



IDENTIFICATION VERIFICATION FORM

CoWorx Staffing Services requires that new hires confirm their identity through the process described below. If you have any questions regarding this form, please contact **Client Services at (800)754-7000 x1-6991** during regular business hours, Monday–Friday 8:30am–5:00pm EST.

CANDIDATE: Select an unexpired government-issued photo identification, reflecting your current legal name, to be presented to a Notary Public as confirmation of your identity. The photo identification document must be copied **directly** onto this form, and it must be **clear & readable**. If you choose to present a passport, copy the photo page only.

1. Place your photo identification document **face down** on a photocopier or scanner
2. Place this form **face down** over the identification so that it fits in the box below.
3. Press copy or scan & print.

Bring this form **and** your original unexpired government issued identification document to a Notary Public. **Do not** sign this form until you are before the Notary Public as he or she must witness your signature. Once notarized, please return this **original** form containing the copy of the unexpired government-issued photo identification, the Notary Public's **original raised seal or ink stamp** and required signatures to:

CoWorx Staffing Services
Attn: Client Services, New Hire Paperwork Dept.
1375 Plainfield Avenue
Watchung, NJ 07069

IMPORTANT! CoWorx **CAN NOT** accept copies of your identification attached with tape, staples, paste/glue, etc. The ID must be copied directly onto the form.

The form **CAN NOT be submitted by fax or e-mail** to CoWorx Staffing, as the Notary Public's original raised seal or ink stamp is required.

NOTARY PUBLIC: Please witness the signature of the individual presenting you with this form, verify that the photograph of the original unexpired government-issued identification document matches the individual before you, and the photocopy below matches the original document being presented to you for verification. Please note: the ID must be **photocopied directly onto this page**; it cannot be attached with tape, paste, staple, etc

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Photocopy Unexpired Government-Issued Photo ID Here

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Once verified, please sign and notarize this form below.

I, _____, verify that I presented to the undersigned notary public an original, unexpired government-issued photo identification document, a copy of which is shown in the space above, to verify that I am the individual signing this form and to whom the unexpired government-issued identification document was issued.

→ _____
Candidate Signature Date

→ _____
Notary Public Name State

→ _____
Notary Public Signature Date

[Notary Public's Raised Seal/ Ink Stamp]



Locating a Notary Public

The following is a sampling of government offices and private businesses that offer Notary Public Services. Please note that this list is offered for informational purposes only. You will need to contact the specific office to determine availability, hours of operation, fees etc.

A Notary Public can be found in government offices such as town hall, city clerk's office, county clerk's office and libraries. A Notary Public can also be located in area businesses such as banks, real estate offices, colleges, Chamber of Commerce, and Travel Agencies. In addition, you may find the following list of suggestions helpful:

Suggested web sites:

www.theupsstore.com 800-789-4623

www.fedex.com 800-463-3339

www.notaryrotary.com

www.123notary.com

www.aaa.com