

## I-9 COMPLETION INSTRUCTIONS

If you have received an offer and are going to accept an assignment with Fastaff Travel Nursing or US Nursing, you must complete a Department of Homeland Security Form I-9, Employment Eligibility Verification for our file.

Following is a 2-page letter which should be given to the Notary Public who will be acting as an Authorized Representative for FASTAFF and an instruction sheet printed by the DHS. These contain an explanation for Section 1 to be completed by the employee, and for Section 2 to be completed by the Notary Public.

Print the instruction sheets, the I-9 form, the List of Acceptable Documents and the Notary Public I-9 Information Verification Certificate. Take this to a Notary and in front of the notary complete Section 1, sign it, date it, and DON'T FORGET to check the appropriate box indicating your citizenship status. The Notary should then complete either Section 2 of the I-9 Form, or the Notary Public I-9 Information Verification Certificate. Both do not need to be completed by the Notary.

Present the Notary with your **original** document(s) (copies are not acceptable) indicating your eligibility to work in the US. The Notary should enter the appropriate document info on the appropriate lines: i.e. if you are using a passport, this is a document from List A (no additional documents are needed). Document title should be "USA Passport", Issuing Authority should be whichever governmental department or agency issued the passport such as New Orleans Passport Agency, or Department of State. This information is generally found near the bottom right of the passport. The document number will be the passport 9-digit number in the upper right portion of the passport, and the expiration date needs to be listed as well. If you are not using a passport or another document from List A, you must have a document from List B **AND** a document from List C. Refer to the Lists of Acceptable Documents which follows the I-9 form.

If the Notary does not want to enter the document information on the I-9 form, the I-9 Information Verification Certificate can be used, as long as there is document information from a List A document entered on the first line OR document information from a List B document on the first line and from a List C document on the second line.

Immediately upon completion send the Original I-9 form with copies of the documents used for verification to our office. The address is at the bottom of the Notary Public memo.



*FASTAFF has earned the Joint Commission's Gold Seal of Approval*

TO: NOTARY PUBLIC

RE: I-9 FORM COMPLETION AND SUPPORTING DOCUMENTATION

FASTAFF is an organization that provides health care workers to client facilities throughout the United States. Our business requires the company to hire remote workers. The Immigration Reform and Control Act (IRCA) requires all U.S. employers to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986. To implement the law, employers are required to complete Employment Eligibility Verification forms (Form I-9) for all employees, including U.S. citizens. A blank copy of the I-9 form is enclosed with this letter.

**NOTARY AS EMPLOYER'S AGENT.** The person presenting the I-9 form to you is a prospective employee for our company. Because it is not physically possible for this person to come to our offices in Denver, Colorado to complete the I9 paperwork, the United States Customs and Immigration Service (USCIS) allows employers to designate agents, such as you, to carry out their I-9 responsibilities. The law does not allow the employer to carry out I-9 responsibilities by means of documents faxed by an employee.

**EMPLOYEE MUST COMPLETE SECTION 1 OF FORM.** Our employee must complete Section 1 of the Form I-9. The employee's signature holds him/her responsible for the accuracy of the information provided. No documentation is required to substantiate Section 1 information provided by the employee.

**NOTARY MUST COMPLETE SECTION 2 OF FORM.** The employer, or the designated agent, must review original documents and complete Section 2 of the Form I-9. We are asking you to act as our agent and review the documents for us to satisfy this requirement.

FASTAFF is responsible to ensure proper completion of the entire form. Proper documentation establishes both that the employee is authorized to work in the U.S. and that the employee who presents the employment authorization document is the person to whom it was issued.

The official list of acceptable documents for establishing identity and work eligibility is enclosed with this letter being presented by our prospective employee.

1. You may accept **any List A document**, which establishes both identity and work eligibility.

2. **OR, you may accept one document from List B (establishing identity) and one document from List C (establishing work eligibility).**

You should examine the document(s) and accept them if they reasonably appear to be genuine and if they reasonably appear to relate to the person standing before you. Requesting more or different documentation than the minimum necessary to meet this requirement may constitute an unfair immigration-related employment practice. If the documentation presented by an employee does not reasonably appear to be genuine or relate to the employee who presents them, then you must refuse to accept them, and you must ask for other documentation from the list of acceptable documents.

**GENUINENESS OF DOCUMENTS.** You are not required to be a document expert. In reviewing the genuineness of the documents presented by an employee, employers are held to reasonableness standards.

**PHOTOCOPIES OF DOCUMENTS NOT ACCEPTABLE.** You cannot accept photocopies of identity or employment eligibility documents to fulfill I-9 requirements. Only the original documents, meaning the actual document issued by the issuing authority, are satisfactory with the single exception of a certified photocopy of a birth certificate. Please make copies of the documents presented by the employee to be sent with the completed I-9 form, as we would like to retain photocopies with the completed I-9 form.

