

**EMPLOYMENT SCREENING RESOURCES (ESR)
CLIENT DESIGNATED AGENT FOR BASIC PILOT I-9 APPLICATION FORM**

All fields must be completed

Is your company controlled or owned by another Corporate or Parent Company and/or Affiliated Company associated with another company as a subordinate or subsidiary?

No: Yes: If you answered yes please list this company below.

Corporate / Parent / Affiliated Company: _____

Client Company Name: _____

Facility Address of Client Company above

Address 1: _____

Address 2: _____

City: _____

State: _____

Zip code: _____ - _____

County / Parish: _____

Alternate Address (Complete if mail is not delivered to your above Facility Address)

Address 1: _____

Address 2: _____

City: _____

State: _____

Zip code: _____ - _____

County / Parish: _____

Client Company Points of Contact (2 contacts must be designated per SSA & DHS with all fields filled in)
(Examples could be ESR primary Contact and a second company officer)

Designated Contact #1

First Name: _____

M.I.: _____

Last Name: _____

Phone Number: () -

Fax Number: () -

E-mail Address: _____

Alternate Contact #2

First Name: _____

M.I.: _____

Last Name: _____

Phone Number: () -

Fax Number: () -

E-mail Address: _____

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Additional Client Company Information

Employer Identification Number: _____
(Also known as Federal Tax ID Number, 9 digit)

Number of Employees: _____

The North American Industry Classification System (NAICS) has replaced the U.S. Standard Industrial Classification (SIC) system. <http://www.census.gov/epcd/www/naics.html>.
Find your NAICS Code with our exclusive online search <http://www.naics.com/search.htm>.

Your company Industry Classification NAICS # : _____

Is your company verifying for multiple sites in the state where the Facility Address is located?

No: We are a Single Site Verification

Yes: Multiple Sites Verification Number of Hiring Sites for Facility Address State: _____

Is your company verifying for locations in other States?

No: Yes:

If you answered yes please list the additional States and the number of sites per state.

State: __	Number of Hiring Sites: __	State: __	Number of Hiring Sites: __
State: __	Number of Hiring Sites: __	State: __	Number of Hiring Sites: __
State: __	Number of Hiring Sites: __	State: __	Number of Hiring Sites: __
State: __	Number of Hiring Sites: __	State: __	Number of Hiring Sites: __

Upon completion of this application ESR (the Designated Agent) will register your company in the Basic Pilot Employment Verification Program (Basic Pilot) being conducted by the Department of Homeland Security (DHS), Social Security Administration (SSA) and the U.S. Citizenship and Immigration Service (SAVE) Program to verify the employment eligibility of all newly hired employees, regardless of citizenship. Upon completion of this form please return it to ESR via snail mail, fax to (800) 399-5423 or (415) 723-7779, or email to fax@esrhire.com and CC to faxback@sonic.net. If emailing please be sure to send it to both email addresses. A Memorandum of Understanding (MOU) form will then be generated and sent to your company.