

# Process and Refer a Tentative Nonconfirmation (TNC)



A TNC case result means the Form I-9, Employment Eligibility Verification, information you entered into E-Verify differs from records available to Department Homeland Security (DHS) and/or the Social Security Administration (SSA). E-Verify needs more information before it can confirm employment authorization.

## Click **Print and Review the TNC**

As soon as possible within 10 federal government working days after E-Verify issued the TNC result, you must:

- Print the Further Action Notice. From the Case Results – Tentative Nonconfirmation page, click Download Further Action Notice – English;
- You may also print the Further Action Notice in Spanish by clicking the drop-down arrow next to English, selecting Spanish, then clicking Download Further Action Notice. However, your employee must sign the English version;
- Review the Further Action Notice in private with the employee;
- Ask the employee to indicate on the Further Action Notice whether he or she intends to take action to resolve the TNC;
- Ask the employee to sign and date the Further Action Notice;

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**Instruct the employee that they must tell you their decision as soon as possible by the 10th federal government working day after E-Verify issued the TNC result or you will close the case in E-Verify;**

- Provide a copy of the signed Further Action Notice to the employee (and a Spanish translated copy, if needed); and attach the original Further Action Notice to their Form I-9.

**Case Results**

**Tentative Nonconfirmation**

It's okay! E-Verify just needs some more information from you and **John Doe** before confirming employment authorization. Here are the next steps you both will need to take.

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**Next steps:**

**STEP 1**  
Download, print, and review the Further Action Notice with John privately. Make sure that John fully understands the Further Action Notice. This document will explain why John received this result, and what to do next.

If you encounter any issues downloading your document, please ensure that you are using the latest version of your browser and that your pop-up blocker is disabled.

[Download Further Action Notice](#) English Spanish

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## Confirm Employee Decision

If the employee chooses to take action to resolve the case, click the appropriate box and “Continue.” E-Verify will refer the case to the appropriate agency/agencies. Go to step 3.

**IMPORTANT:** Download the Further Action Notice before referring the case.

If the employee chooses not to take action to resolve the TNC, click the appropriate box and “Continue.” You will see an alert asking if you are sure. Choosing to continue will update the employee’s case with the Final Nonconfirmation result, indicating E-Verify was unable to confirm authorization for employment. Click [Close Case](#) and select the appropriate statement indicating whether you will continue employing this individual.

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If you entered information incorrectly, select the statement that says, “The information entered was not correct,” then click Close Case. E-Verify will close the case due to incorrect data and will prompt you to create a new case using correct information.



**If your employee does not give you their decision by the end of 10th federal government working day, you should close the case.**

See the [Close a Final Nonconfirmation Case Job Aid](#) for instructions on how to close a case.

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.

STEP 2  
Ask if John will choose to take action to resolve this error and correct the data mismatch that led to this result.

- If John chooses to take action to resolve this case, indicate that in the option below. Make sure John understands that after you select this option, there will be a deadline of 8 federal working days starting today to take action. If an email was provided, John will receive a confirmation email that indicates when this countdown begins.
- If John chooses not to take action to resolve this case, indicate that in the option below. You will receive a final result that indicates that we were unable to confirm employment eligibility. John needs to understand that refusing to take action could result in losing this job.

After John has reviewed the Further Action Notice, indicate the decision below:

John will take action to resolve this E-Verify case. John understands that action must be taken by September 16, 2020.

John will not take action to resolve this case. John understands that this cannot be undone and choosing not to take action could result in termination of employment.

The information entered was not correct. I am choosing to close this case.

Continue Save & Exit

E-Verify

Are you sure?

Selecting this option will give John Doe a final result that indicates we were unable to confirm John's employment authorization. This cannot be undone and can result in John losing this job.

Only 'Continue' if John Doe has confirmed to not take action to resolve this case.

Cancel Continue

E-Verify

Close Case

Below, indicate whether or not you will continue to employ John Doe after receiving a Final Nonconfirmation.

Newest CSC Test Account.3 will no longer employ John Doe.

Newest CSC Test Account.3 will continue to employ John Doe.

Neither of the options above apply - I am closing this case for a different reason.

Other

Please indicate why you are closing this case below:

Max 140 characters

Close case Cancel

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# Process and Refer a Tentative Nonconfirmation (TNC)



## Refer the TNC Case

If the employee chooses to take action to resolve the case, E-Verify will refer the case to the appropriate agency/agencies when you click [Continue](#).

To refer the case, Click Download Referral Date Confirmation - English. Print the notice, attach a copy to the employee's Form I-9, and give the original to the employee. To print the notice in Spanish, click the drop-down arrow next to English and select Spanish, then click Download Referral Date Confirmation.

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The employee has eight federal government working days to call DHS and/or visit an SSA field office to begin resolving the TNC.

Periodically check the case in E-Verify to see if the status was updated. Click [View Cases](#) to view the status of all your cases.

If the case receives a Final Nonconfirmation result, click Close Case. Record the E-Verify case number on the employee's Form I-9 and/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.

**Case Results**

→ **Confirmation: John intends to take action to resolve this case.**

You have referred John Doe to DHS and SSA on September 03, 2020. To proceed, select a language and download the Referral Date Confirmation below. Provide this to John, who has contested this dual DHS/SSA TNC. John has until **September 16, 2020** to contact DHS and SSA to resolve this issue.

If you encounter any issues downloading your document, please ensure that you are using the latest version of your browser and that your pop-up blocker is disabled.

[Download Referral Date Confirmation](#) English Spanish

E-Verify will update John's case status through the case status area feature on your E-Verify homepage. Be sure to log in to E-Verify periodically – you'll need to close the case once it's updated with the final status.

You can re-download the Further Action Notice in [English](#) or [Spanish](#) if needed.

[Continue](#)

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