

Notary or Other Agent Acting on Behalf of Utica University for I-9 Form Completion

Utica University Provided – New Employee Information

Name: Last _____ First _____ M.I. _____

Employee's Date of Hire: _____ (Date of Hire must be entered by notary/agent into certification section on I-9)

To Utica University:

I attest that I am a Notary Public licensed by _____ or other agent, acting as the authorized representative of Utica University for purposes of reviewing documentation furnished by the individual named above to verify employment eligibility.

To facilitate Utica University's meeting of employment eligibility verification requirements under the Immigration Reform and Control Act of 1986, I further attest that the person named above has filled out Section 1 of the attached I-9 form (Employment Eligibility Verification), I have examined the original(s) of the document(s) presented to me by the individual, **I have filled in the document title, issuing authority, number and expiration date (if any) in the space provided in Section 2, and the attached copy or copies of document(s) are true copies of the document(s)** presented to me which appeared on their face to be genuine and to relate to the person presenting them.

Notary Public

Please print your name

And address and provide

Your stamp/information below:

Agent:

Please print your name, employer

And address below

