

# **E-VERIFY MONITORING AND COMPLIANCE**

- Improve Program Integrity**
- Promote Compliance**
- Detect Fraud**





## **Monitoring and Compliance:**

- Gives guidance on the proper use of E-Verify
- Identifies and deters possible discriminatory practices
- Sends timely emails to employers about case processing errors
- Detects employer misuse
- Conducts desk reviews and site visits to assist employers with E-Verify program compliance

**Desk reviews** take place via email and phone. **Site visits** take place in person. Both are opportunities for E-Verify staff and E-Verify users to discuss observations and recommendations.

**E-VERIFY WORKS**

## WHEN CREATING E-VERIFY CASES,

### DO:

- Create a case by the third day after the employee started work for pay
- Review acceptable documents
- Review a document with a photo
- Print the Further Action Notice and discuss privately with the employee
- Close cases properly


### DO NOT:

- Create duplicate cases for the same employee
- Verify employees hired before November 7, 1986
- Create cases for employees hired before the employer enrolled in E-Verify\*
- Request specific documents from employees
- Immediately terminate employees who receive a tentative nonconfirmation

*The **E-Verify Self-Assessment Guides** help employers evaluate their E-Verify practices, stay in compliance and are useful training tools. Download it on [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).*

\*Certain Federal Contractors may use E-Verify for employees hired before their enrollment in E-Verify.

**S FOR EVERYONE**



*E-Verify Monitoring and Compliance observes system use in order to help users comply with the E-Verify Memorandum of Understanding, E-Verify Manuals, Form I-9 instructions, and applicable laws. E-Verify does not fine employers but may refer cases of suspected misuse, abuse, and/or fraud to appropriate agencies.*

## **More Questions?**

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

Call E-Verify Customer Support **888.464.4218**.  
We are available Monday through Friday,  
8 a.m. to 5 p.m. local time, except on federal  
holidays.

Write to [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov)



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