



# E-Verify<sup>®</sup>

**Employment  
Eligibility Verification**



E-VERIFY IS A SERVICE OF DHS AND SAA



## What is E-Verify?

No cost Internet based system

Fast and easy to use

Electronically verifies the employment eligibility of

- Newly hired employees
- Existing employees assigned to work on a qualifying federal contract

Partnership between the **U.S. Department of Homeland Security** and the **Social Security Administration**





## Why use E-Verify?

- **Helps employers maintain a legal workforce**
- **Eliminates guesswork during the verification process**
- **Protects jobs for authorized workers**
- **Deters document and identity fraud**
- **Works seamlessly with Form I-9**



## Statistics

More than 284,000 employers are enrolled and use E-Verify at over 936,000 hiring sites

- More than **9.00 million** cases created in FY 2009
- More than **16.00 million** cases created in FY 2010
- More than **15.00 million** cases created to date in FY 2011
- 1,200 new enrollees per week

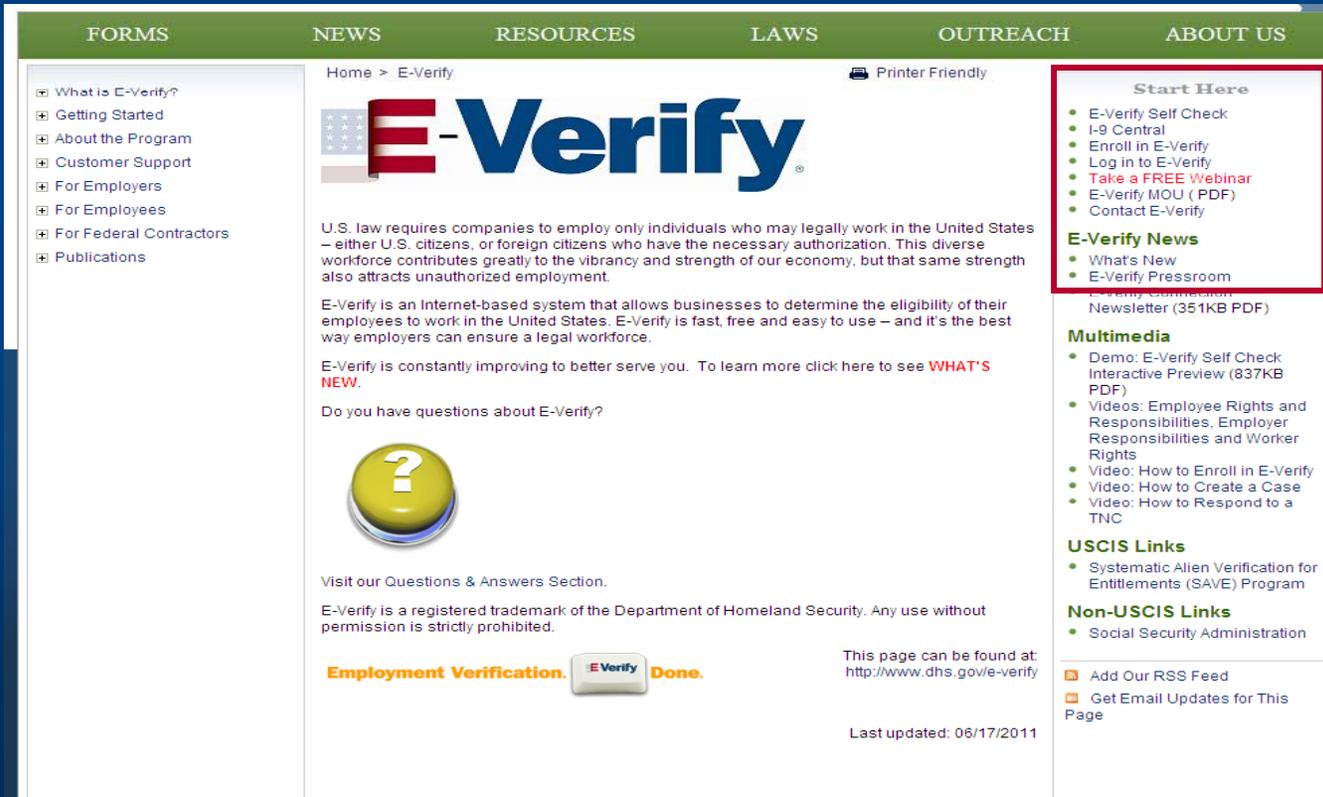


## Form I-9 and E-Verify

- Form I-9 and E-Verify work together
- Information from the Form I-9 is entered into E-Verify
- You must continue to update Form I-9 as required and reverify employment authorization even if you use E-Verify  
Make sure to use the most current version of the Form I-9 (Rev. 02/02/09 or 08/07/09 Exp. 08/31/2012)
- Form I-9 must include the employee's social security number before the case can be created in E-Verify
- If **employee** chooses to present a List B document, it must contain a photograph
- For more I-9 information, visit [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)

# How to enroll

Go to [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)  
Under **Start Here** click **Enroll in E-Verify**



The screenshot shows the E-Verify website homepage. At the top, there is a navigation bar with tabs for FORMS, NEWS, RESOURCES, LAWS, OUTREACH, and ABOUT US. Below this, a sidebar on the left contains a list of links: What is E-Verify?, Getting Started, About the Program, Customer Support, For Employers, For Employees, For Federal Contractors, and Publications. The main content area features the E-Verify logo, a brief description of the program, and a 'Start Here' section highlighted