



Form I-9 Employment Eligibility Verification Instructions for Employees

USCIS requires you to complete the Form I-9 on or before your date of hire.

Because your proposed position with Artech will be at a remote or off-site location, the following procedures have been established to facilitate the completion of a Form I-9 Employment Eligibility Verification. Section 2 of the Form I-9 must be completed by an Authorized Representative acting on behalf of Artech.

You may visit a local Notary Public(except CA) or other trusted and identifiable professional/public official at a bank, post office, local courthouse, library, school, college, CPA etc. who will act as an **Authorized Representative of Artech**. Please **do not ask your client manager** to act as our Authorized Representative. Please see instructions below for information on how this must be conducted.

- Take the I-9, your **original** verifying documents, and the attached letter to the Authorized Representative for completion.
- Please complete Section 1 completely on the Form I-9 **no later than your first day of work with Artech**.
- Next, have the Authorized Representative examine the document(s) that you wish to provide to establish your identity and work eligibility. A list of acceptable documents is attached to the I-9.
 - If you provide a document from List A, that is all that is required.
 - If you provide one document from List B, you must **also** provide one document from List C.
 - The Authorized Representative may not accept a Social Security Card, which states "NOT VALID FOR EMPLOYMENT", "VALID FOR WORK ONLY WITH INS AUTHORIZATION" and "VALID FOR WORK ONLY WITH DHS AUTHORIZATION" as an acceptable List C document.
- The Authorized Representative must then fill out Section 2 as shown on the sample I-9 by inserting the required information regarding the document(s) that you have presented in the appropriate List A or List B and List C columns.

- The Authorized Representative must then fill out the certification portion of Section 2 listing their name, title and date signed. As the "Employer," the Artech office address will be prefilled.
- The Authorized Representative's signature indicates that they have examined the original documents that have been presented by you and that the document(s) appear to be genuine and relate to you. If you are using the services of a Notary, they do not need to notarize your documents, your signature, or the Form I-9.
- Please collect the business card of the Authorized Representative as a proof of their valid identity

If you have any questions about the procedures that are described above or need any assistance locating a notary or completing a Form I-9, please contact your Artech representative.



TO: AUTHORIZED REPRESENTATIVE

FROM: ARTECH INFORMATION SYSTEMS LLC

RE: I-9 FORM COMPLETION AND SUPPORTING DOCUMENTATION

Artech Information Systems, LLC is a staffing and solutions company that provides qualified resources to client facilities throughout the United States. Our business requires the company to hire remote workers from time to time. 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 meet the requirements of the law, employers are required to complete Employment Eligibility Verification forms (Form I-9) for all employees, including but not limited to U.S. citizens. A copy of the I-9 form is enclosed with this letter.

AUTHORIZED REPRESENTATIVE ACTING ON BEHALF OF THE EMPLOYER

The person presenting the I-9 form to you is a prospective employee of our company. Because it is not feasible for this person to meet with an Artech representative to complete the I-9, the law allows Artech to designate others to complete the I-9 on its behalf. We are, therefore, designating you to act as our Authorized Representative.

EMPLOYEE MUST COMPLETE SECTION 1 OF THE FORM

Our employee must complete Section 1 of a Form I-9 no later than his or her date of hire. 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.

AUTHORIZED REPRESENTATIVE MUST COMPLETE SECTION 2 OF FORM.

Artech or its designated representative must review *original documents* and complete Section 2 of the Form I-9.

In connection with this process, we ask that you review the documents that have been presented by Artech's employee and satisfy this requirement on behalf of Artech. The law does not allow us to mail the Form I-9 to a new employee to complete Section 2 by himself or herself.

Proper documentation establishes both the identity and employment authorization of our prospective employee. 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**, establishing both identity and work eligibility.

OR

2. You may accept **one document from List B** (establishing identity) **and one document from List C** (establishing work eligibility).

No other combination is acceptable.

You should examine the document(s) and accept them if they reasonably appear to be genuine and if they reasonably appear to relate to our prospective employee standing before you. You should not request more or different documentation than the minimum necessary to meet this requirement. 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.

If the proffered document(s) meets the requirements above, please complete Section 2 by noting the requested information about the document(s) that have been presented. Then complete the certification portion of Section 2 with the required information.

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.

SEAL/ STAMP OF NOTARY NOT MANDATORY - SIGNATURE IS ENOUGH

Because you are acting as an Authorized Representative of Artech, you do not need to use your Notary Seal on the Form I-9. You are not being asked to notarize the employee's signature, but merely to act on Artech's behalf as an Authorized Representative.

PHOTOCOPIES OF DOCUMENTS NOT ACCEPTABLE

You cannot accept photocopies of identity or employment eligibility documents to fulfill the 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.

After Section 2 has been completed, please make copies of the document(s) that was presented by our prospective employee. The employee will then send them along with the completed original I-9 to us.

ATTACHMENTS

Attached please find list of acceptable documentation. Thank you for your assistance in this matter.

Sincerely,

Artech Information Systems, LLC