

LAFAYETTE COLLEGE

Office of Human Resources

Easton, Pennsylvania 18042 • TEL 610-330-5060 • FAX 610-330-5720 • www.lafayette.edu

INSTRUCTIONS FOR THE NOTARY PUBLIC

Lafayette College is asking you to act as our representative to examine the identification papers for a new Lafayette College employee. Because the U.S. Citizenship and Immigration Services (USCIS) requires us to verify the identity and employment authorization of each person hired to work in the U.S., we are asking you to serve as our representative in this matter by examining the person's paperwork for us and signing the attached Form I-9.

Attached is the I-9 instruction sheet and the Notarization Form. Please verify that the employee has completed Section 1 of the Form I-9, prior to completing Section 2. The employee must present to you a suitable set of identification papers as given on the "List of Acceptable Documents" page. The employee can present either, any one document from List A **or** two documents, one from List B (identity) **and** one from List C (eligibility).

The section that we need you (our representative) to complete is "**Section 2 Employer Review and Verification**". Please print the information using a black pen. There are spaces to indicate the document, or documents presented to you and the associated information, including, the Document Title, Issuing Authority, Document number and Expiration date (if any).

With regard to the documents presented to you, please take note of the following:

- Only original documents are acceptable; faxes, photocopies, and laminated Social Security Cards are not acceptable documents.
- The documents must be current; expired documents are not acceptable.
- If the employee presents to you a document from List B (identity), the document must bear a photograph.

Following are instructions for completing the Certification portion of Section 2:

1. In the space for date of employment, enter the employee's date of hire (listed on the offer letter).
2. Sign the Authorized Representative section
3. Date the I-9 Form (enter the date you reviewed the employee's documents).
4. As a Notary, please complete the attached Notarization Form and place the notary seal on the Notarization Form or attach a Notary Certificate to the documents.

If you have any questions regarding the completion of the documents, please contact the Lafayette College Office of Human Resources at (610) 330-5060. Thank you for your assistance. *Please return the completed forms to the employee, who is responsible for submitting them to Lafayette College.*

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NOTARIZATION FORM

I attest, under the penalty of perjury, that I am a Notary Public licensed by: _____.
I hereby certify that on this ____ day of _____, 20____, before me, the undersigned officer, personally appeared _____ with an address of _____, and having a date of birth of _____. In furtherance of the Lafayette College's employment eligibility verification requirements under the Immigration Reform and Control Act of 1986, I further attest under the penalty of perjury that the person named above has filled out Section 1 of the attached Form I-9 (Employment Eligibility Verification), I have examined the original(s) of the document(s) presented to me, I have filled in the document title, issuing authority, number, and expiration date (if any) in the space provided in Section 2 (Employer Review and Verification), and the document(s) presented to me reasonably appear on their face to be genuine and to relate to the person presenting them.

IN WITNESS WHEREOF, I hereunto set my hand and official Seal.

Notary Public Signature

My Commission Expires: _____

NOTARY NAME AND ADDRESS:

Notary Seal