



# Medical Staffing Solutions

*“The Solution to your Staffing Needs”*

TO: NOTARY PUBLIC

RE: I-9 FORM COMPLETION AND SUPPORTING DOCUMENTATION

Medical Staffing Solutions 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 Evansville, Indiana to complete the I-9 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. Medical Staffing Solutions 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.





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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,

Medical Staffing Solutions  
Record Department  
1033 E Mt Pleasant Rd  
Suite A  
Evansville, IN 47725