

Designation as Authorized Representative

To contract services for I-9 Employment Eligibility Verification form review and completion, you must complete the following form and return it via email to our office.

You may return the completed form to: Susie Pummill, at Houston Notary Solutions.

Email: Staff@HoustonNotarySolutions.com

If you need emergency service or have any questions, please call us at (713) 357-1924

AGENT AUTHORIZATION/AGREEMENT

_____ (Employer/Company Name) hereby appoints
Susie Pummill (Agent) as our contracted agent solely for the purpose of Employee Eligibility
Verification for the benefit of _____ (Employee
Name).

The Agent's Duties shall be to:

- Examine the original documentation required on the Employment Eligibility Verification I-9 Form for the above stated employee;
- Create and/or verify copies of said documentation as required in the I-9 instructions;
- Record and execute Section 2 of the I-9 form on our behalf for the benefit of the above-named employee.

We understand that while the Agent may be a commissioned Notary Public, the Agent **is not acting** in the role of a Notary Public for the purposes of this agreement, and that verification of the employee's documents is not a Notarial Act. The Agent is acting as a private citizen and notarization is not required. Further, we understand that per the USCIS Handbook for Employers (M-274), we are "responsible for the contractor's actions and are liable for any violations of the employer sanctions laws" that may arise.

A copy of this agreement signed by both parties shall be returned and kept with the I-9 form on file with the Employer.

Authorized by: _____ Position/Title: _____

Signature: _____ Date: _____

I hereby accept my appointment as Agent, as described above.

Signature _____ Date: _____