

**I-9 Notary Form**

Name of Employee: \_\_\_\_\_  
(Please Print)                      Last Name                                      First Name                                      MI

I attest that I am a Notary Public licensed by: \_\_\_\_\_

On this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, I attest that I have examined the **original and unexpired** document(s) presented to me by the above-named individual, and the document(s) presented appear to be genuine and relate to the above-named individual.

**Instructions for notary:** Complete Section 2 of the I-9 form. Copy the document(s) provided and attach to the Form I-9. Return the form with attached copies and the originals to the Creighton employee.

**Instructions for the employee** (Section 1 to be completed by employee): Attach this completed form and the photocopies of the examined document(s) along with the completed Form I-9 and send to the Human Resources Department at:

2500 California Plaza  
Attn: Human Resources  
Omaha, NE 68178

**NOTARY PUBLIC:**

Please print your name, address and phone number and affix notary seal to this form.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please direct any questions regarding this form to HR at 402.280.2709. Thank you for assisting Creighton University.