

Dear Applicant,

A mandatory step in the employment process is for PRO Unlimited to obtain your completed **Form I-9** within **three (3) business days of your first day of employment (start date)**. This form is used by the US Citizenship and Immigration Service to confirm that we as a company have verified your identity and your authorization to work in the United States.

Whenever possible our company Client Services Team or a proxy client contact would meet with you in person on your first day of work to complete this form. Because you are working in a location which is “remote” from both our company and client representatives, we need your assistance in locating an individual in your local business/professional community who can act on our behalf as an “authorized representative”.

Tasks for an “Authorized Representative”:

The person you identify for this purpose would have the following responsibilities:

1. Meet with you in person to physically examine the original documents you will present to establish your identity and work authorization
2. Photo-copy the documents
3. Fill out section 2 of the paper Form I-9 and provide their signature

Who Can Be an “Authorized Representative”?

The most common resource to assist you with this purpose is a **Notary Public**. Notary Publics are accustomed to reviewing various types of documents and are often familiar with helping job applicants complete their Form I-9 for remote employers. When scheduling your appointment with the Notary, it may be worthwhile to let them know that PRO Unlimited is not asking them to notarize any document **or** to act in a “notarial capacity” in any way during the process. The request is that of “authorized representative only”, as their notary seal is prohibited from being placed on the Form I-9 and supporting documents.

When a Notary Public is not available to assist you, there are other business/professional partners who make a logical choice for this role. Often times these are people you interact with on a regular basis, or are within easy one-time reach in your local community. Possible options may include:

- Local Bank Branch: Customer Service Representatives or Branch Managers
- Local Credit Union Office: Customer Service Representatives or Branch Managers
- Post Office Representatives
- Retail Shipping/Box Store (e.g. The UPS Store): Store Managers and Associates
- Town/City Hall or Municipal Offices: Administrative Personnel or Supervisors
- Local College Campus: Admission Officers, Administrative Services Managers, or Office Associates

Internet Search Links:

Below is a list of *some* internet resources which may aid you in identifying this resource in your local area. We encourage you to use this as a starting point, but not as an exhaustive list of research options.

Type	Site Name	Search Page Link	Home Page Link
Notary	American Society of Notaries	https://www.asnnotary.org/?form=locator	http://www.asnnotary.org/
Notary	Notary Rotary	http://www.notaryrotary.com/agent/find_a_notary.asp	http://www.notaryrotary.com
Notary	123 Notary	http://www.123notary.com/find-a-notary-public.asp	http://123notary.com
Financial	TD Bank Notary Services	http://www.tdbank.com/net/absearch/	http://www.tdbank.com/
Financial	National Credit Union Administration	http://www.ncua.gov/NCUAMapping/Pages/NCUAGOVMapping.aspx	http://www.ncua.gov/
Retail	The UPS Store	https://www.theupsstore.com/pages/locations.aspx	https://www.theupsstore.com

* Links are subject to change over time. Please check the main website for updated search pages!

Prepare for the In-Person Meeting:

- Print a clean/clear copy of the official Form I-9 document contained in this I-9 Toolkit
The Form I-9 is also available online: <http://www.uscis.gov/sites/default/files/files/form/i-9.pdf>
- Follow the instructions contained within the Form I-9 document to complete and sign Section 1
- Choose documents to present during the in-person meeting which establish your identity and employment authorization. Guidance can be found on the last page of the Form I-9
- On the day of your in-person meeting, bring both the Form I-9 (with your completed Section 1) and the documents which establish your identify and employment authorization. It is very important to have all of these items with you during the appointment in order to expedite the entire process

During the In-Person Meeting:

- Present the authorized representative with the following:
 - ✓ “Request to Act” letter contained in this I-9 Toolkit
 - ✓ Paper Form I-9 (Section 1 completed by you)
 - ✓ Original documents you have selected to establish identity and work authorization
- At the close of your appointment remember to collect:
 - ✓ Paper I-9 (Section 1 and Section 2 completed)
 - ✓ Photo-copies made by the representative of the original documents you presented
 - ✓ Your original documents

After the In-Person Meeting:

You must return the fully completed Form I-9 and document photo-copies to your PRO Unlimited Account Team as soon as possible, using the instructions provided to you during the on-boarding/welcome process.

If you have any doubts about the process described above, please call your Client Service Team who initiated your on-boarding. You may also call the PRO Main Phone Line and ask to be connected with a Client Services representative who handles the “client account” upon which you will be engaged: 1- (800) 291-1099.

Thank you for your participation in this very important process.

PRO Unlimited Human Resources