

Verifying ID and Signing the I-9 Document

Who can sign this form:

Anyone who is willing to examine and verify this employee's identification and who is willing to sign the form, except for family members and friends of the employee.

Thank you for agreeing to verify identification and sign the I-9 document for our employee. Federal law requires that identification be examined and verified in person prior to employment. Since we hire employees remotely, we depend on individuals like you to help us and our employee out by looking at their identification and signing the I-9 document.

The process is really pretty simply. The employee will present you with either one or two forms of identification, depending on which category the identification falls. All we ask is that you look at the identification to make sure it looks legitimate (no one expects you to be a fraud expert – if it looks good, it's good) and then sign the I-9.

The only tricky part is making sure you have identification from the right columns of the I-9. On the I-9 form there are three columns labeled A, B and C. The employee has to have either ONE ID from the A column, or TWO IDs, one from the B and one from the C column.

The most common ID people use from the A column is their passport, but they can provide any one of the items from Column A. It just has to be current (meaning it's not expired.) If they have something from Column A, they only need that one item.

The most common ID people use from Column B is their driver's license (though they can use anything from Column B), and from Column C is their social security card (though they can use anything from Column C). They need ONE item from Column B and ONE item from Column C if they are going this route.

Once you've look at their identification and believe it to be good, go back to Section 2 and fill the information in the appropriate column (A, or B and C).

For example, if they give you a passport, for "Document Title" write "Passport." For Issuing Agency, write "US Government." For Document Number write the passport number. And for Expiration date, write the date the passport expires. You can do the same for a driver's license and social security card (though a social security card won't have an expiration date.)

Once you fill out those sections, we just need you to fill out your information under the "certification" section. The employees first date of employment will be the date you sign this form. For our purposes, you are acting as our "Authorized Representative" so you would fill in your name and information and then sign it. PLEASE DO NOT NOTARIZE! Notarization is not necessary or desired! We just need someone who can physically look at and verify identification.

This whole process should take no more than five minutes of your time. If there a charge for your services, it is the responsibility of the employee. HomePro will not pay for or reimburse any fees associated with this request. Thank you again for your willingness to help! If you have any questions, please call us at 815-200-1002 or email us at info@homeprotc.com.

Sincerely,

William Mingus, President
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