

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.

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 complete Section 2 as an Authorized Representative (Agent) of the Employer, not as a Notary. No notary procedure or notary stamp is used.

If you contact us, schedule an appointment, or use our Form I-9 services, the terms of this Authorized Representative agreement shall apply. A completed and signed agreement is not required.

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.

There is an additional fee for completing other forms, in addition to the Form I-9.

This agreement may also include completion of the Colorado Affirmation of Legal Work Status.

AUTHORIZED REPRESENTATIVE AGREEMENT FOR FORM I-9 SERVICES

_____, Employer and Principal, hereby authorizes **ABC Legal Docs, LLC**, as our contracted Authorized Representative, and Agent, solely for the purpose of services for processing Form I-9, Employment Eligibility Verification, 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 the original documents, forms and instructions presented by the above-named Employee, as required by Form I-9, Employment Eligibility Verification;
 - b. To make and/or verify copies of said documents, forms and instructions, as needed in processing Form I-9;
 - 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.
 - d. To include Employee's starting date of employment, in Form I-9, Section 2, 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 optionally attach copies of listed documents to the Form I-9;
 - h. To return the Form I-9, original documents and any attached copies to the Employee, to be returned to the Employer.
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 and Employer is solely liable for any violations of the employer sanctions laws that may arise. 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 I-9 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, who shall be acting on behalf of Employer. The current rate posted is _____, plus travel charges, if any.
5. Agent has no duty to follow instructions that are unlawful, unethical, or unreasonable, or create a risk to health or safety.
6. The Terms of Use posted on ABCLegalDocs.com, and the terms of this Agreement shall apply, whether or not all blank spaces are filled in, and whether or not the document is signed and dated by the parties.

Agreed and accepted by:

Employer _____

Address: _____

Authorized by: _____ Position/Title: _____

Signature: _____ Date: _____

E-mail: _____ Phone: _____

Agent: ABC Legal Docs, LLC

Address: 4164 Austin Bluffs Pkwy #101, Colorado Springs, CO 80918

Authorized by: Gerald J Lucas, CEO Signature: _____ Date: _____

E-mail: Jerry_Lucas@msn.com Phone: (719) 591-0433