

**Human Resources Division**

NYU Onboarding Center  
105 East 17<sup>th</sup> Street, 1<sup>st</sup> Floor  
New York, NY 10003

**NEW YORK UNIVERSITY**

**Agent Authorization**

(for authorized agents)

All employers must ensure that each new hire hired to work in the United States complete Section 1 of the federal Form I-9 no later than the first day of his or her employment (and no earlier than after he or she has accepted a job offer). In turn, NEW YORK UNIVERSITY (“NYU”) or its authorized representative must complete Section 2 of the Form I-9 by examining evidence of identity and employment authorization (“identification documents”) within three business days of the new hire’s first day of employment (but no earlier than after he or she has accepted a job offer and completed Section 1 of the Form I-9).

In accordance with the terms of this document, NYU is authorizing you to act as its representative for the purpose of physically examining the identification documents of its new hires, and for the purpose of completing Section 2 of the I-9 Form as an “Authorized Agent” of *NEW YORK UNIVERSITY*. To complete this process, please follow these steps:

- 1) Have the new hire complete Section 1 of the I-9 form and review the form to make sure that it was completed properly and on time.
- 2) Physically examine each identification document presented to you by the new hire to determine if it reasonably appears to be genuine and to relate to the new hire. You and the new hire must both be physically present during the examination of the documents. Make a photo copy of the document(s).
- 3) If the identification documents are acceptable, write all required document information in the appropriate portions of Section 2, the “Employer Certification”, on the I-9 form. List *NEW YORK UNIVERSITY* as the employer and insert the following address: *70 WASHINGTON SQUARE SOUTH, NEW YORK, NEW YORK 10012*. Sign and date the form. In the section listed as “Title” write “Authorized Agent.”
- 4) Email a copy of the completed I-9 form, identification documents, and signed NYU Agent Authorization form to \_\_\_\_\_ at \_\_\_\_\_, and mail the originals of the completed I-9 form and signed NYU Authorization form and a copy of the identification documents to \_\_\_\_\_ at \_\_\_\_\_.  
Also, return the original identification documents to the new hire.

**Human Resources Division**

Office of Talent, Learning and Organizational Development  
105 East 17<sup>th</sup> Street, 1<sup>st</sup> Floor  
New York, NY 10003

I hereby attest that I have read and understand the above and the attached instructions for completing the federal Form I-9 and hereby accept responsibility as an Authorized Agent of *NEW YORK UNIVERSITY* for the sole purpose of completing the Form I-9.

---

Signature

Date

---

Name

Title

Phone number

---

Address of Authorized Agent

\*U.S. Citizenship and Immigration Services (USCIS) allow companies to appoint agents to complete the Form I-9. The following is an excerpt from [www.uscis.gov](http://www.uscis.gov): "It is not unusual for a U.S. employer to hire a new employee who doesn't physically come to that employer's offices to complete paperwork. In such cases, employers may designate agents to carry out their I-9 responsibilities. **Agents may include notaries public, accountants, attorneys, personnel officers, foremen, etc.**"