Instructions to Download Historic Records Reports in E-Verify

Prepared for



U.S. Citizenship and Immigration Services

Verification Division

Page 1

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."

Select	t a Report	11.000			
Chapter Chapter Historie Charth	de Case Report Necosts Report Lott Decort	()	Select		
Unior A Unior R	udit Report sport				

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



USCIS Verification Information System (VIS)

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



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

	File Download	
Enter Repo	Do you want to open or save this life?	
Report: H T du R Description:b III R	Name: HistoricRecordsReport.cvv Type: Microsoft Excel Comma Separated Values File From: localheat Click Open Save Cancel	that is over 10 years from the d on the National Archives and 08-7. The case data includes in The case data does not ober or document number. This er 31st. After December 31st.
	While files from the internet can be useful, some files can potentially herm your computer. If you do not trust the source, do not open or save this file. <u>What's the source</u>	will no longer be available.

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

6	G. 4 . P I	1174				Statute Strends Report	NUMPLANCE N	arrande bis at				
120	Pasta and	a Page Lanta	Parmine	tata insi	in the	Ownersport Automa	at turn					X
142.	A Col Gallers Florend Banks	+/+-	- A		-	Straphet 6		1.0 100		No.		27 B
-	A28	+ (·) #										
17	A	8	c	D	8		0	. 10	1.1.1		κ.	
1	COMPANY_	COMPANY_	PARENT_ COMPAN	any	STATE	CUENT_COMPA	CUENT_C OMPANY		CUENT_		INITIATED_DATE	CASE_VERIFICATION
2	3234	ABC Company	v	Some City	50 State	15	-	-		ABCD1234	1/1/2004 0:00	12345678990011A8
3	1235	ABC Company	¥	Some City	51 5540	15				A8CD1235	1/2/2004 0:00	123456789201148
4	1236	ABC Company	¥ .	Some City	52 State	19				ABCD1236	1/3/2004 0:00	1234567893011A8
5	1237	ABC Company	¥	Some City	53 State	rs.				A8CD1237	1/4/2004 0.00	1234562899001A8
.6	1238	ABC Company	¥	Some City	54 State	15				ABCD1238	1/5/2004 0:00	1234567890001A8
7	1239	ABC Company	¥	Some City	55 State	16				ABCD1239	1/6/2004 0:00	1234567892011A8
.8	1240	ABC Company	¥	Some City	56 State	8				ABCD1240	1/7/2004 0:00	1234567891011A8
9	3243	ABC Company	¥ .	Some City	57 5680	н				ABCD1241	1/8/2004 0:00	12345678990011A8
10	1242	ABC Company	¥.	Scene City	58 State	6				A8CD1242	1/9/2004 0:00	12345628990011A8

-	100.00	D 41	10.000	ALC A			10 AL 4					
2.	1	-	Date 1	and former but	Anna Ine India	a state to						
1	A 04	-	-	100 - 16 al 8 - 11 - 16 - Al			· u a marrie	-			2	A COLA
	ADE		(c									
	- M -	N	0	P	Q		5	T	U	. V	·W	х.
1	LAST_		008	HIRE DATE	INITIAL RESOLUTION		DHS_3RD_STEP_		CASE_CLOSUME		USER_ LAST_ NAME	USER_ FIRST_ NAME
2	DOE	20115		1/1/2004 0:00	Employment Authorized			Employn	1/1/2004 0:00	Resolved A	DOE	JANE
3	DOE	20HN		1/2/2004 0:00	Employment Authorized			Employn	1/2/2004 0:00	Resolved A	DOE	JANE
4	DOE	JOHN.		1/3/2004 0100	Employment Authorized			Employn	1/3/2004 0:00	Resolved A	DOC	JANE
5	DOE	JOHN.		1/4/2004 0:00	Employment Authorized			Employn	1/4/2004 0:00	Resolved A	DOC	IANE
6	DOE	JOHN.		1/5/2004 0:00	Employment Authorized			Employn	1/5/2004 0:00	Resolved A	DOE	JANE
2	DOE	JOHN		1/6/2004 0:00	Employment Authorized			Employn	1/6/2004 0:00	Resolved A	DOE	JANE
	DOE	JOHN.		1/7/2004 0:00	Employment Authorized			Employn	1/7/2004 0:00	Resolved A	DOE	IANE
9	DOE	JOHN.		1/8/2004 0:00	Employment Authorized			Employn	1/8/2004 0:00	Resolved A	DOE	IANE
30	DOE	JOHN.	1	1/9/2004 0:00	Employment Authorized			Employe	1/8/3004 0:00	Resolved A	DOE	JANE.

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.