

Authorized Company Representative

An authorized representative can be any person you designate, hire, or contract with to complete, update, or make corrections to Section 2 or Supplement B, Reverification and Rehire (formerly Section 3) of the Form I-9 on your behalf. An authorized representative can be any member of the general public (see exception regarding employees below), personnel officer, foreman, agent, or notary public where permissible. Your authorized representative must perform all of your duties for identify verification and employment authorization, including reviewing the employee's completed Section 1, either physically or electronically. As the employer, you remain liable for any violations in connection with the form or the verification process committed by the authorized representative you designate, including any violations of the employer sanctions laws.

You are not required to have a contract or other written agreement with your authorized representative for Form I-9 purposes. If you choose to use a notary public as an authorized representative, that person is not acting in the capacity of a notary. This person must perform the same required actions to complete the verification process on your behalf as any other authorized representative, including providing signatures. When acting as an authorized representative, a notary public **should not** provide a notary seal on Form I-9.

Employees cannot act as authorized representatives for their own Form I-9. Therefore, employees cannot complete, update, or make corrections to Section 2 or Supplement B, Reverification and Rehire (formerly Section 3) for themselves or attest to the authenticity of the documentation they present.

Tip

If the authorized representative is a neighbor or friend of the employee, a best practice may be to have a designated company employee on the telephone or on a video call with the authorized representative to walk them through the completion of Section 2 or Supplement B, Reverification and Rehire (formerly Section 3) of the Form I-9.



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