

# I-9 Procedure for Notary Public – Step 1

Step 1 of your obligation is to ensure the employee properly completes section 1, as shown below:

- 1 Employee enters full name, including maiden name if applicable
- 2 Employee enters full address on the proper lines
- 3 Employee lists Date of Birth
- 4 Employee enters Social Security number (required if employer also does E-Verify)
- 5 Employee must sign AND date section 1
- 6 Employee must identify citizenship by check and completing the requested information

Department of Homeland Security  
U.S. Citizenship and Immigration Services

OMB No. 1615-0047; Expires 08/31/12  
**Form I-9, Employment  
Eligibility Verification**

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification** *(To be completed and signed by employee at the time employment begins.)*

1 Print Name: Last Doe	First Jane	Middle Initial A	Maiden Name Smith
Address (Street Name and Number) 123 Main Street		Apt. # 1	Date of Birth (month/day/year) <b>3</b> 01/01/1952
City Washington	State DC	Zip Code 20011	Social Security # <b>4</b> 000-00-0000

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (see instructions) **6**

A lawful permanent resident (Alien #) \_\_\_\_\_

An alien authorized to work (Alien # or Admission #) 00000000000  
until (expiration date, if applicable - month/day/year) 02/28/2011

5 Employee's Signature *Jane A. Doe*

Date (month/day/year) **Date Employee Completes Section 1**

# I-9 Procedure for Notary Public – Step 2

Record the proper document information on the proper line, coinciding with List A, or List B AND List C (note the information requested to the left of List A)

- 1 • If the employee provides a List A document, that is all that is to be recorded
- 2 • If the employee provides List B & List C documents, they must both be recorded in the proper List
- 3 The Employer will be responsible for entering the start date in the Certification Section
- 4 Sign as the Authorized Representative – this indicates you personally saw the documents provided
- 5 Date the form – this ensures work eligibility was confirmed prior to the employee starting
- 6 Print Name & Print Title (*Notary Public*) as required – **DO NOT STAMP THE I-9**

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

	OR		AND	
List A		List B		List C
1 Document title: <u>Permanent Resident Card</u>		_____	2	_____
Issuing authority: <u>DHS</u>		_____		_____
Document #: <u>A123456789</u>		_____		_____
Expiration Date (if any): <u>06/30/09</u>		_____		_____
Document #:		_____		_____
Expiration Date (if any):		_____		_____

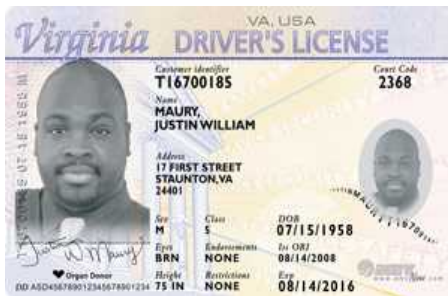
**CERTIFICATION** - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) [REDACTED] and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.) 3

4 Signature of Employer or Authorized Representative	Print Name <u>Lota Example</u>	6 Title <u>Admin. Analyst</u>	
Business or Organization Name <u>- Utica College</u>	Address (Street Name and Number, City, State, Zip Code) <u>1600 Burrstone Road Utica, NY 13045</u>	Date (month/day/year) <u>03/02/06</u>	5

# I-9 Procedure for Notary Public – Step 3

- 1 On a separate piece of paper, make a copy of the Identification Document(s) provided
- 2 Affix your stamp and/or Seal to this page signifying you have personally seen these documents
- 3 Affix your signature and/or any other required notations to this page

RETURN BOTH THE COMPLETED I-9 AND COPIES OF DOCUMENTS PROVIDED TO THE EMPLOYER



*John C. Smith – Notary May 15, 2012*