



U.S. Citizenship
and Immigration
Services

The Real Deal on Form I-9 and It's Companion: E-Verify

www.uscis.gov/I-9Central

www.dhs.gov/E-Verify



Dave Basham

Agenda

- Form I-9
 - Background
 - Completing Form I-9
 - Storage and Retention
- E-Verify
 - The Big Picture
 - Enrollment and Use
 - Additional Information

Background

In 1986, in an effort to control illegal immigration, Congress passed the **Immigration Reform and Control Act (IRCA)**.

IRCA forbids employers from knowingly hiring individuals who do not have work authorization in the United States.

The employment eligibility verification provisions, and sanctions, of **IRCA** are found in **Section 274A of the Immigration and Nationality Act** (INA).



Working in the U.S.

Individuals who may legally work in the United States are:

- Citizens of the United States
- Noncitizen nationals of the United States
- Lawful Permanent Residents
- Aliens authorized to work

Employment Verification

To comply with the employment eligibility verification provisions of the INA an employer must:

- Verify the **identity** and **employment authorization** documents of employees hired after November 6, 1986
- **Complete** and **retain** a **Form I-9** for each employee hired after November 6, 1986
- **Refrain from discriminating against** individuals on the basis of actual or perceived national origin, citizenship or immigration status

Preventing Discrimination

The anti-discrimination provisions of the INA prohibit four types of unlawful conduct:

- Citizenship or immigration status discrimination*
- National origin discrimination*
- Document abuse during Form I-9 process
- Retaliation

** Actual or perceived*

Office of Special Counsel (OSC)

The anti-discrimination provisions of the INA are enforced by:

Department of Justice

Civil Rights Division

Office of Special Counsel for

Immigration Related Unfair Employment Practices



- Employees may contact the [Office of Special Counsel \(OSC\)](#) to obtain additional information regarding employment discrimination and employee rights and responsibilities*

1-800-255-7688 (TDD: 1-800-616-5525)

- Employers may also contact OSC*

1-800-255-8155 (TDD: 1-800-362-2735)

*callers may remain anonymous

See [OSC's "Employer Dos and Don'ts."](#)

Section 2. Employer or Authorized Representative Review and Verification			
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "List of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)			
Employee Last Name, First Name and Middle Initial from Section 1:			
List A	OR	List B	AND
Identify and Employment Authorization		Identify	Employment Authorization
Document Title: _____		Document Title: _____	Document Title: _____
Issuing Authority: _____		Issuing Authority: _____	Issuing Authority: _____
Document Number: _____		Document Number: _____	Document Number: _____
Expiration Date (if any) (mm/dd/yyyy): _____		Expiration Date (if any) (mm/dd/yyyy): _____	Expiration Date (if any) (mm/dd/yyyy): _____
Document Title: _____			
Issuing Authority: _____			
Document Number: _____			
Expiration Date (if any) (mm/dd/yyyy): _____			
Document Title: _____			
Issuing Authority: _____			
Document Number: _____			
Expiration Date (if any) (mm/dd/yyyy): _____			
			3-D Barcode Do Not Write in This Space
Certification I affect, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. _____ (See instructions for exemptions.) The employee's first day of employment (mm/dd/yyyy): _____			
Signature of Employer or Authorized Representative		Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name (Family Name)	First Name (Given Name)	Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)		City or Town	State
			Zip Code
Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)			
A. New Hire (if applicable) Last Name (Family Name)		First Name (Given Name)	Middle Initial
		B. Date of Rehire (if applicable) (mm/dd/yyyy)	
C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.			
Document Title	Document Number		Expiration Date (if any) (mm/dd/yyyy)
I affect, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.			
Signature of Employer or Authorized Representative		Date (mm/dd/yyyy)	Print Name of Employer or Authorized Representative

Form I-9, 05/08/13, N
Page 8 of 8

Form I-9 Requirements

All U.S. employers must have a **Form I-9 on file for all current employees.**

Exception: Employers are not required to have Forms I-9 for employees hired on or before November 6, 1986.

You may delegate the authority to complete Form I-9 to a responsible agent, however, you will retain liability for any errors.

Form I-9 Exceptions

You are **NOT** required to complete **Form I-9** for:

- Casual domestic service employees working in a private household when work is sporadic, irregular or intermittent.
- Independent contractors for whom you do not set work hours, or provide tools to do the job.
- Employees working outside the United States.*

** 50 States, District of Columbia, Guam, Puerto Rico, U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands*

List of Acceptable Documents

- Use MOST CURRENT [Form I-9](#) VERSION, 03/08/13
- You must make the Lists of Acceptable Documents available to your EMPLOYEE when he or she is completing the Form I-9

The EMPLOYEE MUST provide:

- One document from [List A](#)
- OR
- One document from [List B](#) AND one document from [List C](#)

LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED		
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.		
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity AND LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record
		6. Military dependent's ID card
		7. U.S. Coast Guard Merchant Mariner Card
		8. Native American tribal document
		9. Driver's license issued by a Canadian government authority
		For persons under age 18 who are unable to present a document listed above:
		10. School record or report card
		11. Clinic, doctor, or hospital record
		12. Day-care or nursery school record
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
		5. Native American tribal document
		6. U.S. Citizen ID Card (Form I-197)
		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Employment authorization document issued by the Department of Homeland Security

Section 1: Employee Information

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Names Used (if any)											
Address (Street Number and Name)		Apt. Number	City or Town		State	Zip Code										
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											E-mail Address			Telephone Number	

- To be completed by **EMPLOYEE**.
- Employer **MUST** verify Section 1 is **COMPLETE**.

Section 1: Employee Attestation

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States

☐ A noncitizen national of the United States (*See instructions*)

☐ A lawful permanent resident (Alien Registration Number/USCIS Number): _____

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. (*See instructions*)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (*See instructions*)

Signature of Employee: _____ Date (mm/dd/yyyy): _____

3-D Barcode
Do Not Write in This Space

- The EMPLOYEE **MUST** select one of the four categories and sign and date Section 1 of Form I-9.
- All employees must complete Section 1 no later than the first business day of employment for pay.

Section 1: Preparer/Translator Certification

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:			Date (mm/dd/yyyy):	
Last Name (Family Name)			First Name (Given Name)	
Address (Street Number and Name)		City or Town	State	Zip Code

- This certification is required when Section 1 is prepared by someone other than the employee.
- By signing, the preparer is attesting that Section 1 is **true and correct** to the best of his or her knowledge.
- Note that only the EMPLOYEE can sign the Section 1 Employee Signature Block.

Section 2: Employer Certification of Document Review

Completing Section 2

- Completed by EMPLOYER.
- MUST be completed no later than **3 business days** after the employee begins work for pay.
- EMPLOYER MUST examine **original documents**.
- Documents MUST be **UNEXPIRED**.

Section 2. Employer or Authorized Representative Review and Verification			
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)			
Employee Last Name, First Name and Middle Initial from Section 1:			
List A Identity and Employment Authorization	OR	List B Identity	AND List C Employment Authorization
Document Title:		Document Title:	Document Title:
Issuing Authority:		Issuing Authority:	Issuing Authority:
Document Number:		Document Number:	Document Number:
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):	Expiration Date (if any)(mm/dd/yyyy):
Document Title:		3-D Barcode Do Not Write in This Space	
Issuing Authority:			
Document Number:			
Expiration Date (if any)(mm/dd/yyyy):			
Document Title:			
Issuing Authority:			
Document Number:			
Expiration Date (if any)(mm/dd/yyyy):			
Certification I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.			
The employee's first day of employment (mm/dd/yyyy): Date (See instructions for exemptions.)			
Signature of Employer or Authorized Representative		Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name (Family Name)		First Name (Given Name)	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name)		City or Town	State Zip Code

Section 2: Examining Documents Genuineness and Photocopies

- You are not required to be a document expert
- You **MUST** accept a document presented by an employee if it reasonably appears to be:
 - Genuine; AND,
 - Relates to the individual presenting it
- The document **MUST** be original* – photocopies are **NOT** acceptable

**Exception: Certified copy of a birth certificate*

Section 2: Receipt Rule

- Receipts may be used as temporary proof of employment eligibility when a List A, B or C document has been **lost, stolen or damaged**.
- The receipt must be issued by the originating agency.
- The employee must present a replacement document within 90 days of the hire date. EXCEPTIONS:
 - The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and a photograph of the individual.
 - The departure portion of the Form I-94/I-94A with a refugee admission stamp
- A receipt indicating that an individual has applied for an **initial** employment authorization document (Form I-766) or for a **renewal** of an expiring employment authorization document (Form I-766) is **NOT** acceptable for Form I-9.
- Receipts are never acceptable if employment will last less than 3 business days.

Section 2: Copying Documents

You may choose to make copies of employee documentation presented to you for Section 2.

- If you choose to photocopy documents, you must do so for **ALL** employees, regardless of actual or perceived national origin, immigration or citizenship status, or you may be in violation of anti-discrimination laws.

