

To the Authorized Representative:

Since the U.S. Citizenship and Immigration Services (USCIS) require us to verify the right of our employees to work in the U.S., we are asking you to serve as our representative in this matter by completing the attached I-9 Form.

IMPORTANT NOTE: for specific instructions on how to complete the I-9 for foreign nationals hired to work at CSI or for any other questions, please refer to the attached instructions or contact one of our Human Resource staff.

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Please follow the instructions below to complete the I-9 for U.S. Citizens.

1. Review the I-9, instructions and list of acceptable documents, prior to beginning.
2. The employee must complete Section 1, including signature and date. Review the information to make sure everything is filled in correctly. If changes need to be made have the **employee** draw a line through the mistake, make the correction, and initial it.
3. Thoroughly review and photocopy (ensure copies are easily legible) the **original** documents the employee presents from the "Lists of Acceptable Documents" (pg. 9):
 - One original** document from List A
 - OR**
 - Two original** documents: one from List B (Identity) and one from List C (Work Eligibility).**IMPORTANT: No expired documents can be accepted. Do not accept faxes or photocopies of any documents or laminated social security cards. The name on List B and List C documents must match (with the exception of Birth Certificates for married individuals).**
4. Complete Section 2: Employer Review and Verification. Please be sure to include: last name, first name, and middle initial as entered in Section 1. Document(s) title, issuing authority, document number and expiration date. Note: If entering information for a Social Security Card (List C) enter N/A in the expiration field.
5. Complete Certification Section:
 - a. Sign authorized representative section with: employee's start date and date you verify the documents (enter as mm/dd/yyyy), signature, title, and your printed name. Do not notarize the I-9.

Enclosed please find the original I-9 Form, the lists of acceptable documents and instructions for completion of the form. Form I-9 and instructions also are available online: www.uscis.gov/files/form/i-9.pdf Thank you for accepting this commission.