



By law HealthSource is required to keep your I-9 information on file and update it periodically, which means that you will need to fill out information upon our request.

HealthSource Instructions for you

- * Complete **Section 1** on the Employment Eligibility Verification form {I-9}
- * Take the I-9 form and your original verification documents (*see a listing of the acceptable documentation that appears on the back of the I-9 form. If you provide a document from List A that is all that is required otherwise please **provide one document from List b and one from List C***) to a Notary Public (Notary's are available at your bank, libraries, some copy centers or friends, etc)
- * Have the Notary examine your documentation, **witness your signature** on the signature line part 1, then have the notary sign and put the seal at the bottom of Section II on the form. Their signature indicates that they believe these to be true and valid forms of identification for you.
- * Make a clear photocopy of all the documents you used to prove identity to the Notary and mail the copies and original I-9 form complete with signatures back to our office.

Attention Notary Public

In the presence of the employee, please examine the selected employment eligibility verification documents. See the back of the I-9 form for a list of acceptable forms of documentation. You must be provided with one form of documentation from List A; or if they are providing documents other than those in List A, you must see one from List B and one form from List C. Write the document numbers and expiration dates, and sign, date and put your seal on the I-9 attesting that you have viewed the documents and they appear to be genuine and applicable to the individual named.

- ❖ Don't forget to sign your I-9 form in front of a Notary
- ❖ Always provide HealthSource with copies that are current, legible, and clear. Expired documents will not be accepted.