Section 3: Reverification

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name <i>(if applicable)</i> Last Name <i>(Family Name)</i> First Name <i>(Given Name)</i> Middle Initial	B. Date of Rehire <i>(if applicable)</i> (mm/dd/yyyy):
---	--

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title:	Document Number:	Expiration Date <i>(if any)</i> (mm/dd/yyyy):
-----------------	------------------	---

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date (mm/dd/yyyy):	Print Name of Employer or Authorized Representative:
---	--------------------	--

- You **MUST** reverify an employee using **Section 3** if his or her temporary employment authorization has expired.
- You **MAY** also complete Section 3 if you:
 - **Rehire** the EMPLOYEE within 3 years of the date of initial execution of the Form I-9*
 - Update the **biographic information** of an employee

** USCIS recommends completing a new Form I-9 for rehires*

Section 3: When to Reverify

Do Not Reverify

- U.S. Passport or Passport Card
- Permanent Resident Card (Form I-551)
- List B documents

Permanent Resident Reverification Exceptions

- Reverify only if employee presents a Form I-94 with a temporary I-551 stamp, or
- A foreign passport with a temporary I-551 stamp (on a machine readable immigrant visa (MRIV))

Usually Reverify

- When employment authorization document (List A or C) has an expiration date



Correcting Form I-9

Correcting Mistakes

If you discover a mistake on Form I-9, correct the existing form

OR prepare a new Form I-9:

- If you choose to correct the existing Form I-9, line out the incorrect portions, enter the correct information, and initial and date the correction.
- If you do a new Form I-9, retain the old form. You should also attach a short memo to both the new and old Forms I-9 stating the reason for your action.

Missing Forms

If you discover you are missing the Form I-9 for an employee:

- Immediately provide the employee with a Form I-9.
- Allow employee 3 business days to provide acceptable documents.
- DO NOT backdate the Form I-9.

Storage and Retention



Storage

- **Form I-9 MUST be on file for all current employees.**
- Store Forms I-9 securely in a way that meets your business needs – on site, off-site, storage facility or electronically.
- Store Forms I-9 and document copies together.
- Ensure that only authorized personnel have access to stored Forms I-9.
- Make Forms I-9 available within 3 days of an official request for inspection.



Retention

Forms I-9 must be retained for:

3 years after the date you **hire** an employee

or

1 year after the date employment **terminates**, whichever is later.

Example:

John Smith was hired on November 1, 1993, and on July 5, 1994, employment was terminated.

November 1, 1993 + 3 years = November 1, 1996

July 5, 1994 + 1 year = July 5, 1995

The retention date is November 1, 1996

Resources





I-9 Central

I-9 Central: www.uscis.gov/I-9Central

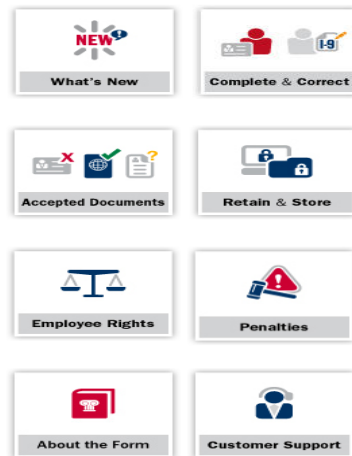
I-9 Central Spanish: www.uscis.gov/i-9Central/Espanol

I-9 Central

Federal law requires that every employer* and agricultural recruiter/referrer-for-a-fee hiring, or recruiting/referring for a fee, an individual for employment in the United States complete a Form I-9, Employment Eligibility Verification. Form I-9 will help you verify your employee's identity and employment authorization. You may click on the links to the left or on one of the icons below to find out more information about Form I-9.

**[NOTE: We will refer to both employers and agricultural recruiters and referrers for a fee collectively as "employers" for ease of reference throughout the I-9 Central.]*

On March 8, 2013, a new version of the [Form I-9](#) was released. Beginning May 7, 2013, employers must only use the new Form I-9.



This page can be found at: <http://www.uscis.gov/I-9Central>

Bienvenido a la Central I-9

Alerta: E-Verify está disponible. Para más información, haga [clic aquí](#).

La ley federal exige que cada empleador* ,reclutador o agente que refiere trabajadores agrícolas a cambio de honorarios y que contrate a un individuo para trabajar en los Estados Unidos, complete un Formulario "I-9, Verificación de Elegibilidad de Empleo". El Formulario I-9 le ayudará a verificar la identidad de su empleado y su autorización de empleo. Para obtener más información sobre el Formulario I-9, haga clic en los íconos que se encuentran a continuación.

**[NOTA: Para facilitar la referencia, en el Central I-9 nos referiremos de manera colectiva tanto a los empleadores como a los reclutadores y agentes que refieren trabajadores agrícolas a cambio de honorarios como "empleadores".]*

El 8 de marzo de 2013 se publicó una nueva versión del Formulario "I-9, Verificación de Elegibilidad de Empleo". Comenzando el 7 de mayo de 2013, los empleadores deberán utilizar sólo este nuevo Formulario I-9.



This page can be found at: <http://www.uscis.gov/I-9Central/Espanol>

Form I-9 Resources

Form I-9, Employment Eligibility Verification

- www.uscis.gov or www.uscis.gov/I-9Central

[M-274, Handbook for Employers, Guidance for Completing Form I-9](#) (Employment Eligibility Verification Form)

- [M-274 in Spanish](#)

[Know your Rights](#)

[Mergers & Acquisitions](#)

Examples of documents:

- [Acceptable Documents](#)
- [Additional Documentation Requirements](#)
- Guide to Selected US Travel & Identity Documents

[Form I-9 Widget](#)



Form I-9 Multimedia Resources

- [Section 1 Vignette](#)
- [Section 2 Vignette](#)
- [Section 3 Vignette](#)
- [I-9 Webinar on Demand](#)





U.S. Citizenship
and Immigration
Services

E-Verify Overview

www.dhs.gov/E-Verify

E-Verify gives me
peace of mind
about my workforce.

In just a few clicks,
E-Verify quickly confirms
an employee's eligibility
to work in the U.S.



Scan QR code or visit
www.dhs.gov/E-Verify

E-Verify

Works for everyone

Agenda

- Section I: E-Verify - The Big Picture
- Section II: E-Verify Enrollment and Use
- Section III: Additional Information

Section I: E-Verify - The Big Picture

- What is E-Verify?
- Why use E-Verify?
- Who uses E-Verify?
- E-Verify and Form I-9

What is E-Verify?

- **Electronically verifies the employment eligibility of**
 - Newly hired employees
 - Existing employees assigned to work on a qualifying federal contract
- **Free web-based service**
- **Fast and easy to use**
- **Partnership between the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA)**



What is E-Verify? (con't)

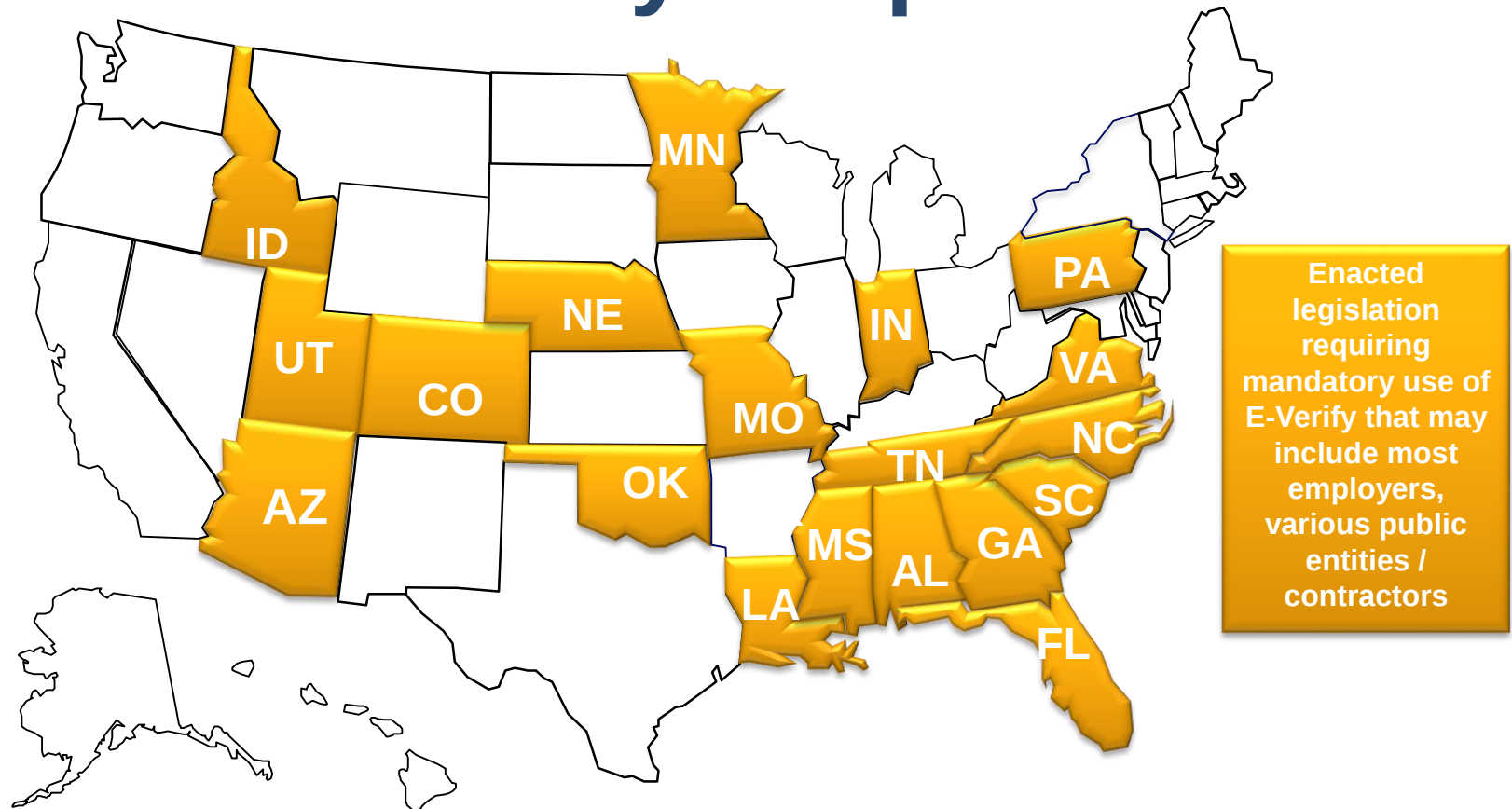
E-Verify is not...

