



I-9 & E-Verify Client Intake Form

For Employers or New Hires

This form can be used in: Google Forms, JotForm, HoneyBook, Paper form, or Word/PDF

Section 1 — Requesting Party

1. Who is requesting this verification?

- ☐ Employer ☐ Staffing Agency
☐ Independent Contractor ☐ Individual New Hire

2. Business or Organization Name:

3. Contact Name:

4. Email Address:

5. Phone Number:

Section 2 — Employee / New Hire

6. Employee's Full Legal Name:

7. Email Address:

8. Phone Number:

9. Work Location:

- ☐ Remote ☐ In-Person ☐ Both

Section 3 — Verification Type

10. What service do you need?

- ☐ Form I-9 only
- ☐ Form I-9 + E-Verify
- ☐ Re-verification
- ☐ Section 2 Authorized Representative

11. Are you enrolled in E-Verify?

- ☐ Yes ☐ No ☐ Not sure

Section 4 — Appointment Details

12. Service Type:

- ☐ In-person (Pittsburgh area) ☐ Remote (video verification)

13. Preferred Date:

14. Preferred Time:

15. Location (if in-person):

Section 5 — Document Readiness

16. Does the employee have acceptable I-9 documents?

- ☐ Yes ☐ Not sure ☐ Need document list

17. Type of ID to be presented (if known):

- ☐ Passport
- ☐ Driver's License + SS Card
- ☐ Work Authorization
- ☐ Other:

Section 6 — Consent

18. I understand this service verifies identity and work authorization for Form I-9 and E-Verify purposes only.

- ☐ I agree

19. I confirm all information provided is accurate.

- ☐ I agree

Signature (Employer or Employee):

Date: