Notary Public Form for I-9 Processing

Employee Instructions:

Step 1: Review the List of Acceptable Documents attached to the I-9 form. Choose **one** document from List A **or** one document from List B **and** List C.

Step 2: Take the **original** documents chosen in step 1 and this **blank** form to a Notary Public. The Notary Public will act as DATROSE's agent in examining the documents, witnessing your signature, and completing and signing this form.

Step 3: **After** this form has been notarized**,** attach photocopies of the examined document(s) to this form and mail the completed ***Page 7*** of the I-9 form and completed notarized form to: Datrose, Inc., Attn: Human Resources Assistant, 660 Basket Road, Webster, NY 14580.

Name of Employee _____
(Please Print) Last Name First Name MI

Signature of Employee _____

State of: _____ County of: _____

On this _____ day of _____ in the year _____, I attest that I have examined the original document(s) presented by the above-named, and that the documents presented appear to be genuine and relate to the above-named individual.

Documents which were presented:

Name of Document	Document Number	Expiration Date
Name of Document	Document Number	Expiration Date
Notary Public Signature	Date Commission Expires (Stamp/Seal)	Date