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# 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

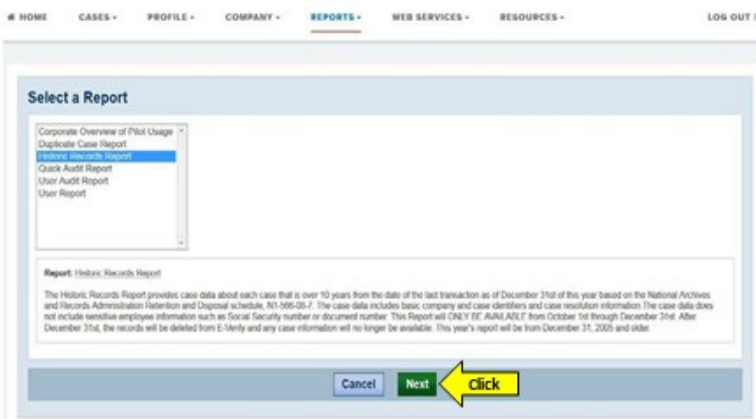
1. Click “Reports” along the navigation bar at the top of the page then select “View Reports” from the drop-down menu.



2. The “Select a Report” menu appears. Select “Historic Records Report.”



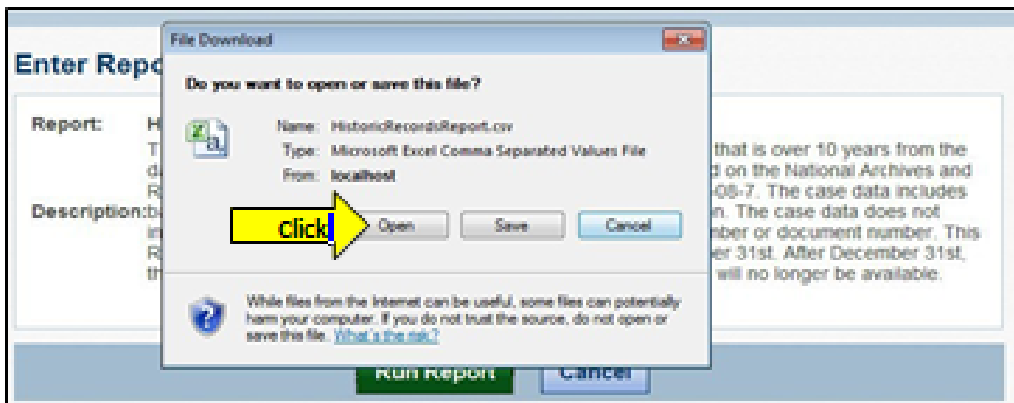
3. Additional information describing the E-Verify Historic Records Report displays. Click “Next.”



- The “Enter Report Parameters” page displays. There are no parameters available for this report. Click “Run Report.”



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



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).

- 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	COMPANY_NAME	PARENT_COMPANY_ID	CITY	STATE	CLIENT_COMPANY_ID	CLIENT_NAME	CLIENT_CITY	CLIENT_STATE	CLIENT_INITIATED_BY	INITIATED_DATE	CASE_VERIFICATION_NUMBER
1234	ABC Company		Some City	50 States					ABCD1234	1/1/2004 0:00	1234567890011A8
1235	ABC Company		Some City	51 States					ABCD1235	1/2/2004 0:00	1234567890011A8
1236	ABC Company		Some City	52 States					ABCD1236	1/3/2004 0:00	1234567890011A8
1237	ABC Company		Some City	53 States					ABCD1237	1/4/2004 0:00	1234567890011A8
1238	ABC Company		Some City	54 States					ABCD1238	1/5/2004 0:00	1234567890011A8
1239	ABC Company		Some City	55 States					ABCD1239	1/6/2004 0:00	1234567890011A8
1240	ABC Company		Some City	56 States					ABCD1240	1/7/2004 0:00	1234567890011A8
1241	ABC Company		Some City	57 States					ABCD1241	1/8/2004 0:00	1234567890011A8
1242	ABC Company		Some City	58 States					ABCD1242	1/9/2004 0:00	1234567890011A8

	M	N	O	P	Q	R	S	T	U	V	W	X
	LAST_	FIRST_									USER_	USER_
1	NAME	NAME	DOB	HIRE_DATE	INITIAL_RESOLUTION	ADDITIONAL_	DHS_3RD_STEP_	FINAL_	CASE_CLOSURE	CLOSURE	LAST_	FIRST_
2	DOE	JOHN		1/1/2004 0:00	Employment Authorized			Employ	1/1/2004 0:00	Resolved A	DOE	JANE
3	DOE	JOHN		1/2/2004 0:00	Employment Authorized			Employ	1/2/2004 0:00	Resolved A	DOE	JANE
4	DOE	JOHN		1/3/2004 0:00	Employment Authorized			Employ	1/3/2004 0:00	Resolved A	DOE	JANE
5	DOE	JOHN		1/4/2004 0:00	Employment Authorized			Employ	1/4/2004 0:00	Resolved A	DOE	JANE
6	DOE	JOHN		1/5/2004 0:00	Employment Authorized			Employ	1/5/2004 0:00	Resolved A	DOE	JANE
7	DOE	JOHN		1/6/2004 0:00	Employment Authorized			Employ	1/6/2004 0:00	Resolved A	DOE	JANE
8	DOE	JOHN		1/7/2004 0:00	Employment Authorized			Employ	1/7/2004 0:00	Resolved A	DOE	JANE
9	DOE	JOHN		1/8/2004 0:00	Employment Authorized			Employ	1/8/2004 0:00	Resolved A	DOE	JANE
10	DOE	JOHN		1/9/2004 0:00	Employment Authorized			Employ	1/9/2004 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.