- ...a system that provides immigration status
- ...used for prescreening
- ...a safe harbor from worksite enforcement

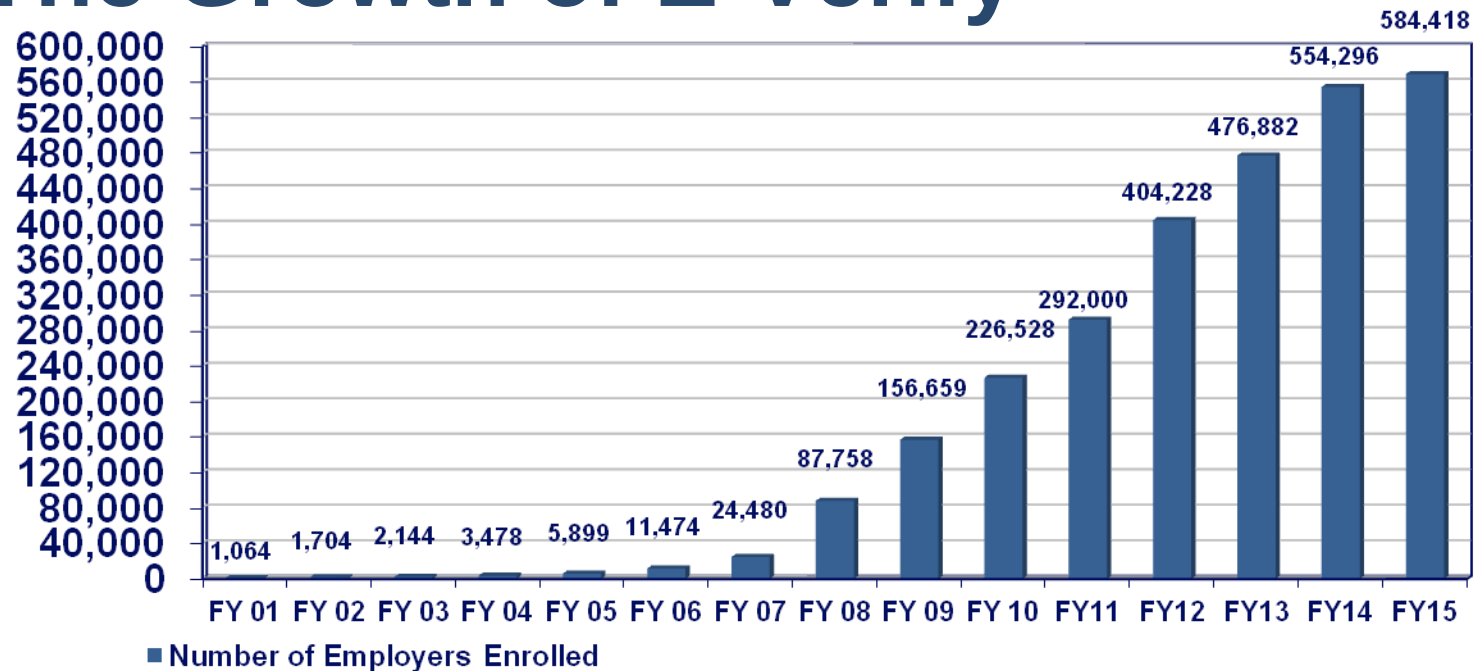
Why use E-Verify?

- Ensures a legal workforce
- Protects jobs for authorized workers
- Deters document and identity fraud
- Works seamlessly with Form I-9

State E-Verify Requirements



The Growth of E-Verify



- **More than 28 million cases run in FY 2014**
- As of March 21, 2015, more than 13.4 Million cases run in FY15
- Employers in every industry, state and U.S. territory

I-9 Process with E-Verify

I-9 Process	I-9 Process with E-Verify
Employee completes Form I-9, Section 1.	- Employee must include SSN when completing Form I-9, Section 1. - If the employee has not been issued his SSN, complete Form I-9 as usual and attach a memo to Form I-9 indicating the reason for the delay in creating the case in E-Verify. - If employee provides email address, employer MUST enter it into E-Verify.
Employee chooses which acceptable document(s) to present.	- Employee chooses which acceptable document(s) to present. - If a List B document is chosen, it MUST contain a photograph. - If an employee chooses to provide a photo matching document, the employer must make a photo copy and retain with the Form I-9.
Employer completes Form I-9, Section 2.	Employer completes Form I-9 Section 2.
If necessary, employer updates or re-verifies employee's work eligibility in Section 3.	E-Verify Case Status will prompt employer to update or reverify in Section 3 or Form I-9. However, a case should NOT be created in E-Verify.

NOTE: All documents must be unexpired. Names should appear on Form I-9 exactly as they appear on documents. No nicknames should be used.

Photo Match

- Allows you to match the photo on a document to the photo that DHS has on file for that employee
 - Employment Authorization Document (Form I-766)
 - Permanent Resident Card, AKA “green card”(Form I-551)
 - U.S. Passport or Passport Card
- ✓ Employer cannot specifically request one of these documents
- ✓ Photo Match helps detect document fraud
- Do not request specific documents in order to activate E-Verify photo matching; but if an employee chooses to provide one of the above documents, you are required to **make a photo copy** of the document and retain it with the Form I-9.

Section II: E-Verify enrollment and use

- How to Enroll
- When to Verify
- How to Create and Close an E-Verify Case
- Handling a Tentative Nonconfirmation (TNC)



How to Enroll

Official Website of the Department of Homeland Security

Español | Blog | About USCIS | Archive | Site Map

☐ Get Email Updates | ☐ Contact Us

FORMS

NEWS

CITIZENSHIP

U.S. Citizenship and Immigration Services

GREEN CARD

TOOLS

LAWS

[Home > E-Verify](#)
[Share This Page](#)
[Print](#)

E-Verify

What is E-Verify?

Enroll in E-Verify

About the Program

E-Verify Webinars

Customer Support

For Employers

For Employees

For Federal Contractors

Publications

Questions and Answers

U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. This diverse workforce contributes greatly to the vibrancy and strength of our economy, but that same strength also attracts unauthorized employment.

E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. E-Verify is fast, free and easy to use – and it's the best way employers can ensure a legal workforce.

[How to Enroll](#)

[Free Webinars](#)

Start Here

E-Verify (Verification Information System)

- Enroll in E-Verify**
- Log in to E-Verify
- E-Verify Employer Agent Log in

USCIS Links

What is E-Verify?

A fast, easy way to maintain a legal workforce.

Enroll in E-Verify

Resources to Get Started

About the Program

Learn about program enhancements, Trademarks and logos

What's New

Read the latest news about E-Verify and Form I-9

Enrollment Page


Official Website of the Department of Homeland Security


U.S. Citizenship and Immigration Services

[Español](#) | [Blog](#) | [About USCIS](#) | [Archive](#) | [Site Map](#)

[Get Email Updates](#) | [Contact Us](#)

[FORMS](#) | [NEWS](#) | [CITIZENSHIP](#) | [GREEN CARD](#) | [TOOLS](#) | [LAWS](#)

Home > E-Verify

[Share This Page](#) | [Print](#)

E-Verify Enrollment Page





A Fast, Easy Way to Maintain a Legal Workforce

- Quickly verify any new employee's work eligibility
- E-Verify helps you maintain a legal workforce
- It's easy to learn and implement



Before You Enroll

Questions before enrolling? Find your answers here:

Start Here

E-Verify (Verification Information System)

- [Enroll in E-Verify](#)
- [Log in to E-Verify](#)
- [E-Verify Employer Agent Log in](#)

USCIS Links

- [NEW Employees Rights Interactive Online Quiz](#)
- [I-9 Central](#)
- [E-Verify Self Check](#)
- [myE-Verify](#)
- [Systematic Alien Verification for Entitlements \(SAVE\)](#)
- [Contact E-Verify](#)
- [Form I-9 Employee Information Sheet \(110 KB PDF\)](#)
- [Trademark and Logo Usage Guidelines](#)
- [Leave Feedback](#)

E-Verify Multimedia

- [Employee Rights Toolkit](#)
- [Video: Employee Rights and Responsibilities \(Short Version\)](#)

E-Verify

- [What is E-Verify?](#)
- [Enroll in E-Verify](#)
- [About the Program](#)
- [E-Verify Webinars](#)
- [Customer Support](#)
- [For Employers](#)
- [For Employees](#)
- [For Federal Contractors](#)
- [Publications](#)
- [Questions and Answers](#)

Enrollment Resources

Enrollment Checklist

Enrolling in E-Verify is easy. This checklist helps you prepare.



