Remote Hire Notary Form for Completion of I-9

Date

To the Trustees of Amherst College:

Before me has appeared in person, the individual with the name and address of:

____________________________________________________________________________________
____________________________________________________________________________________

And having a date of birth of: __________________________________________

In furtherance of Trustees of Amherst College employment eligibility verification requirements under the Immigration Reform and Control Act of 1986, I further attest that:

1. The person named above has filled out Section 1 of the attached I-9 Form (Employment Eligibility Verification);
2. I have examined the original(s) of the document(s) presented to me;
3. I have filled in the document title, issuing authority, number and expiration date (if any) in the space provided in Section 2 or 3 of such I-9 form as appropriate;
4. The attached copy or copies of document/s presented to me appear on their face to be genuine and to relate to the person presenting them; and
5. I have signed and dated the attestation in Section 2 or 3 of such I-9 Form as appropriate.

Employee’s Date of Hire*: __________________________

*Please note that this date must be entered in the certification section of the I-9 Form and/or employment date section of the oath by the authorized agent.

State of: ______________________________
County of: ____________________________

Subscribed and sworn to (or affirmed) before me on this day of _____ day of _____________, 20___, by ____________________________, proved to me on the basis of satisfactory evidence to be the person who appeared before me.

_______________________________
Notary Public Signature

PRIVACY STATEMENT: The purpose for requesting information on this form is to verify the individual’s eligibility for employment in the United States. Federal statutes authorize collection and maintenance of this information. Furnishing all information requested on this form is mandatory - failure to provide such information will delay or may even prevent completion of the action for which the form is being completed. Information furnished on this form may be made available for inspection by United States Immigration and Naturalization Service or Department of Labor Officers.