



## **I-9 & E-Verify Employment Verification Frequently Asked Questions**

*Note: This FAQ is provided for general informational purposes and does not constitute legal, immigration, or HR advice.*

### **What is Form I-9?**

Form I-9 is required by federal law to verify a person's identity and authorization to work in the United States. Employers must complete it for every new hire.

### **What is E-Verify?**

E-Verify is a federal system that compares an employee's information with records from the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA) to confirm work eligibility.

### **Is E-Verify required?**

Some employers are required to use E-Verify, including certain federal contractors and regulated industries. Other employers may choose to use it voluntarily to remain compliant.

### **Can I complete the I-9 myself?**

Yes. Employers are legally allowed to complete Form I-9 on their own. However, many employers choose to use an authorized representative to avoid errors, missed deadlines, and document handling mistakes that could lead to fines or compliance issues.

### **Why should I use Signings By Marion?**

Signings By Marion acts as an authorized representative to inspect employee documents, complete Form I-9, and submit E-Verify cases when required. This helps employers stay compliant while saving time — especially for remote or off-site employees.

### **How long does the process take?**

Most I-9 and E-Verify appointments take 15-30 minutes once the employee has acceptable documents ready.

### **Will I find out immediately if I am authorized to work?**

In many cases, E-Verify returns a result within minutes. However, some cases may take longer if government records need additional review.

### **If not immediately, how long does it take?**

Most E-Verify cases are resolved within 24 to 72 hours, but some may take longer depending on DHS or SSA review processes.

### **What happens if E-Verify cannot confirm my status?**

The system may issue a Tentative Nonconfirmation (TNC). This means the government could not immediately verify your information. You will be given instructions on how to contact DHS or SSA to resolve the issue.

### **What if I am not authorized to work?**

Employment eligibility is determined by DHS and SSA — not by Signings By Marion. If a final nonconfirmation is issued, the employer must follow federal employment laws.

### **Can you guarantee approval?**

No. No employer, notary, or service provider can guarantee E-Verify results. The system is operated by the U.S. government. Our role is to submit accurate information and follow required procedures.

### **Do you provide immigration or legal advice?**

No. Signings By Marion provides employment verification services only. We do not provide immigration, legal, or HR advice.

### **Do you offer remote verification?**

Yes. We provide remote and in-person I-9 verification by appointment.

### **How do I schedule?**

Call **412-301-3231** or visit [signingsbymarion.com/i9-everify-pittsburgh/](https://signingsbymarion.com/i9-everify-pittsburgh/)

## **Signings By Marion**

Professional Mobile Notary & Employment Verification Services

 **412-301-3231**

 [signingsbymarion.com/i9-everify-pittsburgh/](https://signingsbymarion.com/i9-everify-pittsburgh/)

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