**Notary Publics**

You may designate an authorized representative (Notary Public) to fill out I-9 Forms on behalf of your department. When an employer designates a Notary Public or other individuals to complete an I-9 Form, that person is designated as an "authorized representative." The representative is simply asked to certify that the appropriate identity documents were presented (as explained in Section 2 of the I-9 form). The authorized representative must review the employee’s identity documents while the employee is in their presence and then complete Section 2.

Most banks have notary publics on site. We usually recommend doing a google search of notaries in the area and calling ahead to see if the notary is willing to sign off on an I-9 form. If they are willing to, we want to be sure that the I-9 is completed correctly and accurately:

1. Make sure that the employee brings the correct identification to complete section 2, page 2 – the notary fills in this info in the appropriate columns based on the identification that they are presented with.
2. Toward the bottom of page 2, in the Certification section, in the “Title or Authorized Representative Section” - the notary should list their title as Authorized Representative, not Notary.
3. Secondly, the I-9 does not require the notarization seal as the notary is acting as an Authorized Representative on behalf of the employer, not a notary.

**If the employee does not have a local address in MA, NH, RI, or ME, they may use their business address to speed up the process of their I-9 approval. Once they have permanent local address, they need to submit an updated I-9 with their new address.**

**I-9 Reciprocal Processing Consortium**

CUPA-HR (College and University Professional Association for Human Resources) provides a platform for CUPA-HR members to assist one another in the timely processing of I-9s. CUPA-HR is not responsible for the timeliness or accuracy of I-9 processing by any Consortium member. It is the responsibility of each Consortium member to perform requested tasks in a timely manner or to decline providing assistance in the event that services cannot be provided at any given time.

[Click here](#) for instructions on how to use the I-9 Reciprocal Processing Consortium.
Please note inquiries for the hiring of:

- Bi-Weekly and Weekly Staff can be sent to Antonia Gonzalez, agonzale@hsph.harvard.edu.
- Faculty/Academic employees can be sent to Nicole Pires, npires@hsph.harvard.edu.
- Teaching Fellows (6140s) can be sent to Anne Howe, ahowe@hsph.harvard.edu.

Thank you!
SPH Human Resources