

AGENT AUTHORIZATION AGREEMENT

hereby appoints Ruth Corlee (*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 Form for the above state employee;
- Record and Execute Section @ of the I-9 form on our behalf for the benefit of the above stated employee

We understand that while the Agent is a Notary Public, the agent is not acting in the capacity of a Notary Public for the purposes of this agreement. The verification of the Employee is not a Notarial Act. The agent is acting as a private authorized 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 will be returned and kept with the I-9 form on file with the Employer.

Authorized by: _____ Position/Title: _____

Signature: _____ Date: _____

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

Agent Signature: _____ Date: _____