



Remote I-9 Changes

2023-07-27 - Chris Tondini - Processes

U.S. Citizenship and Immigration Services (USCIS) released an update to I-9 rules that will streamline Northwestern's Remote I-9 Processing option.

- Beginning August 1, 2023, remote I-9s will no longer require a friend or family member to act as a Section 2 Authorizer; the employee will meet virtually with an HR representative and display their documents on camera.
- Remote appointments must be requested in advance, and scans of appropriate documents must be provided, using the existing [Remote I-9 Request Form](#).
- We continue to encourage local employees to [visit our offices in person](#); walk-in I-9s are processed much faster and do not require an appointment.
- **At this time, only HR is authorized to conduct remote I-9 appointments.** We will investigate rolling this process out to department-based Section 2 Authorizers at a later date.

Please remember, the availability of online appointments does not relieve Section 2 from being completed by the third day of employment. For this reason, we ask for your help in reserving online requests for truly remote employees. Other options to complete an I-9 on time are available [on this webpage](#).