Student Legal Services processes I-9 forms for students and can act as the Authorized Representative for the company to review and verify the appropriate documentation.

Please complete the following steps:

1. Go to [www.studentlegalservices.ufl.edu](http://www.studentlegalservices.ufl.edu) and navigate to the “Location, Hours & Contact” section to submit a Client Intake Form. Select “Contract Review” for the Case Type.
2. Request that the company email you authorizing that the UF Student Legal Services notary public may act as the company’s Authorized Representative for the purpose of verifying I-9 employment eligibility documents. The email should clearly authorize UF Student Legal Services, by name, to represent the company, by name, for this limited purpose.

EMAIL EXAMPLE:

*NOTE: The email should be addressed to the student by name.*

The UF Student Legal Services notary public may act as [NAME OF EMPLOYER]’s authorized representative for the purpose of verifying I-9 employment eligibility documents.

1. Forward the authorization email to [sls@ufsa.ufl.edu](mailto:sls@ufsa.ufl.edu) with the subject line “I-9 Authorization.”
2. Once our office receives the Client Intake Form and authorization email, we will contact you to schedule an appointment with one of the attorneys to complete the documentation.