Enrollment Checklist



Before you enroll, you must decide:

- ☐ Who will electronically sign the E-Verify Memorandum of Understanding (MOU) on behalf of your company?
- ☐ Which hiring sites will participate in E-Verify?
- ☐ If you are a federal contractor with the FAR E-Verify clause, which employees will you verify?
- ☐ Which company location(s) will access E-Verify?
- ☐ Who in your company will have access to E-Verify?
- ☐ Who in your company should be a program administrator?



To enroll, you will need to know:

- ☐ Contact information for your company's E-Verify Memorandum of Understanding (MOU) signatory (name, phone number, fax number and email address)
- ☐ Company name
- ☐ "Doing business as" name (optional)
- ☐ Data Universal Numbering System (DUNS) number (optional)
- ☐ The physical address of the location from which your company will access E-Verify (including county)
- ☐ Company mailing address (if different from physical address)
- ☐ Employer identification number (also called a Federal Tax ID Number)
- ☐ Total number of employees for all of your company's hiring sites that will participate in E-Verify (you'll choose from a range of numbers)

- [Enrollment Checklist](#)
- [How to Enroll Video](#)
- [Enrollment Quick Reference Guide](#)

Access Methods

Employer	E-Verify Employer Agent	Corporate Administrator	Web Services
Allows E-Verify users in your company to electronically verify the employment eligibility of newly hired employees and existing employees assigned to a federal contract.	Select this access method if your company creates cases for client companies.	Allows you to create, manage and administer new and existing E-Verify accounts as well as create and view reports. Does <u>NOT</u> allow you to create cases.	Requires a company to develop software that interfaces with E-Verify. Web Services for Employers or Web Services for E-Verify Employer Agents

Verification Location/Hiring Site & User Roles

A verification location creates cases in E-Verify for its hiring sites.

Program Administrators:

- Maintain their verification location's employer account
- Manage user accounts for their verification location
- Create and view cases for their verification location
- Run reports for their verification location

General Users:

- Create and view cases for their verification location

Required Posters – Must Be Visible to Prospective Employees

This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

E-Verify Works for Everyone

For more information on E-Verify, please contact DHS.

888-897-7781

www.dhs.gov/E-Verify

NOTICE:
Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



E-Verify is a service of DHS and USCIS.
The E-Verify logo and mark are registered trademarks of Department of Homeland Security. Unauthorized use of the mark is strictly prohibited.

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have the legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

- In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.
- Employers cannot reject documents because they have a future expiration date.

- Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.
- In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

If any of these things have happened to you, contact the Office of Special Counsel (OSC).

For assistance in your own language:
Phone: 1-800-255-7688 or (202) 616-5594
For the hearing impaired:
TTY 1-800-237-2515 or (202) 616-5525

E-mail: oscrt@dhs.gov

Or write to:
U.S. Department of Justice – CRT
Office of Special Counsel – NYA
950 Pennsylvania Ave., NW
Washington, DC 20530

U.S. Department of Justice
Civil Rights Division

Office of Special Counsel for
Immigration-Related Unfair
Employment Practices



www.justice.gov/crt/about/osc

When to Verify?

You must enter Form I-9 information into E-Verify for all newly hired employees no **later than the third business day after the employees' start date.**



How does E-Verify work?

START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which documents they will accept from an employee. The refusal to hire an individual because the documentation presented fails a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employers must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before providing work to the employee.)

Last Name (Family Name) _____ First Name (Given Name) _____ Middle Initial _____ Other Names (Last, if any) _____

Address (Street Number and Name) _____ Apt. Number _____ City or Town _____ State _____ Zip Code _____

Date of Birth (mm/dd/yyyy) _____ U.S. Social Security Number _____ E-mail Address _____ Telephone Number _____

I am aware that federal law provides for imprisonment and fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States.

☐ A lawful permanent resident of the United States (Show instructions).

☐ A lawful permanent resident (Show Registration Number/USCIS Number).

☐ An alien authorized to work until expiration date (if applicable, mm/dd/yyyy). Some states may only "N/A" in this field. (Show instructions).

For aliens authorized to work, provide your Alien Registration Number/USCIS Number. OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number _____

OR

2. Form I-94 Admission Number _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number _____

Country of Issuance _____

Some states may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions).

Signature of Employee _____ Date (mm/dd/yyyy) _____

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator _____ Date (mm/dd/yyyy) _____

Last Name (Family Name) _____ First Name (Given Name) _____ Middle Initial _____

Address (Street Number and Name) _____ City or Town _____ State _____ Zip Code _____

Signature of Employer or Authorized Representative _____ Date (mm/dd/yyyy) _____ Title of Employer or Authorized Representative _____

Last Name (Family Name) _____ First Name (Given Name) _____ Employee's Business or Organization Name _____

Employee's Business or Organization Address (Street Number and Name) _____ City or Town _____ State _____ Zip Code _____

Section 3. Reverification and Rehire (To be completed and signed by employer or authorized representative.)

A. New Name of appointee: Last Name (Family Name) _____ First Name (Given Name) _____ Middle Initial _____ State of Residence of appointee (mm/dd/yyyy) _____

C. If an employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C. The employee presented that document when employment authorization was granted. (See instructions for document types.)

Document Title _____ Document Number _____ Expiration Date (if applicable) (mm/dd/yyyy) _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documents, the documents I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative _____ Date (mm/dd/yyyy) _____ Print Name of Employer or Authorized Representative _____



Employment
Authorized

TNC

DHS
Verification
in Process

Initial Results

Initial verification will return one of three results in just seconds.

Employment Authorized	Tentative Nonconfirmation	DHS Verification in Process
The employee is authorized to work.	There is an information mismatch.	DHS will usually respond within 24 hours with either: Employment Authorized or DHS Tentative Nonconfirmation



Creating an E-Verify Case

Click on “New Case” or “Verify Employee”

From Section One of the employee’s Form I-9, choose the correct option

E-Verify
Employment Eligibility Verification

Welcome [User ID] Last Login 10:22 AM - 02/24/2014 Log Out

Click any ? for help

Home

My Cases

- New Case
- View Cases
- Search Cases

My Profile

- Edit Profile
- Change Password
- Change Security Questions

My Company

- Edit Company Profile
- Add New User
- View Existing Users
- Close Company Account

My Reports

- View Reports

My Web Services

- Manage Web Services

My Resources

- View Essential Resources
- Take Tutorial
- View User Manual
- Share Ideas
- Contact Us

Welcome to E-Verify

E-Verify News

E-Verify and Form I-9 Customer Support Enhancement 02/22/2014
Starting February 24, 2014 callers to the E-Verify Customer Support ... [read more >](#)

E-Verify is Available 10/17/2013
E-Verify has resumed operations following the federal government ... [read more >](#)

E-Verify Enhancements 09/08/2013
As of September 8, 2013, new enhancements are available to improv ... [read more >](#)

Employees from Honduras and Nicaragua with Expiring EADs May Still Be Authorized to Work 04/03/2013
USCIS has announced that employees from Honduras ...

Need Help?
Click any ? icon for more information or contact us at 888-464-4218 or E-Verify@dhs.gov.

Case Alerts: You Must Take Action!

- Open Cases to be Closed 5
- Cases with New Updates 3
- Work Authorization Docs Expiring

U.S. Department of Homeland Security - www.dhs.gov U.S. Citizenship and Immigration Services - www.uscis.gov Accessibility Download Viewers

E-Verify
Employment Eligibility Verification

Welcome [User ID] Last Login 10:42 AM - 02/24/2014 Log Out

Click any ? for help

Home

My Cases

- New Case
- View Cases
- Search Cases

My Profile

- Edit Profile
- Change Password
- Change Security Questions

My Company

- Edit Company Profile
- Add New User
- View Existing Users
- Close Company Account

My Reports

- View Reports

My Web Services

- Manage Web Services

My Resources

- View Essential Resources
- Take Tutorial
- View User Manual
- Share Ideas
- Contact Us

Verify Employee

Enter Form I-9 Information Verification Results Close Case

What citizenship status did the employee choose in Section 1 of Form I-9? Select one, then click **Continue**.

