

## I-9 Form Instructions and Notary Acknowledgement Form:

BCF requires the use of a Notary for remote employees to verify that the documents you use on your I-9 form match you. Please follow these steps to complete your I-9 Form and Notary Acknowledgement Form:

- 1) Print and complete Section I of your I-9 Form. Please download the form from the following link: [www.uscis.gov/sites/default/files/files/form/i-9.pdf](http://www.uscis.gov/sites/default/files/files/form/i-9.pdf)
- 2) Please ensure to complete all information in Section 1, to include your signature and date. **There can be no mistakes on the form.** If you make a mistake, please re-do the form.
- 3) Determine the documents you will use from the list of acceptable I-9 documents. Please refer to the above link for acceptable documents.
- 4) Bring original documents to the Notary.
- 5) Print the Notary Form (see below).
- 6) Bring the Notary Form and your original documents to the Notary.
- 7) Please ask the Notary to complete the Notary Acknowledgement Form.

Example on how to complete Section 2 correctly (for the Notary):

If the employee is using one (1) Document from List A (for example purposes only):

Document title: U.S. Passport  
Issuing Authority: USA  
Document #: 123456789  
Expiration Date (if any): 03/14/2018

OR

If the employee is using one document from list B AND using one document from list C (for example purposes only):

	<u>List B</u>	<u>and</u>	<u>List C</u>
Document title:	<u>Driver's License</u>		<u>Social Security Card</u>
Issuing Authority:	<u>CA</u>		<u>SSA**</u>
Document Number:	<u>B7777777</u>		<u>123-45-6789</u>
Expiration Date (if any) (mm/dd/yyyy)	<u>03/14/2018</u>		

\*\* Please refer to the seal on the Social Security Card to determine the Issuing Authority.

- The Notary is required to complete Section 2 to include the Document Title, Issuing Authority, Document # and Expiration Date (*if applicable*).
- Expired documents **are not** acceptable.

Required to return to BCF Solutions:

- I-9 Form
- Notary Acknowledgement Form
- Color copies of your documents (front & back)

## NOTARY ACKNOWLEDGEMENT FORM – Employment Eligibility Verification

State of \_\_\_\_\_

County of \_\_\_\_\_

On this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, I certify that

\_\_\_\_\_ has appeared before me and I have verified his/her identity on the basis of the *Employers Lists of Acceptable Documents*, and verify her/him to be the signer of the foregoing *Employment Eligibility Verification* document.

Notary Public

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

My commission expires on \_\_\_\_\_

(Seal)

Attribution Clause: This Certificate is prepared for, and exclusively belongs to the accompanying document entitled Employment Eligibility Verification.