with a red box. This section includes links for E-Verify Self Check, I-9 Central, Enroll in E-Verify, Log in to E-Verify, Take a FREE Webinar, E-Verify MOU (PDF), and Contact E-Verify. Other sections include E-Verify News, Multimedia, USCIS Links, and Non-USCIS Links. At the bottom, there is a footer with the URL http://www.dhs.gov/e-verify and the date Last updated: 06/17/2011.



# How to enroll

## Enrollment Checklist

### E-Verify Enrollment: Checklist

Deciding to enroll in E-Verify is the first step toward supporting a legal workforce. E-Verify will guide you through the enrollment process by asking several questions. Use the checklist below to ensure you have all of the information you will need to complete the enrollment process. You must complete the enrollment process in a single website session, so be sure you have time to complete the process since you will not be able to save your progress and return at a later time to complete.

For more information, visit the [Getting Started](#) section of the E-Verify website or consult our [Quick Reference Guide for E-Verify Enrollment](#) to learn how to enroll and start using E-Verify.

Need help? Click on any question mark icon  to get more information.

#### 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:

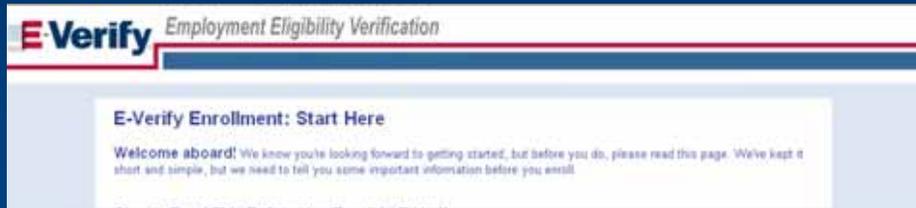
- Contact information for your company's E-Verify memorandum of understanding (MOU) signatory (name, phone number, fax number and e-mail address)
- Company name
- 'Doing business as' name (optional) 
- Data Universal Numbering System (DUNS) number (optional) 
- The physical address of the location from which your company will access E-Verify (including county)
- Company mailing address (if different from the 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)
- Parent organization (optional) 
- Administrator name (E-Verify corporate account) (optional) 
- The first three digits of your company's primary North American Industry Classification System (NAICS) code (if you don't know it, we'll help you find it when you enroll)
- The number of hiring sites that will participate in E-Verify in each state

#### For all registering users, you must provide:

- Name
- Phone Number
- Fax Number (optional)
- E-mail Address

[Begin E-Verify Enrollment](#)

