

# Designation As Authorized Representative

To contract services for I-9 Employment Eligibility Verification form review and completion you must complete the following form and return it via email, fax or mail.

**You may return the completed form to:**

Phyllis E. Traylor, 17460 IH 35 N, Suite #430, PMB 421, Schertz, TX 7815  
or: phyllis@mysamobilenotary.com  
or: 866-496-3915 Fax

No services will be provided prior to receipt of this form. If you need emergency service or have any questions please call me at (210) 643-3853.

# AGENT AUTHORIZATION/AGREEMENT

\_\_\_\_\_ (Employer/Company Name)  
hereby appoints Phyllis E. Traylor (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 I-9 Form for the above stated employee;
- Create and/or verify copies of said documentation as required in the I-9 instructions;
- Record and execute Section 2 of the I-9 form on our behalf for the benefit of the above named employee.

We understand that while the Agent may be a commissioned Notary Public, the Agent is not acting in the role of a Notary Public for the purposes of this agreement, and that verification of the employee's documents is not a Notarial Act. The Agent is acting as a private 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 shall 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.*

Signature \_\_\_\_\_ Date: \_\_\_\_\_