

THE BEST
NOTARY

TECH FORWARD | PEOPLE FIRST

**I-9 Verification
Process Flow**

Pre-Verification



Appointment
Details & Collect
ID Details - CSV
For Larger Batches



Vetted In-house or
Contract Notary/I-9
Agent Confirmed



Scheduling

Generate
I-9

Notary
Retained

I-9 Prepped

Pre-Signing QA
Review

Verify ID Matches
Employee Submission
(New Hires) For COVID
Hires Upload I-9s



I-9 Prepped for
Electronic
Signature by
Notary/I-9 Agent



In-Person Verification Day

We Manage All Logistics and Communication



Final TBN Review



Tracking Via Dash

Verifier On Location Confirmed

Documents Inspected, I-9 Signed In-Person

Signed I-9 Review



Employee Gets Real Time Updates on All Appointments



Guided Electronic Signing of Section 2 With our Back Office Available by Phone or Text

Post-Verification