- ☐ A citizen of the United States
- ☐ A noncitizen national of the United States
- ☐ A lawful permanent resident
- ☐ An alien authorized to work

Continue

U.S. Department of Homeland Security - www.dhs.gov U.S. Citizenship and Immigration Services - www.uscis.gov Accessibility Download Viewers



Creating a Case (con't)

Indicate the documents provided to you for Section 2 of the employee's Form I-9

If you select that the employee provided B and C documents, the following screen will appear

E-Verify
Employment Eligibility Verification

Welcome [User ID] Last Login 10:19 AM - 02/24/2014 Log Out

Click any ? for help

Verify Employee

Enter Form I-9 Information → Verification Results → Close Case

What documents did the employee present for Section 2 of Form I-9? ?
Select one, then click **Continue**.

☒ List B and C Documents
☐ U.S. Passport or Passport Card

Back **Continue**

U.S. Department of Homeland Security - www.dhs.gov U.S. Citizenship and Immigration Services - www.uscis.gov Accessibility Download Viewers

E-Verify
Employment Eligibility Verification

Welcome [User ID] Last Login 10:19 AM - 02/24/2014 Log Out

Click any ? for help

Verify Employee

Enter Form I-9 Information → Verification Results → Close Case

What List B and C documents did the employee present for Section 2 of Form I-9? ?
Select one from each column, then click **Continue**.

List B Documents	List C Documents
☒ Driver's license or ID card issued by a U.S. state or outlying possession ?	☒ Social Security Card ?
☐ ID card issued by a U.S. federal, state or local government agency ?	☐ Certification of Birth Abroad (Form FS-545)
☐ School ID card	☐ Certification of Report of Birth (Form DS-1350)
☐ Voter registration card	☐ U.S. birth certificate (original or certified copy)
☐ U.S. military card or draft record	☐ Native American tribal document ?
☐ Military dependent's ID card	☐ U.S. Citizen ID Card (Form I-197)
☐ U.S. Coast Guard Merchant Mariner Card	☐ ID Card for Use of Resident Citizen in the United States (Form I-179)
☐ Native American tribal document ?	☐ Employment authorization document issued by the U.S. Department of Homeland Security ?
☐ Driver's license issued by a Canadian government authority	
☐ School record or report card (under age 18)	
☐ Clinic, doctor or hospital record (under age 18)	
☐ Day-care or nursery school record (under age 18)	
☐ Minor under age 18 without a List B document	
☐ Special Placement	

Back **Continue**

U.S. Department of Homeland Security - www.dhs.gov U.S. Citizenship and Immigration Services - www.uscis.gov Accessibility Download Viewers

Records and Information from DMVs for E-Verify (RIDE)

RIDE

- E-Verify can now verify driver's license or state ID data.
- No Photo Match at this time
- Launched in June 2011 with **Mississippi** as the first DMV partner for this project.
 - 2012 - **Florida** (December)
 - 2013 - **Idaho** (July) and **Iowa** (September)
 - 2015 – **Nebraska** (February)



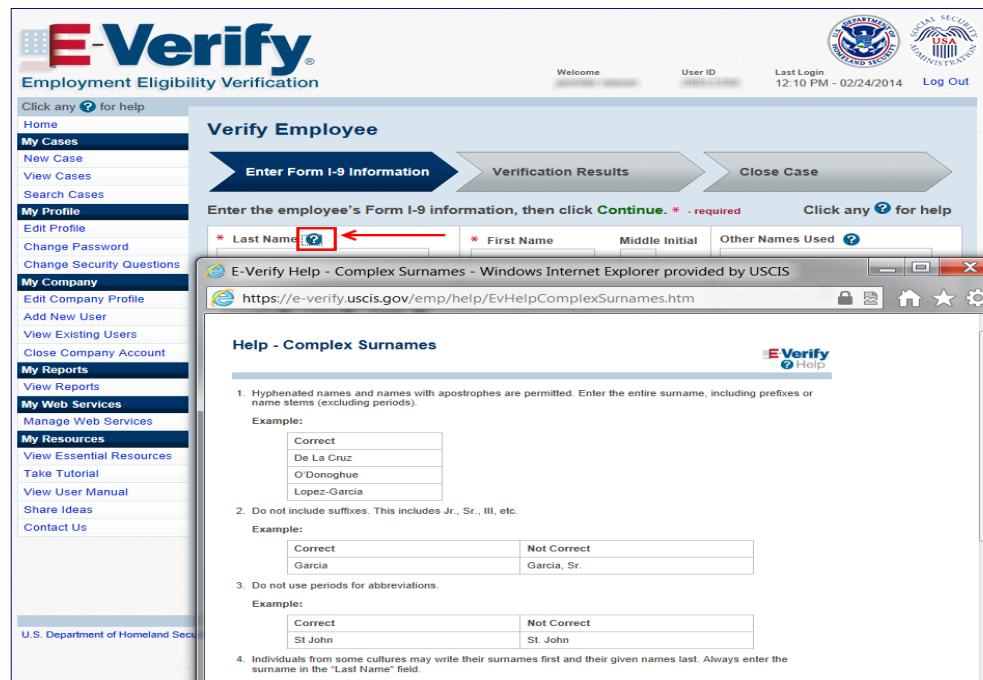
Case Creation Screen

- Enter the employee's biographic information as it was input in Section 1 of Form I-9
 - Required fields asterisked
- E-mail address field
 - Optional field on Form I-9
- Visit [Email Notification Page](#)



Entering Complex Surnames

- To avoid an unnecessary TNC due to a name mismatch **click** the icon next to the “Last Name” field to reveal the helper text.



The screenshot shows the E-Verify 'Verify Employee' form. The 'Last Name' field is highlighted with a red box and a red arrow pointing to a help icon. Below the form, a help window titled 'Help - Complex Surnames' is open, providing instructions and examples for entering complex surnames.

Help - Complex Surnames

- Hyphenated names and names with apostrophes are permitted. Enter the entire surname, including prefixes or name stems (excluding periods).
Example:

Correct
De La Cruz
O'Donoghue
Lopez-Garcia
- Do not include suffixes. This includes Jr., Sr., III, etc.
Example:

Correct	Not Correct
Garcia	Garcia, Sr.
- Do not use periods for abbreviations.
Example:

Correct	Not Correct
St John	St. John
- Individuals from some cultures may write their surnames first and their given names last. Always enter the surname in the "Last Name" field.

Case Results/Closing a Case

Employer Action

- Record Case Verification Number on Form I-9 and/or print out the case details and attach to Form I-9
- Ensure the information in E-Verify matches the employee's Form I-9



E-Verify
Employment Eligibility Verification

Welcome [User Name] User ID [User ID] Last Login 12:10 PM - 02/24/2014 Log Out

Click any for help

Verify Employee Employee Name Smith, Bill Case Verification Number 2014055122742JH1 [View/Print Case Details](#)

Enter Form I-9 Information Verification Results Close Case

Employment Eligibility:
Employment Authorized
 Bill Smith is authorized to work in the United States. To complete the verification process, click **Close Case**

Last Name Smith	First Name Bill	Middle Initial --	Other Names Used --
Date of Birth January 03, 2001	Social Security Number ***-**-0007		Email Address --
Citizenship Status A citizen of the United States			
Document Type Driver's license or ID card issued by a U.S. state or outlying possession	Document Name Driver's license	Document State Nebraska	
Document Expiration Date March 31, 2017			
Hire Date February 24, 2014	Employer Case ID --		
Submitted By [User Name]	Submitted On February 24, 2014		

Close Case

What is a Tentative Nonconfirmation (TNC)?

A TNC means that information from an employee's Form I-9 did not match government databases.

Note: It may not mean an employee is unauthorized to work or is present in the United States unlawfully. There are legitimate reasons why an employee may receive this result.

Common reasons for TNCs:

- Social Security number (SSN) does not match
- Identification document could not be verified
- Citizenship or immigration status changed
- Name change was not reported
- Name entered on I-9 is different than recorded in government databases
- Information was not entered correctly in E-Verify

Handling a TNC

- Employers should print the TNC **Further Action Notice** and review it with the employee promptly and privately.
- Employees have the right to contest or not contest a TNC.
- Employees who choose to contest should be provided the **Referral Date Confirmation**.

Both the TNC Further Action Notice & Referral Date Confirmation are available in 18 languages: [Foreign Language Resources](#)

CONTEST	NOT CONTEST
Employer refers employee to appropriate agency.	Employer may terminate the employee and close the case in E-Verify.



TNC – Step 1

The screenshot shows the E-Verify Employment Eligibility Verification interface. At the top, the E-Verify logo is on the left, and the U.S. Department of Homeland Security and Social Security Administration logos are on the right. Below the logos, the text "Employment Eligibility Verification" is displayed. A navigation menu on the left includes links for Home, My Cases, New Case, View Cases, Search Cases, My Profile, Edit Profile, Change Password, Change Security Questions, My Company, Edit Company Profile, Add New User, View Existing Users, Close Company Account, My Reports, View Reports, My Web Services, Manage Web Services, My Resources, View Essential Resources, Take Tutorial, View User Manual, Share Ideas, and Contact Us. The main content area is titled "Verify Employee" and shows the Employee Name "Smith, Bill" and Case Verification Number "2014055122742JH". A progress bar indicates the current step is "Enter Form I-9 Information", with "Verification Results" and "Close Case" as subsequent steps. A yellow box highlights the "Employment Eligibility:" section, which contains a warning icon and the text "SSA Tentative Nonconfirmation (TNC)". Below this, a message states: "The Social Security number entered in E-Verify was not valid according to SSA records. This does NOT necessarily mean that the employee is not authorized to work in the United States; however, additional action is required." A red box highlights the following text: "Employers must allow the employee to contest a TNC and may not take adverse action against the employee because of the TNC while the employee is contesting the TNC and the E-Verify case is pending." Below this, instructions state: "To begin the TNC process click, Continue." and "If you created this case in error or no longer need to continue this verification, click Close Case." At the bottom, there are three buttons: "Close Case", "Save Case and Exit", and "Continue".



