



## **IMPORTANT INFORMATION REGARDING NOTARIES PUBLIC**

Notaries public are commissioned by states to perform duties such as verify signatures and administer oaths. They can be found at banks, law firms and financial institutions. If the associate chooses to use a notary public, the notary should do the following, in order of Cognizant's preference:

- Cognizant Preference 1: Complete Section 2, after examining original documentation and meeting the associate in person, and stamp the form itself, or, if the notary declines to complete Section 2,
- Cognizant Preference 2: Sign, stamp and date each copy of the documents after examining original documentation and meeting the associate in person. The stamp should include the notary's name, commissioning state and commission expiry.

If the notary chooses Cognizant Preference 2, then I-9 Submissions can fill in Section 2 based on the notarized copies.

Cognizant Preference 2 exists because some associates have reported issues with notaries who decline to verify work eligibility (i.e., will not complete Section 2), and will only verify the associate's signature. Under federal law, all notaries can verify work eligibility as well as signatures with respect to I-9s. The following is a link to the USCIS Web page that contains information on using notaries public to verify forms: About Form I-9, Employment Eligibility Verification. (The USCIS Web site is [www.USCIS.gov](http://www.USCIS.gov).) See the section, "**REMOTE HIRES.**" We suggest that the associate print this page and bring it with him/her in the event that the notary is not aware that the notary can verify work eligibility as well as the signature with respect to I-9s.

If the associate has any issue while he/she is with the notary, the associate may call Cognizant's I-9 Coordinator Mr. Adilson Correia (201)498-8879.

Whether preference 1 or preference 2 is selected by the notary, the associate should attach to the form copies of the documents examined during verification. Please courier (e.g., FedEx) the form with the document copies to the following address:

**I-9 Submissions  
Cognizant Technology Solutions  
500 Frank W. Burr Blvd., Suite 50  
Teaneck, NJ 07666**