## How to enroll

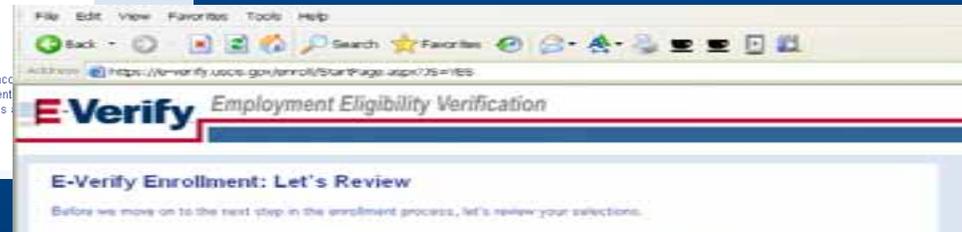


**E-Verify will ask questions about how you plan to use the system.**

you'll want to check with others within your company to be sure your company isn't already enrolled in the program.

### Step 2: Choose Your E-Verify Access Method

We offer several ways to access E-Verify and your answers to the questions below will help us determine the right access method for your company. Read carefully because errors here can delay us from approving your company's enrollment. Each access method includes an explanation and a question for you to answer. You must answer all four questions. click on the "Begin E-Verify Enrollment" button at the bottom of this page to begin the enrollment process.



**Based on your answers, E-Verify will recommend an access method.**

Based on your answers to the above questions, you've told us:

- Your company plans to verify the employment eligibility of its employees; and
- Your company plans to use the E-Verify Web site to do the verifications.

We call this type of access the **Employer Access Method**

If this sounds like what you need – great! Just click on the "Next" button to continue. If you'd like to go back and change your selections, click on the "Back" button to return to the previous page.

## How to enroll

### Access methods

#### Employer

##### Most common

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

#### E-Verify Employer Agent

##### Least common

Select this access method if your company creates cases for client companies.

#### Corporate Administrator

Allows you to create, manage and administer new and existing E-Verify accounts as well as create and view reports

Does **NOT** allow you to create cases.

## How to enroll

- Electronically sign a **Memorandum of Understanding (MOU)** with DHS and SSA
- User Name, Password and E-Verify Web Address will be **e-mailed** to you within 48 hours
- Download and read the *E-Verify User Manual*
- Complete an **online tutorial** before creating cases

## 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 to create an E-Verify case

OMB No. 1615-0047, Expires 08/31/12  
**Form I-9, Employment Eligibility Verification**  
 Department of Homeland Security  
 U.S. Citizenship and Immigration Services

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 document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Verification (To be completed and signed by employee or their employment agent.)**

First Name Last First Middle Initial Maiden Name  
 Address (Street Name and Number) Apt. # Date of Birth (month/day/year)  
 City State Zip Code Social Security #

I am aware that Federal law prohibits the improvement analysis fees for false statements or use of false documents in connection with the completion of this form.

I am, on the basis of my entry, and on the basis of the following:  
 A citizen of the United States  
 A lawful permanent resident of the United States (see instructions)  
 An alien authorized to work (Alien # or Admission #) and expiration date (if applicable - month/day/year)  
 Employer's Signature Date (month/day/year)

**Employer and Employer Certification (To be completed and signed by employer or person other than the employee I hired, 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.)**

Employer's Signature Title Name  
 Address (Street Name and Number, City, State, Zip Code) Date (month/day/year)

**Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)**

Document Title	List A	OR	List B	AND	List C
Document #					
Expiration Date (if any)					
Expiration Date (if any)					

