



KAY NOTARY
& BUSINESS SERVICES LLC
— PROFESSIONAL. CONVENIENT. TRUSTED. —

OPERATIONS GUIDE

Apostille & I-9 Support Instructions

Document-authentication coordination and employer-authorized Form I-9 support

EFFECTIVE July 22, 2026	OWNER Operations	REVIEW CYCLE Quarterly
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Two distinct administrative services

Apostille facilitation helps a customer route eligible documents to the correct issuing authority. I-9 support occurs only when an employer designates Kay Notary as its authorized representative to inspect original documents and complete the employer's portion. Neither service is legal advice, immigration advice, or a government decision.

DO NOT COMBINE ROLES

Form I-9 does not require notarization. Do not apply a notary seal to Form I-9, choose documents for the employee, or present the I-9 appointment as a notarial act.

Apostille intake checklist

- Destination country and intended use of the document.
- Document type, issuing state or federal agency, original/certified-copy status, and signer/public official.
- Whether a notarization, county certification, certified copy, translation, or federal authentication is required before apostille.
- Customer deadline, return address, shipping preference, and tolerance for government processing changes.
- Written approval of Kay Notary's service fee plus government, courier, translation, and shipping charges.

Apostille workflow

1. Classify the document as Utah state/local, another state, federal, or foreign-issued. Do not route until the issuing authority is confirmed.
2. Review the receiving country and document prerequisites using the current issuing authority's instructions. Ask the customer or receiving party to resolve legal-use questions.
3. Inspect signatures, certifications, seals, dates, and notarial certificates for obvious completeness without advising how the document should be drafted.
4. Provide a written quote that separates Kay Notary's coordination fee from government and third-party charges.
5. Obtain written authorization and a chain-of-custody receipt before accepting originals.
6. Submit using the approved in-person, mail, electronic, or federal route. Record tracking numbers and expected checkpoints.
7. Monitor status, communicate material delays, verify the returned certificate and document count, and release by the agreed secure method.

8. Close the file with a disposition log. Retain only the minimum copies required by policy; never retain an original after delivery.

Apostille pricing

Service	Kay Notary fee	Outside charges
Utah apostille facilitation	\$125	Government, shipping, translation, and courier fees separate
Rush Utah facilitation	\$225	Availability and government processing are not guaranteed
Federal authentication coordination	\$199	Federal, embassy/consular, courier, and shipping fees separate

CURRENT UTAH GOVERNMENT FEES

As reviewed July 22, 2026: in-person same-day authentication is \$20 for the first document and \$5 for each additional same-signer document; mail-in and electronic documents are generally \$5 each. Government fees and procedures can change.

I-9 appointment prerequisites

- The employer must name or authorize Kay Notary as its representative and provide its completion/return instructions.
- The employee completes Section 1 before the appointment unless the employer's authorized workflow directs otherwise.
- The employee chooses which unexpired original documents to present from the current USCIS Lists of Acceptable Documents.
- Photocopies, scans, or phone images are not substituted for required physical inspection unless USCIS has expressly authorized an alternative procedure applicable to that employer.
- The employee brings any employer case number, remote-hire platform invitation, and correction instructions.

I-9 authorized-representative workflow

9. Verify the employer's authorization and the exact form edition/workflow to use.
10. Meet the employee in person, inspect the original documents they chose, and reasonably determine that they appear genuine and relate to the employee.

11. Enter document information exactly as shown, complete the authorized-representative certification, and use the actual inspection date.
12. Do not request a specific List A document, reject a valid document because another would be easier, or comment on immigration status.
13. Do not notarize or seal the form. Sign only in the employer-authorized representative capacity.
14. Return the completed record through the employer's secure channel and delete temporary copies according to the employer's instructions and Kay Notary's privacy policy.
15. Document completion, exception, or refusal without retaining unnecessary document images.

I-9 pricing

Appointment	Price	Includes
Office / agreed meeting location	\$45	One employee, employer instructions, inspection, and completion
Mobile I-9 appointment	\$75 + \$0.725/mile	One employee; mileage estimated before dispatch
Employer group program	Quoted	Scheduled block, roster, secure return, and designated point of contact

Escalation and prohibited actions

- Stop and contact the employer if the form edition, platform, correction procedure, or authority is unclear.
- Do not advise whether a document establishes immigration status or employment eligibility.
- Do not guarantee apostille acceptance, international use, embassy action, or processing time.
- Do not alter, translate, certify, or notarize a document merely because a foreign recipient requested an apostille.
- Report loss, damage, misdelivery, suspected fraud, or unauthorized disclosure immediately.

Sources and review references

Utah authentication process and fees: <https://authentications.utah.gov/process-from-home-page/>

USCIS Form I-9 Central: <https://www.uscis.gov/i-9-central>

USCIS Lists of Acceptable Documents: <https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents>