**EMAIL SAMPLE to communicate with the employee regarding
the remote Form I-9 process**

Updated 01-03-2022

Welcome to Texas A&M University!

U.S. employers are required to verify the identity and employment eligibility of all employees hired to work in the United States. We must review original documents in person, and complete and retain a [**Form I-9, Employment Eligibility**](https://www.uscis.gov/i-9) for all new hires.

In order to complete the hire process and begin your onboarding, your identity and employment eligibility must be verified. Texas A&M University uses Guardian by LawLogix, an online compliance system, to complete and store the Form I-9 for new hires. Since we are unable to meet with you in person, we will be using the remote functionality of Guardian to complete your Form I-9.

The Form I-9 has two sections:

* **Section 1** is to be completed by you **on or before [Enter Hire Date]**
* **Section 2** must be completed by an Authorized Agent **within three business days of** **[Enter Hire Date].**

We need your assistance identifying an Authorized Representative who can meet with you in-person to inspect original and unexpired documents. The representative can be anyone, including a neighbor, relative, or household member.

Please provide the name, email, and phone number of the representative who will be willing to complete the Form I-9 as stated by Federal Guidelines. We will send an email from Perfect Compliance, with a link to login, and instructions to complete the form.

Please review the [**Instructions and Lists of Acceptable Documents**](https://www.uscis.gov/sites/default/files/document/forms/i-9instr.pdf) before you meet so you can gather the documents needed to complete the Form I-9. **Please remember that you need to present original documents, or** [**receipts**](https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents/receipts) **in case your documents have been lost, stolen, or damaged.**

Thanks for your assistance with this process. Please contact me if you have any questions.

Sincerely,

Your Name

Title

Department

Company