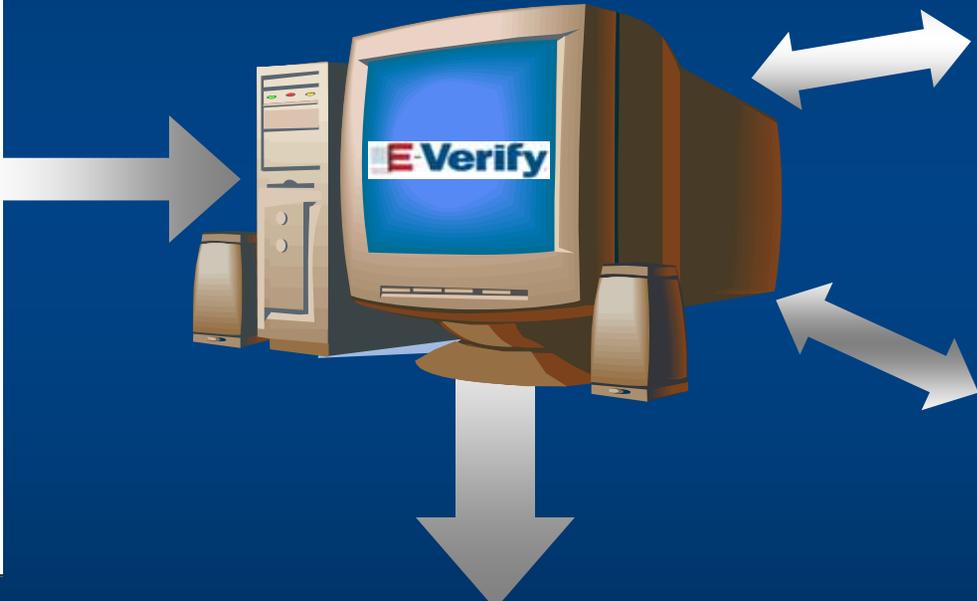
**CERTIFICATION:** I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agent's name and date for employee began employment.)

Signature of Employer or Authorized Representative Title Date (month/day/year)  
 Employer or Organization Name and Address (Street Name and Number, City, State, Zip Code) Date (month/day/year)

**Section 3. Updating and Reverification (To be completed and signed by employer.)**

A. New Hire (if applicable) B. Date of Birth (month/day/year) (if applicable)  
 C. If employer performs general work authorization law required, provide the information below for the document that establishes current employment authorization.  
 Document Title Document # Expiration Date (if any)  
 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 employer presents document(s), the document(s) have remained proper to be given and to return to the individual.  
 Signature of Employer or Authorized Representative Date (month/day/year)

Form I-9 (Rev. 08/07/09) V Page 4



Form I-9



## An E-Verify case

Initial verification results will be:

**Employment  
Authorized**

The employee is  
authorized to work.

**SSA Tentative  
Nonconfirmation**

There is an  
information  
mismatch.

**DHS Verification  
in Process**

DHS will usually  
respond within 24 hours  
with either:

**Employment  
Authorized**

or

**DHS Tentative  
Nonconfirmation.**

- Home
- My Cases**
- New Case
- View Cases
- My Profile**
- Edit Profile
- Change Password
- Change Security Questions
- My Company**
- Add New User
- View Existing Users
- Edit Company Profile
- Close Company Account
- My Reports**
- View Reports
- My Resources**
- View Essential Resources
- Take Tutorial
- View User Manual
- Contact Us

### Verify Employee

Employee Name: Smith, Bill    Case Verification Number: 2010074153900AD

[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 --
Maiden Name --	Date of Birth January 03, 2001	Social Security Number *** ** 0007
Citizenship Status A noncitizen national of the United States	Document Type Unexpired U.S. Passport or U.S. Passport Card	Document Number 999999999
Document Expiration Date --	Hire Date March 12, 2010	Employer Case ID --
Submitted By JG006407	Submitted On March 15, 2010	

**Close Case**

- Home
- My Cases**
- New Case
- View Cases
- My Profile**
- Edit Profile
- Change Password
- Change Security Questions
- My Company**
- Add New User
- View Existing Users
- Edit Company Profile
- Close Company Account
- My Reports**
- View Reports
- My Resources**
- View Essential Resources
- Take Tutorial
- View User Manual
- Contact Us

### Verify Employee

Employee Name: Washington, George    Case Verification Number: 2010074145363ZC    [View/Print Case Details](#)

Enter Form I-9 Information

Verification Results

Close Case

### Employment Eligibility:

⚠ SSA Tentative Nonconfirmation (TNC) ?

The Social Security number entered in E-Verify is not valid according to SSA records.

This does NOT mean that the employee is not authorized to work in the United States; however, additional action is required.

▶ To begin TNC process click, **Continue**

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

To return to this case at a later time, click **Save Case and Exit** ?

