



Fact Sheet

How to Correct Your Immigration Records after Resolving a Tentative Nonconfirmation in E-Verify

E-Verify is an internet-based system that employers use to confirm the employment eligibility of newly hired employees. It compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records. If the information matches, the employee is eligible to work in the United States. If there's a mismatch, E-Verify will alert the employer and the employee will be allowed to work while he or she resolves the problem.

You received a DHS Tentative Nonconfirmation (TNC) from E-Verify because your immigration records, which are contained in DHS databases, may be inaccurate. Correcting inaccuracies in your immigration records can prevent future DHS TNCs. Once you have successfully resolved the DHS TNC you received, you may choose to take further action to correct your immigration records.

To correct your immigration records, use one of the following methods:

- 1. Contact U.S. Citizenship and Immigration Services (USCIS) to correct your Form I-551, Lawful Permanent Resident Card or Form I-766, Employment authorization Document.**

You may schedule an appointment for an in-person interview at a local USCIS office at the InfoPass Web site, <http://infopass.uscis.gov>, or call the National Customer Service Center, 1-800-375-5283.

Please note that scheduling an appointment is the fastest way to correct your USCIS records. Remember to bring documentation supporting your immigration status.

2. Submit a Privacy Act amendment request in writing.

If you know the information that needs to be corrected in your record, you may submit a request to correct your USCIS records to the Freedom of Information Act/Privacy Act (FOIA/PA) Office at the following address:

Privacy Act Amendment
U.S. Citizenship and Immigration Services
National Records Center
FOIA/PA Office
P.O. Box 648010
Lee's Summit, MO 64064-8010

We recommend that you include the following information in your submission, if available:

<ul style="list-style-type: none">The reason you are submitting your request. For example, "I am submitting this Privacy Act request to correct my records because I received an E-Verify TNC."	<ul style="list-style-type: none">Copies of your immigration or citizenship document
<ul style="list-style-type: none">Information that is inaccurate	<ul style="list-style-type: none">Reason it is inaccurate
<ul style="list-style-type: none">Proposed change(s) to the record	<ul style="list-style-type: none">A-File number and/or the full name
<ul style="list-style-type: none">Date and place of birth	<ul style="list-style-type: none">Notarized signature of the applicant
<ul style="list-style-type: none">A return address	<ul style="list-style-type: none">Other information that may assist in locating the record

If you do not know the information you need to correct, you may submit a written request to obtain your records by submitting Form G-639, FOIA/PA Request. This form is available at your nearest USCIS office or can be obtained online at <http://www.uscis.gov/files/form/g-639.pdf>. You should use the address specified above, but mark the envelope "Privacy Act Request" rather than "Privacy Act Amendment."

3. Contact USCIS or Customs and Border Protection (CBP) to correct your Form I-94, Arrival-Departure Record.

If there is an error in your USCIS-issued Form I-94, contact USCIS at the number above to correct the record.

If the error in your Form I-94 occurred when you entered the United States, you must visit a local CBP Deferred Inspection Site, a Port of Entry, or a Port of Admission to have it corrected. For a list of Deferred Inspection Sites or Ports, please visit the CBP website (www.cbp.gov) and click on the "Ports" link at the bottom of the page.

4. Visit the USCIS Web site at www.uscis.gov for information on how to renew or replace your immigration document.

5. Contact the Student and Exchange Visitor Program (SEVP).

If you are a student or exchange visitor, go to the Immigration and Customs Enforcement (ICE) Student and Exchange Visitor Program (SEVP) Web site, www.ice.gov/SEVIS. [The website](#) contains information on how to update records for students and exchange visitors.