TNC – Step 2

The screenshot shows the E-Verify "Verify Employee" interface. At the top, the E-Verify logo and "Employment Eligibility Verification" text are on the left. On the right, there are fields for "Welcome", "User ID", and "Last Login" (11:15 AM - 02/24/2014), along with a "Log Out" link. Below the header is a navigation menu with categories like "My Cases", "My Profile", "My Company", "My Reports", "My Web Services", and "My Resources".

The main content area is titled "Verify Employee" and shows the employee name "Smith, Bill" and case verification number "2014055122742JH". A progress bar indicates the current step: "Enter Form I-9 Information" (completed), "Verification Results" (current), and "Close Case".

A yellow box highlights the "Employment Eligibility:" section, which displays a warning icon and the text "SSA Tentative Nonconfirmation (TNC)".

The "TNC Process" section provides instructions: "Review the SSA TNC Further Action Notice with the employee. Follow the steps listed below." The steps are:

1. Print the SSA TNC Further Action Notice. This step includes a form titled "SSA TNC Further Action Notice" with a language dropdown set to "English" and a "Print Notice" button.
2. Review the SSA TNC Further Action Notice privately with the employee. Ensure that you and the employee sign and date the SSA TNC Further Action Notice.
3. Indicate that the employee has been notified by selecting the check box below. This step includes a form titled "Confirm Employee Notification" with a checkbox labeled "I have notified this employee of the TNC."
4. If the employee:
 - Chose to CONTEST the SSA TNC, click **Refer Case**.
 - Chose to NOT CONTEST the SSA TNC, click **Close Case**.

At the bottom of the TNC Process section, there are instructions: "If you created this case in error or no longer need to continue this verification, click Close Case." and "To return to this case at a later time, click Save Case and Exit." Below these instructions are three buttons: "Close Case", "Save Case and Exit", and "Refer Case".



TNC – Step 3

E-Verify
Employment Eligibility Verification

Welcome [Name] User ID [ID] Last Login 12:10 PM - 02/24/2014 [Log Out](#)

Click any [?](#) for help

Verify Employee Employee Name Smith, Bill Case Verification Number 2014055122742JH [View/Print Case Details](#)

Enter Form I-9 Information **Verification Results** Close Case

Referral Date Confirmation Choose which language to print

Employee Referred to SSA English [Print Confirmation](#)

This employee has been referred to SSA on **February 24, 2014**. Select a language and print the Referral Date Confirmation. Provide this to the employee who has contested this SSA TNC. Inform the employee that he or she has until **March 06, 2014** to contact SSA.

Check for Case Status Updates

E-Verify will update the employee's case status by **March 11, 2014**. E-Verify will alert you of an update through the case status alert feature on the E-Verify home page. Be sure to log in to E-Verify periodically — you'll need to close the case once it is updated with a final status.

To reprint the SSA TNC Further Action Notice, click **Reprint Notice**.

SSA TNC Further Action Notice Choose which language to print

English [Reprint Notice](#)

To return to the E-Verify home page, click **E-Verify Home**.

If you created this case in error or no longer need to continue this verification, click **Close Case**.

To begin a new case, click **New Case**.

[E-Verify Home](#) [Close Case](#) [New Case](#)

Further Action Notice



Further Action Notice U.S. Department of Homeland Security Tentative Nonconfirmation (DHS TNC)

Employee's Last Name, First Name	Last Four Digits of Employee's Social Security Number
Employee's A-Number	Employee's Document Number
Date of DHS Tentative Nonconfirmation	Case Verification Number
Reason for this Notice:	

EMPLOYER INSTRUCTIONS:

- Review this Further Action Notice in private with the employee as soon as possible.
IMPORTANT: If the employee does not speak English as his or her primary language or has a limited ability to read or understand the English language, also provide the employee with a translated version of this Further Action Notice. Translated versions are available in the "View Essential Resources" section of E-Verify. If the employee cannot read this document for some other reason, provide the information in an alternative format.
- Check that all of the information at the top of this Further Action Notice is correct. If this information is incorrect, close this case in E-Verify and create a new case with the correct information.
- Ask the employee to indicate whether he or she will contest the DHS Tentative Nonconfirmation (DHS TNC) by signing and dating Page 2 of this Further Action Notice, and then sign and date below as the employer.
- Give the employee a copy of the signed Further Action Notice in English (and a translated version, if appropriate) and attach the original to the employee's Form I-9.
- Log in to E-Verify and search for this case using the information above. Follow the instructions in E-Verify to refer the case to DHS if the employee contests the TNC, or close the case if the employee does not contest the DHS TNC. If the employee chooses not to contest the DHS TNC, you may terminate his or her employment and close the case in E-Verify.
IMPORTANT: If the employee contests the DHS TNC, refer the case to DHS, print the Referral Date Confirmation from E-Verify, provide it to the employee, and instruct the employee to contact DHS within 8 Federal Government working days as specified in the Referral Date Confirmation.

For Photo Mismatch ONLY

Complete this Further Action Notice and send a copy of it with a copy of the employee's photo document to DHS. Either attach and submit a digital copy of the photo document in E-Verify or send a paper copy to DHS via an express shipping carrier of your choice. Do NOT send the copies through regular United States Postal Service mail.

Express Shipping Carrier Address U.S. Department of Homeland Security- USCIS 10 Fountain Plaza, 3rd Floor Buffalo, NY 14202 Attn: Status Verification Office - Photo Matching	Attach and Submit Electronically Make a digital copy of the employee's photo document (e.g. with a scanner or a camera) and save it to your computer. Then attach and submit the copy in E-Verify.
Employer Signature and Date	
I have notified this employee of the DHS Tentative Nonconfirmation and provided the employee with a copy of this Further Action Notice.	
Employer's Name	Employer Representative's Name
Date	Employer Representative's Signature



EMPLOYEE INSTRUCTIONS:

Why you received this Further Action Notice

Your employer participates in E-Verify, a program managed by the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA). E-Verify compares the information you provided on Form I-9, Employment Eligibility Verification, with records available to DHS to verify that you are authorized to work in the United States.

You received this Further Action Notice from your employer because E-Verify provided a result of DHS Tentative Nonconfirmation (DHS TNC). A DHS TNC means that the information entered into E-Verify by your employer does not match records available to DHS. A DHS TNC does not necessarily mean that you gave incorrect information to your employer or that you are not authorized to work in the United States. Visit the [For Employees](http://www.dhs.gov/E-Verify) pages at www.dhs.gov/E-Verify to learn the reasons you may have received a DHS TNC.

What you should do:

- Check that the information on Page 1 of this Further Action Notice is correct. If it is not correct, provide the correct information to your employer. Your employer should close this E-Verify case and use the corrected information to create a new case.
- Decide if you will contest (take action to resolve) the DHS TNC and inform your employer of your decision.
IMPORTANT: If you decide not to contest the DHS TNC, your case will become a Final Nonconfirmation, which means that your employer may terminate your employment.
- Select your decision to contest or not contest and sign and date this Further Action Notice below. If you decide to take action to contest the DHS TNC, to begin to resolve the DHS TNC, you must contact DHS within 8 Federal Government working days from the date your employer refers your case in E-Verify.
IMPORTANT: Review Page 3 of this notice for important information about employer responsibilities and your rights.

Select box, sign and date below:

I choose to: (check one)	
☐	CONTEST (take action to resolve the DHS TNC)
☐	NOT CONTEST (not take action to resolve the DHS TNC)
Employee's Signature	Date

What you must do to take action to resolve the DHS TNC:

- Call DHS at 888-897-7781 (TTY: 887-875-6028) within 8 Federal Government working days from the date your employer refers your case to DHS to begin to resolve your case. Your employer must give you a Referral Date Confirmation, which will tell you the date by which you must contact DHS. **Foreign Students and Exchange Visitors Only:** DHS cannot resolve this case if your Student, Exchange Visitor Information System (SEVIS) record is incorrect. Before you call DHS, try to contact your Designated School Official or Responsible Officer and ensure your SEVIS record is correct.
- Have this Further Action Notice when you call DHS. DHS may ask you to provide additional information or documents to resolve your case. If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter.

NOTE: Since you received a DHS TNC from E-Verify, your immigration records could be incorrect. Correcting your immigration records can prevent DHS TNCs. Once you successfully resolve a DHS TNC, you may wish to take additional action to correct your immigration records. You may review the fact sheet "How to Correct Your USCIS Records after Resolving a Tentative Nonconfirmation in E-Verify," found at <http://www.uscis.gov/e-verify/employees/how-correct-your-immigration-records>. This fact sheet provides information on several options to correct your DHS record.



