Designation of Authorized Representative
For Completing I-9 Form

Please read the I-9 Training Materials before signing this form

From time to time, the Chesapeake Conference of Seventh-day Adventists ("conference") employs individuals who will work at a remote location (church/school/facility) that is not located at the conference’s administrative office.

To avoid requiring that new hires travel to the conference’s administrative office to complete employment forms, such as the I-9 form, the conference has determined that the I-9 form and other employment forms will be completed where the individual currently resides and/or works.

To facilitate this process, the conference has designated trained individuals to serve as Authorized Representatives for purposes of executing the I-9 form and other employment forms.

Designation: The conference hereby designates _______________________________________________________, (name) ___________________________________________________________, (title) ____________________________________________________________________________ ___________________________________________________________, (name and address of church/school/facility)

to serve as Chesapeake Conference’s Authorized Representative for purposes of completing the I-9 form.

Effective Dates: This Designation shall become effective on the date set forth below and shall remain effective until termination in writing by either party.

Chesapeake Conference of Seventh-day Adventists

Name: ____________________________________________

Title: ____________________________________________

Signature: ________________________________________

Date: ____________________________________________

Authorized Representative

☐ I have read the I-9 Training Material

Name: ____________________________________________

Title: ____________________________________________

Signature: ________________________________________

Date: ____________________________________________