



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/

Signings By Marion

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