U.S. Citizenship
and Immigration
Services

Referral Date Confirmation



Referral Date Confirmation Social Security Administration Tentative Nonconfirmation (SSA TNC)

E-Verify Case Verification Number:

Employee Name:

Your employer referred your E-Verify case to SSA after you decided to contest (take action to resolve) an SSA Tentative Nonconfirmation (SSA TNC). This document confirms that your case was referred to SSA.

What you should do

Visit an SSA field office within 8 Federal Government working days, by (MM/DD/YYYY), to begin to resolve the SSA TNC. If you have not received the SSA TNC Further Action Notice from your employer, contact your employer immediately to obtain this notice.

The SSA TNC Further Action Notice includes information about your E-Verify case and which documents you need when you visit SSA. You must have the SSA TNC Further Action Notice when you visit SSA.

If you do not take action within 8 Federal Government working days, by (MM/DD/YYYY), a Final Nonconfirmation will be issued and your employer may terminate your employment. Employers must allow you to contest an SSA TNC and may not take adverse action against you because of the SSA TNC while you are contesting the SSA TNC and your E-Verify case is pending.

For More Information

If you have questions about what to do, contact E-Verify at 888-897-7781 (TTY: 877-875-6028) or email E-Verify@dhs.gov. If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter. For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at www.dhs.gov/E-Verify.

Results after TNC

You should check E-Verify periodically for one of the following responses:

Employment Authorized

Review and Update Employee Data

Case in Continuance

DHS Verification in Process

DHS No Show

Final Nonconfirmation



Check Status of a TNC

A screenshot of the E-Verify Employment Eligibility Verification interface. The page has a blue header with the E-Verify logo and the U.S. Department of Homeland Security logo. Below the header, there is a navigation menu on the left with links like Home, My Cases, My Profile, My Company, My Reports, My Web Services, and My Resources. The main content area is divided into three columns. The first column has a 'Welcome to E-Verify' message with a 'Verify Employee' button. The second column has 'E-Verify News' with several news items. The third column has a 'Case Alerts: You Must Take Action!' section with three alerts: 'Open Cases to be Closed' (5), 'Cases with New Updates' (3), and 'Work Authorization Docs Expiring'. A red arrow points to the 'Cases with New Updates' alert.

E-Verify
Employment Eligibility Verification

Welcome User ID Last Login 12:10 PM - 02/24/2014 Log Out

Click any ? for help

Home
My Cases
New Case
View Cases
Search Cases
My Profile
Edit Profile
Change Password
Change Security Questions
My Company
Edit Company Profile
Add New User
View Existing Users
Close Company Account
My Reports
View Reports
My Web Services
Manage Web Services
My Resources
View Essential Resources
Take Tutorial
View User Manual
Share Ideas
Contact Us

Welcome to E-Verify

Verify Employee ✓

Need Help?
Click any ? icon for more information or contact us at 888-464-4218 or E-Verify@dhs.gov.

E-Verify News View All >

E-Verify and Form I-9 Customer Support Enhancement 02/22/2014
Starting February 24, 2014 callers to the E-Verify Customer Suppo ... [read more >](#)

E-Verify is Available 10/17/2013
E-Verify has resumed operations following the federal government ... [read more >](#)

E-Verify Enhancements 09/08/2013
As of September 8, 2013, new enhancements are available to improv ... [read more >](#)

Employees from Honduras and Nicaragua with Expiring EADs May Still Be Authorized to Work 04/03/2013
USCIS has announced that employees from Honduras

Case Alerts: You Must Take Action!

Open Cases to be Closed 5

Cases with New Updates 3

Work Authorization Docs Expiring

Handling a TNC Employee Rights

- The employee has **eight federal government workdays** from the referral date to visit or call the appropriate agency to start to resolve the discrepancy.
- The employee **continues to work** during the TNC resolution process.
- Federal law prohibits employers from terminating employment of an employee because of an interim case result until the TNC becomes a Final Nonconfirmation.
- **Know Your Rights Quiz**



Section III: Additional Information

- Employer Responsibilities
- Features
- Enhancements
- Engagement
- Resources

Employer Responsibilities

Employers must **not**:

- Use E-Verify to pre-screen employment applicants
- Use E-Verify selectively; E-Verify must be used for all new hires
- Influence or coerce an employee's decision whether to contest a TNC
- Terminate or take adverse action against an employee who is contesting a TNC
- Ask for additional documentation after obtaining a TNC for an employee



✓ **Follow all the rules and guidelines outlined in the E-Verify Memorandum of Understanding**

Federal Contractors

The E-Verify logo, featuring a stylized American flag icon to the left of the text "E-Verify".

Federal Contractor?

Here's some important information for you!

As of September 8, 2009, federal contractors and subcontractors are required to use E-Verify for all new hires and existing employees working on federal contracts if their contract includes the Federal Acquisition Regulation (FAR) E-Verify clause. E-Verify is a fast, free and easy to use Internet-based system that allows employers to verify the eligibility of their employees to work in the United States.

What Contracts are Affected by the FAR E-Verify Clause?*

Prime Contracts	Subcontracts	Indefinite Delivery/Quantity Contracts
• Value above \$150,000 • Period of performance of 120 days or more, and • At least some of the contract work is performed in the United States	• Value of more than \$3,000 • Contract is for commercial or noncommercial services or construction, and • At least some of the contract work is performed in the United States	• Existing contract • Period of performance extends at least six months after 9/8/2009 • Substantial amount of work or number of orders expected during remaining performance period, and • Contract may be bilaterally modified to include the FAR E-Verify clause

* Commercially available off the shelf (COTS) items or services are not subject to the FAR E-Verify clause.

As of September 8, 2009, the Federal Acquisition Regulations (FAR) final rule requires federal contractors (and subcontractors) to use E-Verify to verify their employees' eligibility to work legally in the United States.

What is myE-Verify

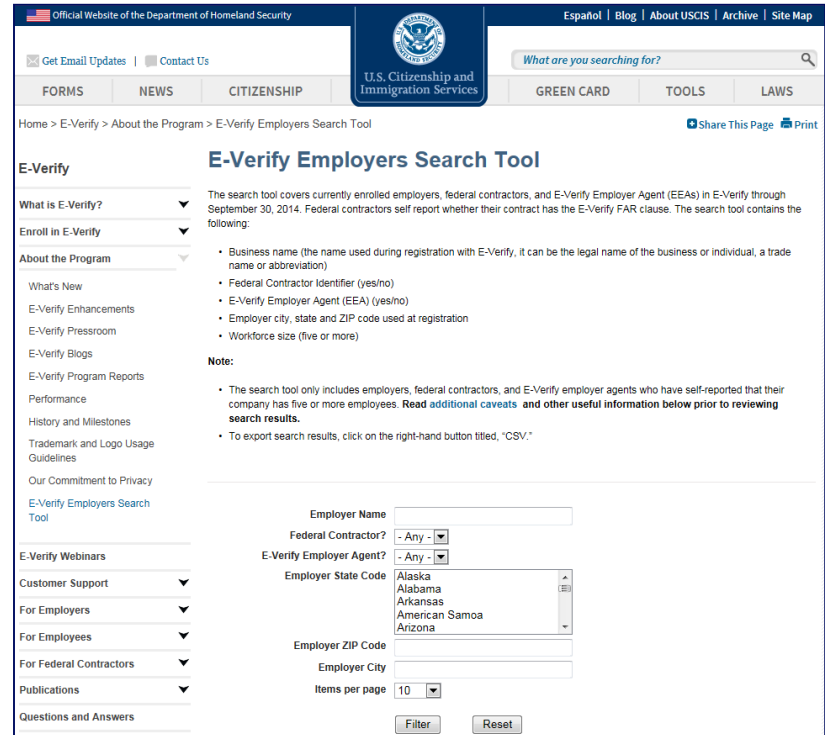
myE-Verify is a new, web-based free service for employees to participate in the E-Verify process.

- Confirm your work eligibility
- Create a myE-Verify account
- Protect your identity
- Learn about your rights



E-Verify Employers Search Tool*

- Launched December 18, 2012
- Searchable database
- Search and view
- Employers that actively use E-Verify system



The screenshot shows the official website of the Department of Homeland Security, specifically the U.S. Citizenship and Immigration Services (USCIS) E-Verify Employers Search Tool. The page has a blue header with the USCIS logo and navigation links. The main content area is titled "E-Verify Employers Search Tool" and includes a search bar, a list of search criteria, and a "Filter" button. The search criteria include: Business name, Federal Contractor Identifier (yes/no), E-Verify Employer Agent (EEA) (yes/no), Employer city, state and ZIP code used at registration, and Workforce size (five or more). The "Filter" button is located at the bottom right of the search criteria section.

* The [E-Verify Employers Search Tool](#) only includes employers, federal contractors, and employer agents who have self-reported that their company has five or more employees.

