



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: