

# 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:**

***SERENITY LEGAL SOLUTIONS, LLC***

***Attn: Joshua E. Anderson***

***7950 Southeastern Ave. #39715***

***Indianapolis, IN 46239***

or: email [janderson@serenityls.com](mailto:janderson@serenityls.com)

or: 888-501-1562 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 (317) 434-2217.

# AGENT AUTHORIZATION/AGREEMENT

\_\_\_\_\_ (*Employer/Company Name*)  
hereby appoints **SERENITY LEGAL SOLUTIONS, LLC** through **Joshua E. Anderson**  
(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:** \_\_\_\_\_