

Process and Refer a Tentative Nonconfirmation (TNC)

A TNC case result means that the Form I-9 information you entered into E-Verify differs from records available to SSA and/or DHS. E-Verify needs more information before it can confirm employment authorization. After receiving a TNC:

1 Click **Download Further Action Notice**.

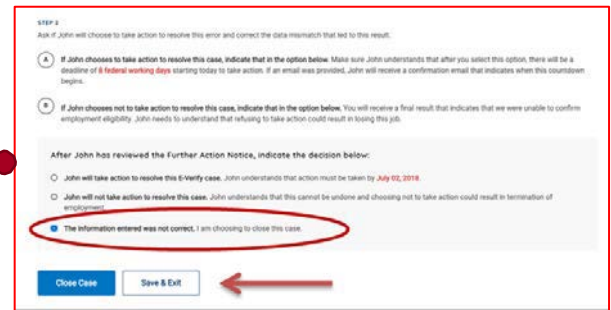
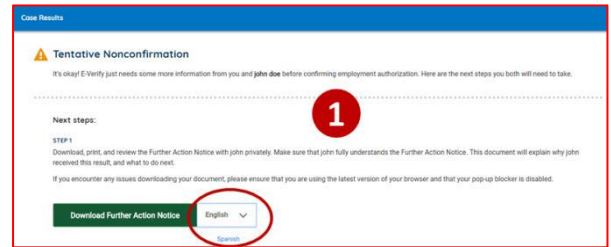
The Further Action Notice will print in English by default. To print the notice in Spanish, click the drop-down arrow next to **English** and select **Spanish**, then click **Download Further Action Notice**. If needed, additional translations are available under **View Essential Resources**.

Review the Further Action Notice in private with the employee. Instruct the employee to indicate on the Further Action Notice whether he or she intends to take action on the TNC, and to sign and date the Further Action Notice. The employee's decision and signature should be captured on the Further Action Notice printed in English. Provide a copy of the signed Further Action Notice to the employee (and a translated copy if needed) and attach the original to their Form I-9.

NOTE: If you entered information incorrectly, select the statement indicating the information was not correct, then click **Close Case**. The case will instantly close as invalid due to incorrect data.

NOTE: If you need to exit the case for any reason, you may click **Save & Exit**. You can locate this case later under View/Search Cases.

See the **View and Search Cases Job Aid** for instructions on locating existing cases.



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Select the option indicating whether the employee will take action to resolve the TNC.

Click **Continue**.



Note: If the employee chooses to take action to resolve the case, the case will be referred to the appropriate agency/agencies when you click **Continue**.



Note: If the employee chooses not to take action to resolve the TNC, an alert will ask if you are sure. Choosing to continue will update the employee's case with the final result indicating that E-Verify was unable to confirm employment authorization. Click **Continue** to close the case.

See the *Close a Final Nonconfirmation Case Job Aid* for instructions on how to close a case resulting in Final Nonconfirmation.

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If you referred the case, Click **Download Referral Date Confirmation**. Print the notice, attach a copy to the employee's Form I-9, and provide the original to the employee.

The Referral Date Confirmation will print in English by default. To print the notice in Spanish, click the drop-down arrow next to English and select Spanish, then click Download Referral Date Confirmation. If needed, additional translations are available under View Essential Resources.



Note: The employee has 8 federal working days to visit a Social Security Administration (SSA) field office and/or call the Department of Homeland Security (DHS) to begin resolving the TNC.

Click **Continue**.



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Periodically check the case in E-Verify to see if the status was updated.



Note: Click **View Cases** to view the status of all your cases.

Once the case receives a final result, click **Close Case**. Record the E-Verify case number on the employee's Form I-9, or attach a copy of the case details page to the employee's Form I-9. See the *View/Search Cases Job Aid* for guidance on how to view and print case details.

See the *Close a Final Nonconfirmation Case Job Aid* for instructions on how to close a case resulting in final nonconfirmation.

