



## Concord Crossroads, LLC

Certified Service Disabled Veteran Owned Business  
8(a) Certified Small Business

TO: NOTARY PUBLIC

RE: I-9 FORM COMPLETION AND SUPPORTING DOCUMENTATION

**CONCORD CROSSROADS, LLC.** Is a government contracting company in the United States. Our business sometimes requires us to hire remote workers. 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 implement the law employers are required to complete Employment Eligibility Verification forms (Form I-9) for all employees, including U.S. citizens. A blank copy of the I-9 form is enclosed with this letter.

**NOTARY AS EMPLOYER'S AGENT:** The person presenting the I-9 form to you is a prospective employee for our company. Because it is not physically possible for this person to come to our office in Virginia to complete the I-9 paperwork, the United States Customs and Immigration Services (USCIS) allows employers to designate agents, such as you to carry out their I-9 responsibilities. The law does not allow the employer to carry out I-9 responsibilities by means of documents faxed by an employee.

**EMPLOYEE MUST COMPLETE SECTION 1 OF FORM:** Our employee must complete Section 1 of the form I-9. The employee's signature holds him/her responsible for the accuracy of the information provided. No documentation is required to substantiate Section 1 of the information provided by the employee.

**NOTARY MUST COMPLETE SECTION 2 OF FORM:** The employer, or the designated agent, must review original documentation and complete Section 2 of the Form I-9. We are asking you to act as our agent and review the documents for us to satisfy this requirement. Do not use your notary stamp or seal on the I-9 form under any circumstance.

Concord Crossroads, LLC, is responsible to ensure proper completion of the entire form. Proper documentation establishes both the employee is authorized to work in the U.S. and that the employee who presents the employment authorization document is the person to whom it was issued.

The official list of acceptable documents for establishing identity and work eligibility is enclosed with this letter being presented by our prospective employee.





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You may accept **any List A document**, which establishes both identity and work eligibility.

**OR**, you may accept **one document from List B** (establish identity) and **one document from List C** (establishing work eligibility).

You should examine the documents(s) and accept them if they reasonably appear to be genuine and if they reasonably appear to relate to the person standing before you. Requesting more or different documentation than the minimum necessary to meet this requirement may constitute an unfair immigration-related employment practice. 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.

**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.

**PHOTOCOPIES OF DOCUMENTS:** You cannot accept photocopies of identity or employment eligibility documents to fulfill I-9 requirements. Only 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. Please make copies of the documents presented by the employee to be sent with the completed I-9 form. As we must retain photocopies with the completed original I-9 Form.

**ENCLSOURE:** Thank you for accepting this commission. Enclosed please find the original Form I-9, the list of acceptable documentation, and Instructions for Completion of the form.

Sincerely,

CONCORD CROSSROADS, LLC  
Human Resource Department  
3700 Fettle Park Drive  
Suite 306  
Dumfries, VA 22025

