

## Close a Final Nonconfirmation Case

To complete the E-Verify process, employers must close every case they create. You may close a case from a final status or from the *Duplicate Cases Found* alert. To close a Final Nonconfirmation case:

**1** Click **Close case**.

**2** Select the statement indicating whether you will continue to employ this individual.

**Note:** If you select the statement indicating you will continue to employ this individual after receiving a Final Nonconfirmation, you must type your reason in the text box.

**Note:** If you select the statement indicating neither of the options apply and you are closing this case for a different reason, you must select the reason you are closing the case. If you select **Other**, you must type the reason in the text box provided.

Click **Close case**.

The case is now closed.

**3** Click the **View/Print Case Details** link to view and print the case details page. 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. Click **Continue** to be redirected to view all your cases.

**Note:** You may click **Create New Case** to begin a new case, or click **Continue** to view all cases in the *View Cases* tab.

See the *View/Search Cases Job Aid* for instructions on how to view and search cases in E-Verify.

**Case Results**

**Final Nonconfirmation**

Unfortunately, we were unable to confirm John Doe's authorization for employment. Please close John's case below to indicate whether or not you intend to continue John's employment.

**Close case**

**E-Verify**

**Close Case**

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

Excelsa Test Employer will no longer employ John Doe.

Excelsa Test Employer will continue to employ John Doe.

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

Please indicate why you are choosing to employ John Doe after a Final Nonconfirmation was received

**Close case** **Cancel**

**E-Verify**

**Close Case**

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

Excelsa Test Employer will no longer employ John Doe.

Excelsa Test Employer will continue to employ John Doe.

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

Select an option...

Select an option...

SSA (Social Security Administration) asked me to re-run this case

DHS (Department of Homeland Security) asked me to re-run this case

The information entered was not correct.

Other

**E-Verify**

**Case Closed**

You have successfully closed John Doe's case. Click 'Continue' to be redirected to view all your cases.

**View/Print Case Details**

**Create New Case** **Continue**