

Request for Notary/Designated Agent as Employer's Authorized Representative Form

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Employer company name: \_\_\_\_\_

The person(s) presenting the Form I-9 is a prospective employee of our company. Because it is physically impossible for this person to come to our office, we authorize you as our designated agent, to sign and date the certification portion of Section 2.

**Employee Must Complete Section 1 of Form I-9:**

Our employee must complete Section 1 of Form I-9. The employee's signature holds him/her responsible for the accuracy of the information provided.

**Notary/Designated Agent Must Complete Section 2 of Form I-9:**

The employee will present documents from either List A or List B and C of the List of Acceptable Documents. **Please note: the documents must be the original unexpired documents.** You may not accept a picture, photocopy, video, etc. of the List A or List B and C documents. You should examine the document(s) and accept them if they reasonably appear to be genuine and if they reasonably appear to relate to the person standing before you. Requesting more or different documentation than the minimum necessary to meet this requirement may constitute discrimination and/or document abuse. If the documentation presented by an employee does not reasonably appear to be genuine or relate to the employee who presents them, then you must refuse to accept them, and you must ask for other documentation from the lists of acceptable documents. If the employee does not have the original document(s), they will need to return with them to complete the form.

Proceed to record the document title, issuing authority, document number and expiration date. After complete review, sign your first and last name as the authorized representative.

If the employer company or organization name and address are not pre-populated, please write-in the address as shown: \_\_\_\_\_ (street number and name)

\_\_\_\_\_ (city, state, zip code)

For any questions regarding our I-9 request, please contact the supporting manager or HR representative from our company listed below:

Print name: \_\_\_\_\_ Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

We appreciate your assistance with this matter!