Close Case

Save Case and Exit

**Continue**

## Handling a TNC

- **Inform** the employee of the TNC
- **Print** the TNC Notice and **review** it with the employee

**CONTEST**

**Refer** employee to appropriate agency

**NOT  
CONTEST**

You may terminate the employee and close the case in E-Verify

## Handling a TNC

- The employee has **eight federal government workdays** from the referral date to visit or call the appropriate agency to begin resolution process
- The **employee continues to work** during the TNC resolution process
- During the TNC process, **DO NOT** take any adverse action against the employee



## Handling a 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**

## Photo Matching

Allows you to match the photo on an employee's

- Form I-766 (Employment Authorization Document)
- Form I-551 (Permanent Resident Card or “green card”) to the photo that USCIS has on file for that employee
- U.S. Passport or passport card

Helps detect instances of document fraud



[Home](#)

**My Cases**

[New Case](#)

[View Cases](#)

**My Profile**

[Edit Profile](#)

[Change Password](#)

[Change Security Questions](#)

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[Close Company Account](#)

**My Reports**

[View Reports](#)

**My Resources**

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[Take Tutorial](#)

[View User Manual](#)

[Contact Us](#)

### Verify Employee

Employee Name  
Lin, Su

Case Verification Number  
2010074160135AM

[View/Print Case Details](#)

Enter Form I-9 Information

Verification Results

Close Case

#### Photo Matching

Does the photograph below match the photograph on the Permanent Resident Card or Alien Registration Receipt Card (Form I-551) provided by the employee? [?](#)

NOTE: A watermark has been added to prevent unauthorized use of the photograph below.



[Click to Enlarge](#)

Yes

No

Continue



## Employer responsibilities

- Unless you are a *federal contractor whose contract contains the FAR E-Verify Clause* you can only use E-Verify to verify new hires
- Once you begin using E-Verify, you must verify new employees **no later than the third business day** after the employee begins working for pay
- You must apply E-Verify procedures to **ALL new hires**, regardless of citizenship status

## Posters

### This Employer 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.

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

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

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

**Employment Verification,  Done.**

For more information on E-Verify, please contact DHS at:  
**1-888-464-4218**



E-VERIFY IS A SERVICE OF DHS AND SSA

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



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

**You should know that –**  
No employer can deny you a job or fire you because of your national origin or citizenship status.

**In most cases employers cannot require you to be a U.S. citizen or permanent resident or refuse any legally acceptable documents.**

**If any of these things have happened to you, you may have a valid charge of discrimination that can be filed with the OSC. Contact the OSC for assistance in your own language.**

Call 1-800-255-7688 TDD for the hearing impaired's 1-800-237-2515.

In the Washington, D.C., area, please call 202-616-5594, TDD 202-616-5525

Or write to:  
U.S. Department of Justice  
Office of Special Counsel - WIA  
950 Pennsylvania Ave, N.W.  
Washington, DC 20530

U.S. Department of Justice  
Civil Rights Division  
Office of Special Counsel for  
Immigration-Related Unfair  
Employment Practices





## Federal Contractors

- The Federal Acquisition Regulations (FAR) have been amended by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council to reflect the FAR final rule which was published on November 14, 2008.
- As of **September 8, 2009**, the FAR final rule requires federal contractors (and subcontractors) to use E-Verify to verify their employees' eligibility to work legally in the United States.
- We now have a FAR fact sheet you can post on your website:  
[http://www.uscis.gov/USCIS/Verification/E-Verify/E-Verify\\_Native\\_Documents/m1010federalcontractorflyer.pdf](http://www.uscis.gov/USCIS/Verification/E-Verify/E-Verify_Native_Documents/m1010federalcontractorflyer.pdf)



