

Hello (name),

I found your name on the Reciprocal I-9 list and I am reaching out to see if you would be available to fill out a Remote Section 2 Form I-9 on behalf of Utah State University.

If you are available for assistance would you prefer the employee to contact you to make an appointment or have them walk-in during business hours?

Utah State University utilizes an electronic Form I-9 system which retains pictures of all documents used for Section 2. We recommend using a tablet or a computer with a secure camera system to upload the documents. If you do not have access to this type of device please fax a copy of the documents to (your fax number here)

We appreciate your consideration and look forward to hearing from you soon.

Sincerely,

(Your signature here)