

# Sign the Client Memorandum of Understanding (MOU)

## How to sign your company's E-Verify MOU

Before your E-Verify employer agent can create cases for your company, you must electronically sign the memorandum of understanding (MOU). The MOU must be signed by an individual with authority to sign on behalf of your company. By signing the MOU, this individual is committing the employer to comply with the terms of the MOU.

- 1 Complete your enrollment process by reviewing and electronically signing a memorandum of understanding (MOU).

Click [Sign Here](#) in the email you received from E-Verify.

*The link provided in the email to electronically sign the MOU will remain active for 24 hours.*



- 2 Click [View Memorandum of Understanding](#) to review the MOU. If you agree to the terms and conditions, click the first two checkboxes to certify and agree. Enter your name, the date, and click **Agree to MOU**.

**Note:** If you do not agree, click the box "I do not agree to the terms and conditions of the MOU." Enter your name, the date, and click **Decline MOU**.

**E-Verify** Home

OMB Control No. 1645-0092 Expiration Date 08/31/2016

**Sign MOU**

OMB Control No. 1645-0092  
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**Complete your company's E-Verify Enrollment by signing the Memorandum of Understanding.**

Before agreeing to sign the MOU, make sure that you have signature authority for your company.

[View Memorandum of Understanding](#)

☒ I certify that the information provided for this registration is correct. I'm aware that Federal Law provides for imprisonment and/or fines for knowing false statements or other fraudulent conduct in connection with this registration. I'm aware that providing any false information may be grounds for terminating participation in E-Verify.

☒ I agree that I have read and agree with the terms and conditions of the MOU, and am authorized by my company to act on its behalf with respect to the E-Verify program. I understand that my company must complete the electronic registration in order for the MOU to take effect.

**IMPORTANT:** The MOU sets forth my company's responsibilities under the E-Verify program. Failure to comply with the MOU may lead to legal liability for my company under Federal and state law, including the payment of back pay, civil monetary penalties, and other damages under Title VII of the Civil Rights Act of 1964 and the anti-discrimination provisions of the Immigration and Nationality Act. You should print the MOU, and share it with your Human Resources Manager, legal counsel, and other appropriate staff.

☐ I do not agree to the terms and conditions of the MOU

Your Name

Office/Division

Today's Date

[Agree to MOU](#)

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For more information contact us at 888-464-4211 or [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov)

- 3 You're all set! Your E-Verify employer agent can now create E-Verify cases for your company. To save or print your MOU, click [Download Memorandum of Understanding](#).

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**Marketing Questions**

**You're all set! Your MOU is now available for download.**

Please take a few moments to answer a few marketing questions. Thank you and welcome to E-Verify!

[Download Memorandum of Understanding](#)

**Marketing Questions**

How did you hear about E-Verify?

Select a marketing channel

[SUBMIT](#)

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