

Appointment Preparation Guide

For the employee

- Complete Section 1 of Form I-9 before the appointment.
- Gather original documents that satisfy List A OR List B + C.
- Choose a private, well-lit meeting space.

For the employer

- Send Section 1 of Form I-9 (or a link to it) to the new hire on or before day one.
- Provide the Authorized Representative with the pre-filled Section 2 header (name, employer name, address).
- Confirm the location and preferred time window with both the employee and the representative.

Day-of expectations

- The representative will verify the employee's original documents in person.
- The representative completes Section 2 on the employer's behalf.
- The completed Form I-9 is returned to the employer.

Disclaimer

This document is provided for informational purposes only. Straub Document Group acts as the employer's designated Authorized Representative for the purpose of completing Section 2 of Form I-9. This is not a notarization. We do not provide legal or immigration advice.

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