



PharmaTech Staffing, Inc.

PERSONNEL RESOURCES FOR PHARMACISTS & TECHNICIANS

Dear PharmaTech Staffing, Inc. Employee:

The following information pertains to the completion and supporting documentation of the I-9 Form. In order for PharmaTech Staffing, 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 an agent of the employer, within three days of the date of hire. You must present **ORIGINAL** documents; copies may not be used for verification purposes.

PharmaTech Staffing, Inc. requires you to have a Notary Public, acting as an agent for our company, review and fill out the attached Verification Form based on the **ORIGINAL** documents you have provided them. We have provided a letter to the Notary Public with complete instructions. Please be sure to present this to the Notary along with the I-9 form and working documents.

Upon completion of the Verification Form, please submit the following to our office via US Mail.

- The I-9 form with Section 1 filled out completely and signed by **YOU**, the employee.
- Copies of the documents you provided to the Notary Public for verification.
- The Verification Form that the Notary has filled out completely, proving your eligibility.

If you should have any questions, please feel free to call our office at 1-800-258-7747.



PharmaTech Staffing, Inc.

PERSONNEL RESOURCES FOR PHARMACISTS & TECHNICIANS

VERIFICATION FORM INSTRUCTIONS FOR NOTARY PUBLIC

Dear Notary Public:

The following information pertains to the completion of the I-9 Form and supporting documentation.

PharmaTech Staffing, Inc. is a staffing firm that provides Pharmacists and Pharmacy Technicians to various client facilities throughout the Eastern United States. In certain circumstances, our scope of business requires us to higher remote employees. The Immigration Reform and Control Act requires all United States employers to verify the employment eligibility and identity of all employees hired to worked in the United States after November 6, 1986. Employers are required to complete the I-9 form for all employees, including US citizens.

The person presenting the I-9 form is a perspective employee of PharmaTech Staffing, Inc. Our office is located in Mount Holly, New Jersey; hence, it is not possible for this person to travel to our office to complete the I-9 paperwork. The United States Customs and Immigration Service allows employers to utilize designated agents, like yourself, to carry out I-9 responsibilities because the law does not allow PharmaTech Staffing to accept copies of the I-9 documentation.

PharmaTech Staffing's perspective employee must complete and sign Section 1 of the I-9 Form. By signing the I-9, the employee's signature holds them responsible for the accuracy of the information provided.

PharmaTech Staffing asks that you, the Notary Public, review the original documents and fill out the Verification Form in its entirety.

PharmaTech Staffing Inc. will then complete Section 2 of the I-9 after you, acting as our agent, have reviewed the original documents attesting to the documents being genuine and relating to the employee. Accompanying the I-9 is a list of acceptable documents. You may accept any one item from list A **OR** one document from list B along with one from list C.

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You are not required to be an expert of reading such documents, you are merely to examine the documents and accept them if they appear to be genuine and relate to the perspective employee of PharmaTech Staffing, Inc.

Please remember you **cannot accept photocopies** to fulfill I-9 requirements, only originals that are actual documents issued by the issuing authority can be used. The **only exception** would be a certified photocopy of a Birth Certificate.

In closing we would like to thank you for your time in helping us to fulfill this requirement.

If you have any questions, please feel free to give our office a call at 1-800-258-7747 and we will be happy to assist you.

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

I attest, under penalty of perjury, that I have examined the original documents presented by the employee named below and that the documents appear to be genuine and relate to the named employee.

On _____, in the State of _____
Date

County of _____, _____
Employee

Personally submitted to me, _____ the
Notary Public

following documentation:

Document Title	/Issuing Authority	/Document#	/Exp. Date if any
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AND/OR

Document Title	/Issuing Authority	/Document#	/Exp. Date if any
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NOTARY PUBLIC SIGNATURE & STAMP/SEAL	DATE
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