Instructions to Download Historic Records Reports in E-Verify

Prepared for

U.S. Citizenship and Immigration Services

Verification Division
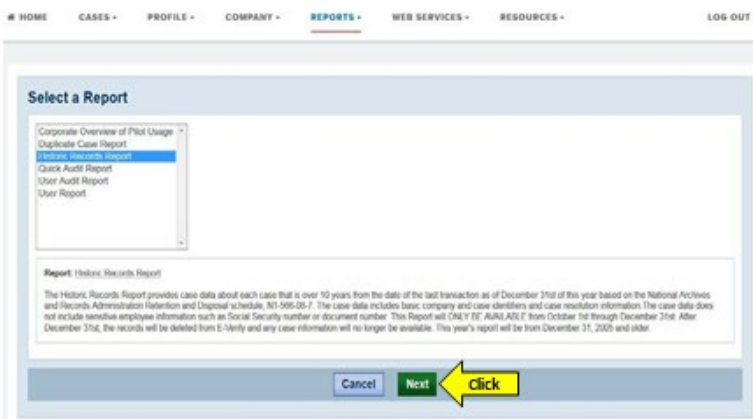
Instructions for Downloading & Exporting in E-Verify

1. Click "Reports" along the navigation bar at the top of the page then select "View Reports" from the drop-down menu.

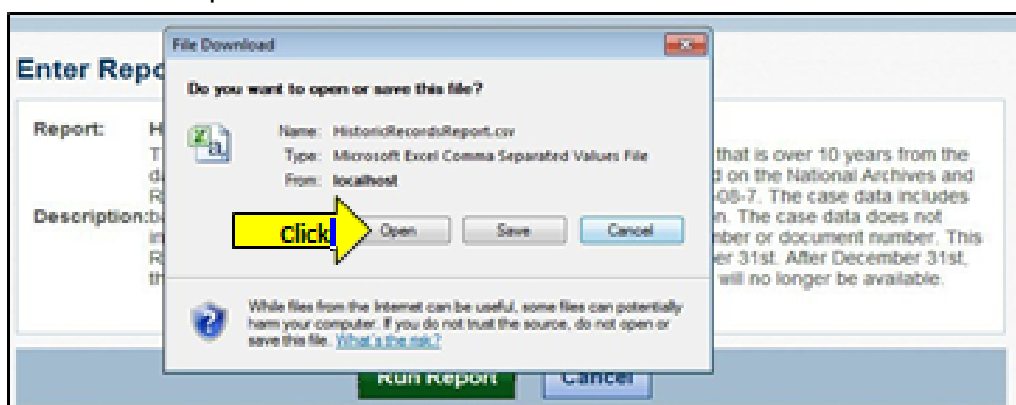2. The "Select a Report" menu appears. Select "Historic Records Report."

3. Additional information describing the E-Verify Historic Records Report displays. Click "Next."

4. The "Enter Report Parameters" page displays. There are no parameters available for this report. Click "Run Report."

Enter Report Parameters

Report
Historic Records Report

Description
The Historic Records Report provides case data about each case that is over 10 years from the date of the last transaction as of December 31st of this year based on the National Archives and Records Administration Retention and Disposal schedule, N1-566-08-7. The case data includes basic company and case identifiers and case resolution information. The case data does not include sensitive employee information such as Social Security number or document number. This Report will ONLY BE AVAILABLE from November 1, 2016 through February 28th, 2017. After December 31st, the records will be deleted from E-Verify and any case information will no longer be available. This year's report will be from December 31, 2006 and older.

Cancel   **Run Report**   Click

5. If you have Microsoft Excel, you should see a "File Download" window appear on your screen. Click "Open."

File Download

Do you want to open or save this file?

Name: HistoricRecordsReport.csv
Type: Microsoft Excel Comma Separated Values File
From: localhost

Click   Open   Save   Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

NOTE: If you don't have Excel, you'll need another to select file application to display the CSV file data (for example, Notepad or Word).

6. Only cases associated with the Employer or E-Verify Employer Agent ID of the user account display.

The below screen shots are split into two parts because of the number of columns in the report

COMPANY_ID_NUMBER	COMPANY_NAME	PARENT_COMPANY_ID	CITY	STATE	CLIENT_COMPANY_ID_NUMBER	CLIENT_COMPANY_NAME	CLIENT_CITY	CLIENT_STATE	INITIATED_BY	INITIATED_DATE	CASE_VERIFICATION_NUMBER
1234	ABC Company		Some City	50 States					ABCD1234	1/1/2004 0:00	1234567893011AB
1235	ABC Company		Some City	51 States					ABCD1235	1/2/2004 0:00	1234567893011AB
1236	ABC Company		Some City	52 States					ABCD1236	1/3/2004 0:00	1234567893011AB
1237	ABC Company		Some City	53 States					ABCD1237	1/4/2004 0:00	1234567893011AB
1238	ABC Company		Some City	54 States					ABCD1238	1/5/2004 0:00	1234567893011AB
1239	ABC Company		Some City	55 States					ABCD1239	1/6/2004 0:00	1234567893011AB
1240	ABC Company		Some City	56 States					ABCD1240	1/7/2004 0:00	1234567893011AB
1241	ABC Company		Some City	57 States					ABCD1241	1/8/2004 0:00	1234567893011AB
1242	ABC Company		Some City	58 States					ABCD1242	1/9/2004 0:00	1234567893011AB

NOTE: For E-Verify Employer Agents who also participate in E-Verify as an employer, a single report containing cases for their clients and employees will be generated, if associated with the E-Verify Employer Agent ID.