**ENCLOSURES.** Thank you for accepting this commission. Enclosed please find the original Form I-9, the list of acceptable documentation, and Instructions for Completion of the form.

Sincerely,

FASTAFF Travel Nursing  
Records Department  
6501 South Fiddlers Green Circle, Suite 200  
Greenwood Village, Colorado 80111

**Instructions****Read all instructions carefully before completing this form.**

**Anti-Discrimination Notice.** It is illegal to discriminate against any individual (other than an alien not authorized to work in the United States) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents presented have a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-8155.

**What Is the Purpose of This Form?**

The purpose of this form is to document that each new employee (both citizen and noncitizen) hired after November 6, 1986, is authorized to work in the United States.

**When Should Form I-9 Be Used?**

All employees, citizens, and noncitizens hired after November 6, 1986, and working in the United States must complete Form I-9.

**Filling Out Form I-9****Section 1, Employee**

This part of the form must be completed no later than the time of hire, which is the actual beginning of employment. Providing the Social Security Number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

**Noncitizen Nationals of the United States**

Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

**Employers should note** the work authorization expiration date (if any) shown in **Section 1**. For employees who indicate an employment authorization expiration date in **Section 1**, employers are required to reverify employment authorization for employment on or before the date shown. Note that some employees may leave the expiration date blank if they are aliens whose work authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia or the Republic of the Marshall Islands). For such employees, reverification does not apply unless they choose to present

in Section 2 evidence of employment authorization that contains an expiration date (e.g., Employment Authorization Document (Form I-766)).

**Preparer/Translator Certification**

The Preparer/Translator Certification must be completed if **Section 1** is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete **Section 1** on his or her own. However, the employee must still sign **Section 1** personally.

**Section 2, Employer**

For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors. Employers must complete **Section 2** by examining evidence of identity and employment authorization within three business days of the date employment begins. However, if an employer hires an individual for less than three business days, **Section 2** must be completed at the time employment begins. Employers cannot specify which document(s) listed on the last page of Form I-9 employees present to establish identity and employment authorization. Employees may present any List A document **OR** a combination of a List B and a List C document.

If an employee is unable to present a required document (or documents), the employee must present an acceptable receipt in lieu of a document listed on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employees must present receipts within three business days of the date employment begins and must present valid replacement documents within 90 days or other specified time.

**Employers must record in Section 2:**

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification in **Section 2**. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they must be made for all new hires. Photocopies may only be used for the verification process and must be retained with Form I-9. **Employers are still responsible for completing and retaining Form I-9.**

Department of Homeland Security  
U.S. Citizenship and Immigration Services

**Form I-9, Employment Eligibility Verification**

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification** (To be completed and signed by employee at the time employment begins.)

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

**I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.**

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) \_\_\_\_\_
- An alien authorized to work (Alien # or Admission #) \_\_\_\_\_ until (expiration date, if applicable - month/day/year)

Employee's Signature	Date (month/day/year)
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**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

**Section 2. Employer Review and Verification** (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

**CERTIFICATION:** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

**Section 3. Updating and Reverification** (To be completed and signed by employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)	
C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.		
Document Title: _____	Document #: _____	Expiration Date (if any): _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Date (month/day/year)
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**LISTS OF ACCEPTABLE DOCUMENTS**

All documents must be unexpired

**LIST A**

**Documents that Establish Both  
Identity and Employment  
Authorization**

**LIST B**

**Documents that Establish  
Identity**

**LIST C**

**Documents that Establish  
Employment Authorization**

OR

AND

1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	5. Native American tribal document
	5. U.S. Military card or draft record	
	6. Military dependent's ID card	6. U.S. Citizen ID Card (Form I-197)
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI	9. Driver's license issued by a Canadian government authority	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	<del>For persons under age 18 who are unable to present a document listed above:</del>	8. Employment authorization document issued by the Department of Homeland Security
	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)**

NOTARY PUBLIC  
I-9 Information Verification Certificate

On \_\_\_\_\_, in the State of \_\_\_\_\_  
(date)

County of \_\_\_\_\_, \_\_\_\_\_  
Name of employee/traveling RN

Personally submitted to me, \_\_\_\_\_  
Name of Notary Public

I attest, under the penalty of perjury, that I have examined the documents(s) listed.  
(See "Lists of Acceptable Documents" located on reverse of Department of Homeland Security – Employment Eligibility Verification Form I-9).

Document Title	/Issuing Authority	/Document #	/Exp.
Date if any			

*AND/OR*

Document Title	/Issuing Authority	/Document #	/Exp.
Date if any			

These documents were presented by the above-named person and appear to be genuine and relate to this person.

Witness my hand and seal.

Notary Public Signature	Date
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This form must accompany the I-9 with the upper portion filled in by the applicant and signed.