



Re: Overview of Form I-9 Verification Process

Dear Eldercare Solutions Inc. employee:

The following information pertains to the completion and supporting documentation of the I-9 Form. In order for Eldercare Solutions Inc. to comply with the Immigration Reform and Control Act of 1986, each employee has to provide proper proof of eligibility to work in the United States.

The law requires that documents provided for proof of eligibility **MUST** be **ORIGINALS** and be examined by the employer or trustee officer or an agent of the employer, within three days of the date of your hire. You must present **ORIGINAL** documents; copies may not be used for verification purposes.

Eldercare Solutions, Inc. requires you to have a Notary Public, acting as an agent for our company, review and fill out the attached Verification Form of I-9 based on the **ORIGINAL** documents you have provided them. Eldercare Solutions, Inc. has provided you an Instruction for employment eligibility verification (Form I-9) for the Notary Public and you. Please be sure to present this to the Notary along with the I-9 form and your documents either:

- one document from list "A" or
- one document from list "B" AND one document from list "C"
(see Form I-9 page 2 For List "A" or "B" and "C").

Upon completion of the Verification Form of I-9, please submit the following to Eldercare Solutions Inc. via US Mail:

- Original I-9 form with Section "1" filled out completely and signed by **YOU**, the employee.
- Clear copies of the documents you provided to the Notary Public for verification.
- Original Verification Form of I-9 that the Notary Public has filled out completely, (stamp and sign) proving your eligibility.

Mail to: Eldercare Solutions, Inc
5524 Shannon Ridge Lane
San Diego, CA 92130

Keep copies for your records.

If you should have any questions, please feel free to call our office at 1-888 465-4502

Sincerely,

Eldercare Solutions, Inc.

INSTRUCTIONS FOR EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9)

The U.S. Citizenship and Immigration Service mandates that Eldercare Solutions Inc keep the ORIGINAL Form I-9 on file for all employees along with the attached Verification Form of I-9 Notary Public Form. Instructions to complete Form I-9 need to be followed CAREFULLY to ensure compliance. **PLEASE NOTE:** By law, the original Form I-9 must be on file **within three days of the date of your hire.**

EMPLOYEE INSTRUCTIONS:

- Step 1** Complete all blanks in Section 1 of the Form I-9.
- Step 2** Present your original identification documents to a Notary Public.
- Step 3** The Notary Public will examine your original documents to ensure that you have presented either:
- one document from list "A" or
 - one document from list "B" AND one document from list "C"
- (see Form I-9 page 2 For List "A" or "B" and "C")
- Step 4** Upon the Notary Public's completion of the Form I-9, review the Notary Public Instructions and verify that the Form I-9 has been completed accordingly
- Step 5** Fax a copy to ESI of the completed Form I-9 and a legible copy of document(s) listed on the Form I-9 page 2. **Fax#** (858) 792-2899
- Step 6** Return via US Mail all pages of the original Form I-9 and clear copies of the original document(s) you provided to the Notary public for verification.(see Form I-9 page 2 For List "A" or "B" and "C") **Mail to:** 5524 Shannon Ridge Ln San Diego, CA. 92130
- Step 7** If the original Form I-9 is incomplete, you will be required to complete a new one. If supporting documents are not received your Form I-9 will be considered incomplete until said forms are received.

NOTARY INSTRUCTIONS:

We are asking you to act as our representative to examine the identification papers for the Eldercare Solutions Inc. employee listed on this form.

- Step 1** To conduct the I-9 review, first verify that the employee has completed Section 1 of the Form I-9, prior to completing Section 2. The employee must present to you a suitable set of **original** documents as listed on the "List of Acceptable documents" page.(See Form I-9 page 2 For List "A" or "B" and "C") The employee can present either:
- Any one document from List A or
 - Two documents, one from List B (Documents that establish identity) and one from List C (Documents that establish employment eligibility).
- Step 2** Record the documents in "**Section 2. Employer Review Verification.**" **Form I-9**
- Step 3** As our representative, complete the Certification section of the Form I-9 as follows:
- Enter the employee's date of hire (see employee information below).
 - Sign the Authorized Representative section.
 - Date the form (enter the date you reviewed the employee's documents).
 - Complete, stamp, sign, date and notarize the Verification Form of I-9 (Notary Public Form).

*U.S. Citizenship and Immigration Services allow companies to appoint professionals as their agents to complete the Form I-9. Eldercare Solutions Inc appoints Notary Publics. The following is an excerpt Regarding Remote Hires from www.immigration.gov: "It is not unusual for a U.S. employer to hire a new employee who doesn't physically come to that employer's offices to complete paperwork. In such cases, employers may designate agents to carry out their I-9 responsibilities. Agents may include notaries public, accountants, attorneys, personnel officers, foremen, etc. An employer should choose an agent cautiously, since it will be held responsible for the actions of that agent.

Employee is responsible for payments of fees.

Employee Information:

Name: Last _____ First _____ M.I. _____
Employee's Date of Hire: _____

(THIS DATE MUST BE ENTERED INTO THE CERTIFICATION SECTION OF
THE FORM I-9 BY THE AUTHORIZED REPRESENTATIVE.)



VERIFICATION FORM OF I-9 INFORMATION TO BE COMPLETED BY NOTARY PUBLIC FORM

To The Notary Public:

By federal law, all U.S. employers are required to verify identity and the right to work eligibility of its employees within the United States. The following information will be used to accompany and complete the applicant's I-9. It is the applicant's responsibility to present the appropriate documents to you for verification of presentation. (Note: See page 2 of the Form I-9 for a list of acceptable documents). **It is also the applicant's responsibility to present and sign Form I-9 in your presence.**

On _____ in the state of _____,
(Date)

County of _____, _____
(Applicant Name)

Personally submitted to me, _____
(Notary Public Name)

I attest that the documents detailed below were presented by the above named person and appear to be genuine. (Note to Notary, please draw a line thru any blank lines). In addition, I attest that the above named person has signed the accompanying Form I-9 document. (Applicant will present to Notary a Form I-9 document for signature).

(Document title and issuing authority) (Document#) (Expiration Date)

And

(Document title and issuing authority) (Document#) (Expiration Date)

Signature and Seal of Notary:

(Signature of Notary Public and seal below)

(Date)

A U.S. employer may hire a remote hire or a new employee who doesn't physically come to that employer's offices to complete Form I-9 paperwork. By law, an employer may designate agents to carry out their Form I-9 responsibilities. Agents may include notaries public. By law, Eldercare Solutions Inc will be responsible for the actions of any notary public executing a Form I-9 on behalf of its professionals and hereby indemnifies such notaries public for any such actions.

If you have any questions regarding the foregoing and remote hires, please contact the Office of Business Liaison at the U.S. Department of Homeland Security, Bureau of Citizenship and Immigration Services in Washington D.C. at (800) 357-2099 or (202) 305-1949.