

Create and Submit a Case



Archived Content

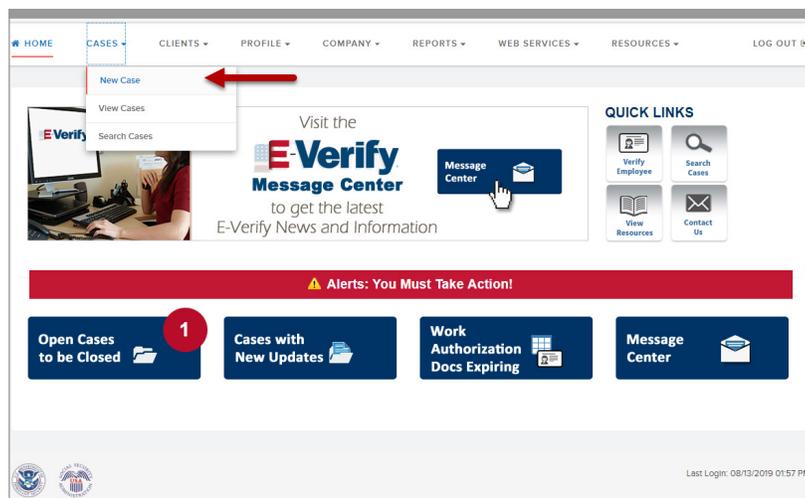
The information on this page is out of date. However, some of the content may still be useful, so we have archived the page.

You can create and submit cases in E-Verify by following the steps below.

1

From the E-Verify homepage, select **Cases**.

From the drop-down menu, select **New Case**.



2

Enter the employee's information exactly as it appears on Form I-9.

If the employee provided an email address on Form I-9, you **must** enter it into E-Verify. If the employee did not include an email address, click the box next to *No email address provided*.

- ▶ **Note:** If you don't enter the required information in the correct fields, E-Verify will give you an error message and stop the case.

Click **Continue**.

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3 Select the same box the employee marked in the attestation section in **Section 1** of Form I-9.

Click **Continue**.

4 Click **List A Document** or **List B & C Document**.

Then select the document or combination of documents the employee provided in **Section 2** of Form I-9. Enter the information requested based on the documents selected.

Click **Continue**.

5 Enter the employee's first day of employment.

This is in **Section 2** of Form I-9. You can also choose one of the following:

- Today,
- 1 Day Ago, or
- 2 Days Ago

The corresponding date automatically populates in the **Employee's First Day of Employment** field.

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5

- ▶ **Note:** If you enter a date more than 90 business days beyond the current date, E-Verify will give you an error message. The date you enter **must** be between 11/07/1986 and 90 business days in the future.
- ▶ **Note:** If you create the case in E-Verify three or more days after the employee's first day of employment, you must explain why you are creating the case late. Choose one reason from the **Select a Reason for Delay** drop-down menu. If you choose **Other**, you must type a reason in the **Reason for Delay** text box.

Employee ID is an optional field you can use to assign an internal tracking code or unique identifier to a case.

Click **Continue**.

6

Review the information you entered into E-Verify and make sure it matches the information on the employee's Form I-9.

- If you need to make corrections, click **Edit Case Details**.
- To return to the **Review Case Screen**, click **Continue**.
- Once you confirm the information is correct, click **Submit Case**.
- ▶ **Note:** If you need more time to make sure the information is correct, you can click **Save & Exit**. You can go back to the case later by finding it under **View/Search Cases**.
- ▶ **Note:** If you determine you no longer need to submit this case, you may click the **Close Case** link. The case will be closed without being submitted.

Our job aid on [View/Search Cases](#) explains how to find a closed case later.

Is the information below correct?
Before submitting, take some time to check the information listed in Tes Test's Form I-9. You can change information before receiving case results by clicking the Edit Case Details button.

Employee Information and Attestation

| | |
|-------------------------------------|--------------------------|
| Name | Tes Test |
| Date of Birth | 12/13/1967 |
| Unrestricted Social Security Number | 123-45-6777 |
| Client Company Name | Alpha Action Logg |
| Citizenship Status | Alien Authorized to Work |
| Alien/USCIS Number | A123456789 |

Employee or Authorized Representative Review and Verification

| | |
|---------------------|--|
| List A Document | Arrival/Departure Record (Form I-94) with temporary I-551 stamp or refugee admission stamp (receipt) |
| Expiration Date | 12/21/2123 |
| Country of Issuance | Afghanistan |
| Additional Document | Foreign Passport |
| Document Number | 123456789 |
| Expiration Date | 12/12/2020 |
| Country of Issuance | Afghanistan |

Additional Case Details

| | |
|------------------------------------|------------|
| Employee's First Day of Employment | 08/12/2019 |
|------------------------------------|------------|

[Edit Case Details](#)

By clicking 'Submit Case' I confirm that the case information accurately reflects the information on the employee's Form I-9.
Clicking 'Close Case' will result in the case automatically closing without being submitted.

Submit Case
Save & Exit
Close Case

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