

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 or mail.

You may return the completed form to:

Jason Titter-Bell
Conroe Mobile Notary
16283 Daisy View CT
Conroe, TX 77302-8002

or:

Jason@ConroeMobileNotary.com

No services will be provided prior to receipt of this form. If you need emergency service or have any questions please call me at 832/663-0555.

Thank you for your business!

Jason Titter-Bell

AGENT AUTHORIZATION / AGREEMENT

_____ (Employer/Company Name) hereby appoints Jason Titter-Bell (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:

Print Full Name

Position/Title

Signature

Date

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

Jason Titter-Bell

Date