



# Notary Form for Completing I-9

Dear Notary,

The person who appears before you today has applied for a position with Athens State University. Because the nature of this position is through distance learning, this person is not able to complete an I-9 form in person at Athens State University. We are, therefore, requesting that this person present their two forms of identification to you. Acceptable ID required to support work eligibility in the United States is listed on the I-9 form. These documents must be the original documents.

The new employee is required to complete Section 1, including the signature and date. Please photocopy the two forms of identification that this person has presented to you then complete Section 2 of the attached form. Please record:

1. Document Title
2. Issuing Authority
3. Document Number
4. Expiration Date (if any)

Please sign as the Authorized Representative in Section 2 and notarize with your stamp. Please leave Section 3 blank.

If you have any questions about completing this form, please contact Athens State University, Human Resources at 256-233-8224. Thank you.

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**Notary Form**

Athens State University hereby appoints:

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Fax Number: \_\_\_\_\_  
 Commission Information: \_\_\_\_\_  
 Commission Expiration Date: \_\_\_\_\_

As its Authorized Representative for the limited purpose of verifying the presentation of identity documentation supporting work eligibility in the United States and for the purpose of completing Section 2 of INS Form I-9 for this Employee. By signing below, the Authorized Representative accepts the appointment for this limited purpose only.

Signature: \_\_\_\_\_  
 Notary Public, State of: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Dated this \_\_\_\_\_ day of \_\_\_\_\_

Appointment Authorized by Athens State University

By: \_\_\_\_\_  
 Print Name: Suzanne B. Sims  
 Title: Office of Human Resources

Human Resources Department  
08/08