

## Request for Remote Agent Access - Form I-9 Completer

This request form grants access to complete the Form I-9 Sections 2 or 3 as applicable and allows access to personal information, such as employee SSNs, DOB, and employee address for a limited period of time. By completing this form, the department and remote agent take responsibility for the usage and security of all sensitive information accessed by the remote agent listed.

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Agent First Name

Agent Last Name

City

State

E-mail Address

Phone Number

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Will this individual serve as a remote agent for CSU in the future?  Yes  No

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Employee (New Hire) Information

Department

First Name

Last Name

Start Date

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Form Completed By

Department Head  
Signature

Remote Agent Signature

The form may be sent to Student Employment for student hires and HR Records for all other hires. Scanned forms are accepted.