

I-9 instructions.

The last step is the federally mandated Form I9 which is used to validate identification and eligibility to work in the United States. PLEASE NOTE: During the online application the last step will ask you to print the form/instructions, asking you to visit a notary...but you do NOT need to do that, as we have an updated process outlined below.

Ultimately you will need to work with someone else to complete the form but you will not need to visit a notary or a Randstad office as anyone can be the 'authorized representative' (provided they are not related to you and are over the age of 18). You will complete Section 1 (page 1) of the Form I9 and whoever you choose to help -- can be a neighbor, friend, and colleague -- will fill in the information on page 2 outlining your identification and signing it.

Please make sure to choose proper identification from the list found on page 4 of the I9 form: which means either ONE thing from List A or you will need to provide something from BOTH List B and List C. And if identification has an expiration date it cannot be expired when used for this form. I have attached the Form I9 and an example of what fields must be completed on the form. The USCIS instructions can also be found [HERE](#).

[You as the employee will complete Section 1, or page 1 in full](#)

- If you do not have a middle initial, maiden name, or other last name used or an apartment number do NOT leave blank, you must note "n/a" in these fields (as all fields must have a value added)
- Be sure to check the box next to your subsequent citizen or immigration status
- Sign and Date the form
- Check the box to note if you used a translator or not

[Section 2, or page 2 will be completed by who you choose to be the Authorized Agent/Representative](#)

- At top of page, be sure to detail employee name and citizenship status (and add "n/a" if no middle name)
- Identification must be fully detailed in correct column, either noting a document in List A or documents for BOTH list B and list C
- If identification has an expiration date posted on it, the date cannot be expired if used on this form
- The employee's start date should be the estimated start date provided to you by the employee
- Please sign, date, print first and last name and in 'title' note your relationship to employee (eg, 'friend')
- Employer/Company's Business Information should include:
- Randstad Sourceright: [925 N. Point Parkway Alpharetta, GA 30005](#)
- Section 3 for reverifications should be left blank

When you send back the I9 form(s), please remember to include:

1. I9 form, pages 1 and 2 (filled out exactly as shown in attached example)
2. Copies of the identification you used, front and back as applicable