Recent Enhancements

- [Updated E-Verify MOUs](#)
- [Revised DHS TNC Further Action Notice](#)
 - [How to Correct Your Immigration Records after Resolving a Tentative Nonconfirmation in E-Verify Fact Sheet](#)
- [E-Verify Fraud Deterrence](#)
- Samples of the courtesy E-Verify emails employees may receive:
 - [TNC notification](#)
 - TNC case referred ([SSA Case Referral Email](#) or [DHS Case Referral Email](#))
 - TNC reminder ([SSA Email Reminder](#) or [DHS Email Reminder](#))
 - [Advise to update SSA records](#)
- [Monitoring and Compliance Webpage](#)
- [Employee Rights Toolkit](#)
- [Duplicate Case Alerts](#)
- [E-Verify Records Disposal](#)

Stay Up to Date

- Subscribe to [e-Newsletter E-Verify Connection](#)
- To get email updates, subscribe to:
 - www.uscis.gov/I-9Central
 - www.dhs.gov/E-Verify
 - www.uscis.gov/SelfCheck
- Submit an idea: [E-Verify Listens](#)
- [Follow E-Verify on Twitter:](#)  @Everify
- [Like USCIS on Facebook:](#) 
- [E-Verify blogs](#)
- *NEW [Form I-9 Widget](#)




A newsletter for all employers December 2014 Issue 22

Reminder: E-Verify Record Disposal Begins
On January 1, 2015, E-Verify will delete transaction records that are over ten years old. December 31, 2014 is the last day E-Verify employers can download case data created on or before December 31, 2004 in the new "Historic Records Report." See the [Fact Sheet](#) and [Instructions for Downloading](#).

E-Verify Participation Posters Now In More Languages
Besides displaying the English and Spanish E-Verify Participation posters, employers may also display any of 16 foreign language versions. Italian, Portuguese, Japanese, Carolinian, German, Chamorro, Marshallese, and Palauan were just added. Watermarked samples are on the [Foreign Language Resources](#) page. Posters without the watermark are in E-Verify.

New Webinar For Today's Leaders - E-Verify for Executives
E-Verify for Executives gives decision makers the big picture on what it takes to initiate E-Verify. The next live, 30-minute session is on January 13, 2015 at 4 PM ET.

Form I-9 Tip: New Q&As Added
Do you have questions about [Completing Form I-9](#), [Self-Audits or Updating and Reverification/Resizes](#)? New [Questions & Answers](#) have been added to [I-9 Central](#) on these and other topics.

Updated I-94 Example
Since May 1, 2014, visitors arriving in the U.S. via air or sea may retrieve Form I-94 information [online](#). Employees may show a printout of the automated Form I-94 as proof of employment eligibility. See a sample [on I-9 Central](#).

Update Makes E-Verify Employer Search Tool Better Than Ever
The E-Verify Employers Search Tool was enhanced to allow sorting by E-Verify Employer Agents. The latest version includes employers enrolled through September 30, 2014. Find it on [dhs.gov/E-Verify](#).

Have You Visited myE-Verify?
Visit [myE-Verify](#), a new website for workers and job seekers. Use [Self Check](#), to confirm your employment eligibility, and as the first step to creating a secure personal myE-Verify account. Discover [Self Lock](#) to protect your social security number in E-Verify. Browse [myResources](#) to learn your rights, employer responsibilities, and more.

Successful myE-Verify Listening Session
On December 16, 2014, E-Verify hosted a teleconference to gather your feedback about the content and functionality of the [myE-Verify website](#), [myE-Verify accounts](#), and how to educate the public about [its services](#). Thanks for joining to tell us what you think!

Using E-Verify Correctly?
E-Verify's [Monitoring and Compliance](#) web page gives guidance on using E-Verify correctly. You will also find the E-Verify [Monitoring and Compliance](#) brochure.

Display the Self Check Flyer
Do you work with job seekers? Add the [Self Check](#) flyer and link on your website. Find it and other English and Spanish resources in the [Self Check Toolkit](#). Remember - employers cannot require that job seekers or employees use Self Check.

AILA Meets with E-Verify
On November 6, 2014, the USCIS Verification Division responded to several questions during the American Immigration Lawyers Association Verification and Documentation Liaison Committee meeting. Review these [questions and responses](#).

Five New Countries Eligible to Participate in the H-2A and H-2B Visa Programs
The Czech Republic, Denmark, Madagascar, Portugal, and Sweden are now on the list of countries whose nationals can participate in the H-2A and H-2B nonimmigrant worker visa programs for the coming year. The notice listing the 68 eligible countries was published in the [Federal Register](#).

Subscribe to E-Verify Connection! Share feedback at www.E-VerifyListens.ideascale.com/
Call 888-897-7781 for the Employee Hotline or 888-454-4218 with Employer Queries.
Visit www.dhs.gov/E-Verify, www.uscis.gov/I-9-central, www.uscis.gov/myE-Verify.
Apply to use the E-Verify logo and check out our [webinar schedule](#) today!

  #Everify

M-5511, E-Verify Connection, A publication of U.S. Citizenship and Immigration Services (USCIS). E-Verify is a registered trademark of the U.S. Department of Homeland Security.

E-Verify Outreach

- Free Customized Webinars
- Content for your newsletters
- Authorization to use the E-Verify® Logo and Name and I E-Verify Seal
- Add E-Verify to your job announcements
 - Example: “Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.”





I-9 Central

I-9 Central: www.uscis.gov/I-9Central

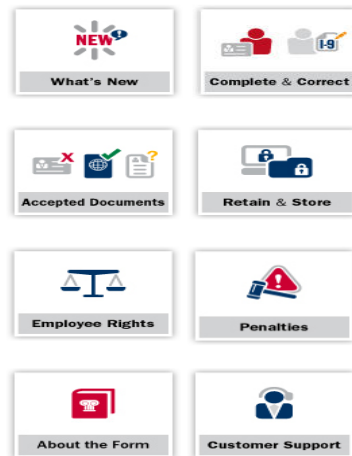
I-9 Central Spanish: www.uscis.gov/i-9Central/Espanol

I-9 Central

Federal law requires that every employer* and agricultural recruiter/referrer-for-a-fee hiring, or recruiting/referring for a fee, an individual for employment in the United States complete a Form I-9, Employment Eligibility Verification. Form I-9 will help you verify your employee's identity and employment authorization. You may click on the links to the left or on one of the icons below to find out more information about Form I-9.

**[NOTE: We will refer to both employers and agricultural recruiters and referrers for a fee collectively as "employers" for ease of reference throughout the I-9 Central.]*

On March 8, 2013, a new version of the [Form I-9](#) was released. Beginning May 7, 2013, employers must only use the new Form I-9.



This page can be found at: <http://www.uscis.gov/I-9Central>

Bienvenido a la Central I-9

Alerta: E-Verify está disponible. Para más información, haga [clic aquí](#).

La ley federal exige que cada empleador* ,reclutador o agente que refiere trabajadores agrícolas a cambio de honorarios y que contrate a un individuo para trabajar en los Estados Unidos, complete un Formulario "I-9, Verificación de Elegibilidad de Empleo". El Formulario I-9 le ayudará a verificar la identidad de su empleado y su autorización de empleo. Para obtener más información sobre el Formulario I-9, haga clic en los íconos que se encuentran a continuación.

**[NOTA: Para facilitar la referencia, en el Central I-9 nos referiremos de manera colectiva tanto a los empleadores como a los reclutadores y agentes que refieren trabajadores agrícolas a cambio de honorarios como "empleadores".]*

El 8 de marzo de 2013 se publicó una nueva versión del Formulario "I-9, Verificación de Elegibilidad de Empleo". Comenzando el 7 de mayo de 2013, los empleadores deberán utilizar sólo este nuevo Formulario I-9.



This page can be found at: <http://www.uscis.gov/i-9Central/Espanol>

Office of Special Counsel (OSC)



The anti-discrimination provisions of the INA are enforced by:

Department of Justice

Civil Rights Division

Office of Special Counsel for

Immigration Related Unfair Employment Practices

- Employees may contact the [Office of Special Counsel \(OSC\)](#) to obtain additional information regarding employment discrimination and employee rights and responsibilities*

1-800-255-7688 (TDD: 1-800-616-5525)

- Employers may also contact OSC*

1-800-255-8155 (TDD: 1-800-362-2735)

*callers may remain anonymous

See [OSC's "Employer Dos and Don'ts."](#)

Customer Service

E-Verify received the highest rating for customer service of all federal agencies.

(2013 American Customer Satisfaction Survey)

- **Employer Hotline: (888) 464-4218**
- **Employee Hotline: (888) 897-7781**
- **Form I-9 E-Mail: I-9Central@dhs.gov**
- **E-Verify E-Mail: E-Verify@dhs.gov**
- **Form I-9 Website: www.uscis.gov/I-9Central**
- **E-Verify Website: www.dhs.gov/E-Verify**

Disclaimer

Immigration law can be complex and it is not possible to describe every aspect of the process.

This presentation provides basic information to help you become generally familiar with rules and procedures.

For more information on the law and regulations please see our Web site: www.dhs.gov/E-Verify.

Feedback

COMMENTS ON OUR WEBINAR?

Send to:

Francine.L.Hill@uscis.dhs.gov

***Include date, time and topic of the webinar**

THANK YOU!

www.dhs.gov/E-Verify