

Form I-9 Processing Instructions

If you are a new employee and your employer has suggested taking your Form I-9 to a notary, to complete Section 2, we can assist you. However, Colorado **notaries may not notarize a document that they have signed**, or where they are named individually, as a party to the transaction.

For a Form I-9, a Notary can:

1. Notarize the signature in Section 1 OR Section 2 (if the notary's own signature is not one of them)
2. Notarize the signature in Section 1 AND Section 2 (if the notary's own signature is not one of them)
- 3. Complete Section 2 as an Authorized Representative (Agent) of the Employer, not as a Notary**

For options 1 and 2 above, normal notary procedure is used. The Employer or Employee must specify the type of notarial certificate to be attached (acknowledgment, oath or affirmation). The notary may stamp, print or attach the notarial certificate to the document.

For option 3, no notary procedure is used. An Authorized Representative agreement from the Employer is required. The Employer may provide the agreement using their own letterhead, or the Employer may submit the attached **Authorized Representative Agreement for Form I-9 Services**. The signed Agreement can be emailed to us or brought to the appointment by the Employee.

An Authorized Representative agreement is required before we will complete and certify Form I-9, Section 2. No exceptions. The agreement is also required for us to complete the Colorado Affirmation of Legal Work Status form as your Designated Representative.

Please Note:

1. Documents presented by Employee must be original documents and not past the expiration date, if any.
2. If E-Verify will be used, the Employee must enter his/her Social Security Number in Section 1 of Form I-9.
3. If E-Verify will be used, any List B document that is presented by the Employee must include a photograph.

AUTHORIZED REPRESENTATIVE AGREEMENT FOR FORM I-9 SERVICES

_____, Employer, hereby authorizes ABC Legal Docs, LLC, Agent, as our contracted Authorized Representative, to provide services for: [please check or initial desired services]
_____ processing Form I-9, Employment Eligibility Verification,
_____ processing the form, Affirmation of Legal Work Status, per Colorado Revised Statutes 8-2-122,
for the benefit of _____, Employee. The Employee began, or will begin, employment with Employer on date _____. If E-Verify will be used, the Employee must enter his/her Social Security Number in Section 1 of Form I-9.

1. The Agent is authorized:
- a. To inspect, review and examine original documents, forms and instructions presented by above-named Employee, as required by Form I-9, Employment Eligibility Verification, and/or the Affirmation of Legal Work Status;
 - b. To make and/or verify copies of said documents, forms and instructions, as needed in processing the forms;
 - c. If the documents presented appear to be genuine and relate to the above-named Employee, to list the documents presented, complete and sign the Certification in Form I-9, Section 2, Employer Review and Verification, on Employer's behalf, for the benefit of the above-named Employee, and/or complete the Affirmation of Legal Work Status.
 - d. To include the Employee's starting date of employment, on the forms, if provided by the Employer or Employee.
 - e. To insert Title as "Authorized Representative", "for" the Employer's name and address, and "by" Authorized Representative's name and address.
 - f. To correct errors by crossing out incorrect information, initialing and dating it, and inserting the correct information
 - g. To attach copies of related documents to the forms;
 - h. To return the completed forms, documents and attached copies to the Employee, or Employer, as directed.

2. Employer understands that although the Agent, or Agent's principal, may be a commissioned Notary Public, the Agent, or Agent's principal, is not acting in the capacity of a Notary Public for the purposes of this Agreement, and verification of the Employee's documents is not a Notarial Act. The Agent is acting as a private party, and notarization is not required.

3. Employer understands that per the USCIS *Handbook for Employers (M-274)*, Employer is responsible for the Agent's actions. Employer is solely liable for any violations of the employer sanctions laws that may arise, under state or federal laws or regulations. Employer agrees to indemnify, release and hold harmless the Agent for any disputes, costs or damages that may arise under this Agreement.

4. As compensation, Employer agrees to promptly pay Agent for form processing services, at the current rate as posted on the Agent's website, subject to change from time to time. Agent may accept payment from Employee, on behalf of Employer. The current rate posted is \$10 for Form I-9, \$10 for Colorado Affirmation of Legal Work Status, plus travel fee.

5. A copy of this Agreement, signed by both parties, shall be returned to Employer, and kept on file with the records for the Employee. An electronic copy of this Agreement shall be deemed equivalent to a paper copy.

Agreed and accepted by:
Employer Name _____
Address _____ City _____ State _____ Zip _____
E-mail _____ Phone _____
Authorized signature _____ Position/Title _____ Date _____

Agent: ABC Legal Docs, LLC
Address: 3355 N Academy Blvd, Ste 244, Colorado Springs, CO 80917
E-mail: Jerry_Lucas@msn.com Phone: 719-591-0433
Authorized signature _____ Position/Title: CEO Date _____