# *E-Verify's Latest Enhancements*

*--As of June 12, 2011*

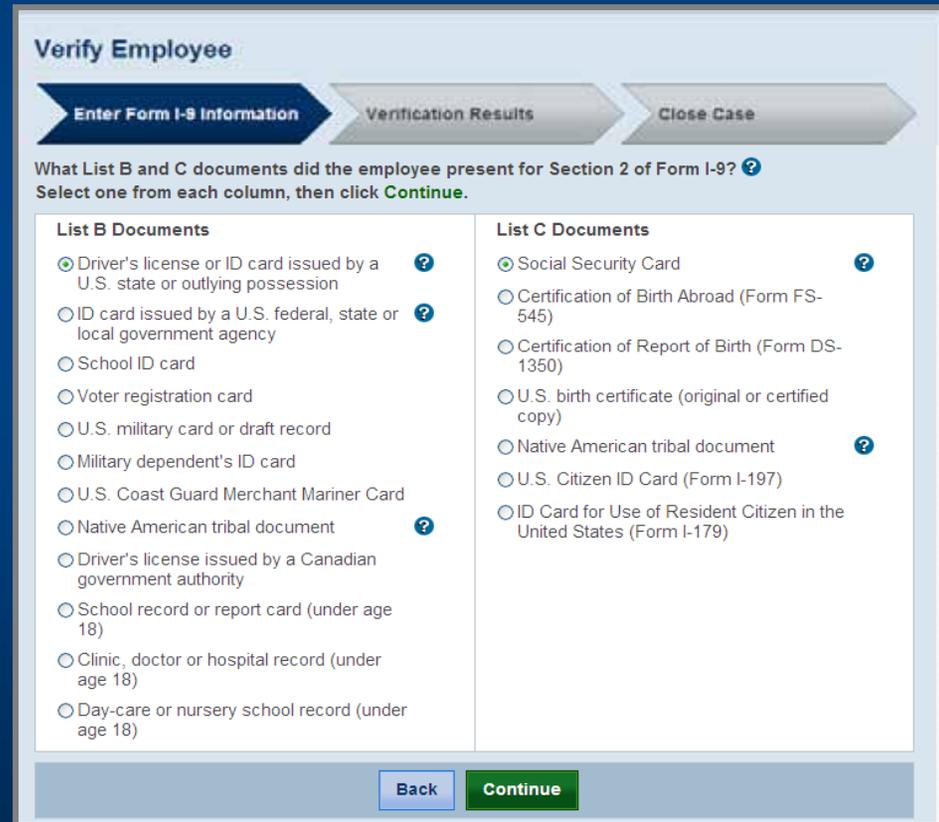
## E-Verify Enhancements – June 12, 2011

### Records and Information from DMVs for E-Verify, aka RIDE

- Driver's License Verification Enhancement:
  - Capability to verify driver's license data.
  - Mississippi is the launch partner for this project

## E-Verify Responds to Customer Feedback E-Verify Enhancements

- Create a Case Screen Enhancement
  - Based on customer feedback, List B & C documents are displayed similar to Form I-9.
  - List B Documents must contain a photo.



**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
<input checked="" type="radio"/> Driver's license or ID card issued by a U.S. state or outlying possession 	<input checked="" type="radio"/> Social Security Card 
<input type="radio"/> ID card issued by a U.S. federal, state or local government agency 	<input type="radio"/> Certification of Birth Abroad (Form FS-545)
<input type="radio"/> School ID card	<input type="radio"/> Certification of Report of Birth (Form DS-1350)
<input type="radio"/> Voter registration card	<input type="radio"/> U.S. birth certificate (original or certified copy)
<input type="radio"/> U.S. military card or draft record	<input type="radio"/> Native American tribal document 
<input type="radio"/> Military dependent's ID card	<input type="radio"/> U.S. Citizen ID Card (Form I-197)
<input type="radio"/> U.S. Coast Guard Merchant Mariner Card	<input type="radio"/> ID Card for Use of Resident Citizen in the United States (Form I-179)
<input type="radio"/> Native American tribal document 	
<input type="radio"/> Driver's license issued by a Canadian government authority	
<input type="radio"/> School record or report card (under age 18)	
<input type="radio"/> Clinic, doctor or hospital record (under age 18)	
<input type="radio"/> Day-care or nursery school record (under age 18)	

**Back** **Continue**

# E-Verify Responds to Customer Feedback

## E-Verify Enhancements – Create a Case (continued)

### Verify Employee

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

Select the document name and state, then click **Continue**. \* - required

\* Document Name ?  
 Driver's license  
 ID card

\* Document State ?  
Mississippi

### Verify Employee

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

Enter the employee's Form I-9 information, then click **Continue**. \* - required Click any ? for help

