yourself
- Can be a family member, friend or any person willing to perform this function.
- Must be over the age of 18

The Section 2 Completer must physically view your original I-9 documents and complete Section 2. You must present original documentation (no copies) to prove your identity and employment eligibility. This documentation will either be one document from List A or a combination of 2 documents: one document from List B and one document from List C. The List of Acceptable Documents is available to you when you complete Section 1 on the next page.

### **Section 2 Completer Information (THIS CANNOT BE YOURSELF).**

*You may enter "N/A" in the fields below if you are unable to furnish this information.*

Chamroeun Yan

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Section 2 Completer - Full Name (First and Last)

noonesfam1999@gmail.com

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Section 2 Completer - Email Address