* Last Name ? <input type="text"/>	* First Name <input type="text"/>	Middle Initial <input type="text"/>
Maiden Name <input type="text"/>	* Date of Birth Month Day Year	* Social Security Number - -
Citizenship Status A citizen of the United States	Document Name Driver's license	Document State Mississippi
Document Type Driver's license or ID card issued by a U.S. state or outlying possession	* Document Expiration Date ? Month Day Year <input type="checkbox"/> This document has no expiration date	
* Document Number ? <input type="text"/>	* Hire Date ? Month Day Year	Employer Case ID ? <input type="text"/>

*Note: Document number field will only appear if you enter that the employee provided a Mississippi Driver's license*



## E-Verify Enhancements - Hire Date Validation

- E-Verify will permit you to select a future hire date
- The hire date is the date the employee began (or will begin) work for pay
- Employers must now use the Section 2 'Certification' date from the employee's Form I-9 as the hire date in E-Verify
- Employers may select a hire date that is up to 365 calendar days in the future



# *What's Hot for E-Verify Users!*

## What's Hot in E-Verify

- Self Check - Launched March 21
  - Free online service that allows U.S. workers to check their own employment eligibility status
  - On August 15, expanded to 16 more states and made available in Spanish

Currently available to residents of AZ, CA, CO, ID, LA, ME, MD, MA, MN, MS, MO, NE, NV, NJ, NY, OH, SC, TX, UT, VA, WA and DC

- For more information on Self Check, visit [www.uscis.gov/everifyselfcheck](http://www.uscis.gov/everifyselfcheck)



- I-9 Central - Launched May 13
  - One-stop shop for Form I-9 information
  - Provides more accessible and user-friendly information
  - For more information, visit [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)



## What's Hot in E-Verify

- E-Verify Web Content in Spanish
  - Please visit [www.dhs.gov/E-Verify-espanol](http://www.dhs.gov/E-Verify-espanol) to view important information for both employees and employers now available in Spanish



## What's Hot in E-Verify

- Request use of E-Verify Name and Logo
- Request I E-Verify Seal
  - Download the Licensing Agreement to get started, for more information visit [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) under “About the Program”



## Educational Videos

- How to Enroll in E-Verify
- How to Create a Case
- How to Respond to a TNC
- Civil Rights (request copies by emailing [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov)):
  - Employee Rights and Responsibilities
  - Employer Responsibilities and Worker Rights

View the videos at:

- [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)
- [www.youtube.com/ushomelandsecurity](http://www.youtube.com/ushomelandsecurity)

## Employee Rights

- The employee has the right to contest a tentative nonconfirmation (TNC) from SSA or DHS.
- The **employee continues to work** during the TNC resolution process.
- Employees who believe they have been subjected to discrimination should call:

Department of Justice

Civil Rights Division

Office of Special Counsel for

Immigration Related Unfair Employment Practices

**1-800-255-7688 (TDD: 1-800-237-2515)**



## Stay Up to Date

- Get email updates for
  - I-9 Central - [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)
  - E-Verify - [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)
  - Self Check - [www.uscis.gov/everifyselfcheck](http://www.uscis.gov/everifyselfcheck)
- Subscribe to E-Newsletter *E-Verify Connection*
  - Send a message with SUBSCRIBE in the subject line to [E-VerifyOutreach@dhs.gov](mailto:E-VerifyOutreach@dhs.gov)



## Contact Information

Employer Hotline: **(888) 464-4218**

Employee Hotline: **(888) 897-7781**

E-Verify E-Mail: **[E-Verify@dhs.gov](mailto:E-Verify@dhs.gov)**

E-Verify Employer Agent E-Mail: **[E-VerifyEmployerAgent@dhs.gov](mailto:E-VerifyEmployerAgent@dhs.gov)**

E-Verify Website: **[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)**

Form I-9 Website: **[www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)**

Form I-9 Email: **[I-9Central@dhs.gov](mailto:I-9Central@dhs.gov)**

Follow us on twitter: **<http://twitter.com/uscis>**

## 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 website:  
[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).



# Thank You