



**SAMPLE**



**Further Action Notice**  
**Tentative Nonconfirmation (TNC)**  
(U.S. Department of Homeland Security (DHS))

<b>Employee's Last Name, First Name</b>		<b>Employee's Social Security Number</b>	
<b>Employee's A-Number</b>		<b>Employee's Document Number</b>	
<b>Date of DHS Tentative Nonconfirmation</b>		<b>Case Verification Number</b>	
<b>Reason for this Notice:</b>			

Your employer, \_\_\_\_\_, participates in E-Verify. E-Verify compares the information that you provided on your Form I-9 (Employment Eligibility Verification) with Social Security Administration (SSA) and Department of Homeland Security (DHS) records to confirm that you are authorized to work in the United States.

**Why you received this notice:**

You received this Further Action Notice from \_\_\_\_\_ because it appears that some of the information that your employer entered into E-Verify does not match the records that DHS currently has for you. This does not necessarily mean you gave incorrect information to your employer, or that you are not authorized to work in the United States. There are several reasons why your information may not have matched – you can read more about those reasons online ([www.e-verify.gov/employees/tentative-nonconfirmation-tnc-overview](http://www.e-verify.gov/employees/tentative-nonconfirmation-tnc-overview)).

Next, you will need to take a few steps before E-Verify can let your employer know that you are authorized to work in the United States.

**What you need to do:**

- 1. Review your information at the top of this page.** Let \_\_\_\_\_ know if there are any errors. Your employer will be able to close this case and input your information in E-Verify again with the correct information, hopefully resolving this case. If your information is correct, move to step 2.
- 2. Decide if you want to take action to resolve this case.** If your information above is correct, then you can choose to take action to correct your record so that DHS records reflect that you are authorized to work in the United States.

If you decide not to take action to resolve this case, E-Verify will be unable to confirm that you are authorized to work in the United States and your employer can terminate your employment.

For information on employee rights and responsibilities visit [www.e-verify.gov/employees/employee-rights-and-responsibilities](http://www.e-verify.gov/employees/employee-rights-and-responsibilities).

## **Taking action to resolve a case:**

You have **8 Federal Government working days** to contact DHS from the date your employer sends your case in E-Verify. Your employer must give you a Referral Date Confirmation, which will tell you the date by which you must contact DHS.

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### **Contact DHS:**

To take action to resolve this case, you have two options. You can call DHS at 888-897-7781 (TTY: 877-875-6028) and speak to a representative, who will help you work through the details of your case. If you have a myE-Verify account, you can also electronically submit documents to DHS that show your employment authorization. Do this by:

1. Logging in to myE-Verify at <https://myeverify.uscis.gov>;
2. Clicking on myUploads and entering your case verification number;
3. Uploading your documents. Acceptable file formats are **.jpg**, **.jpeg**, **.png**, and **.pdf** and cannot exceed 5MB; and
4. Calling DHS at 888-897-7781 (TTY: 877-875-6028) and telling the representative that you uploaded documents for your case.

Have this Further Action Notice open when you call DHS, so that you can refer to it. If you need help in another language, be sure to ask for an interpreter.

### **Contact your State Motor Vehicles Agency (if instructed by DHS):**

If you provided your employer a state driver's license or state identification card and DHS was unable to resolve your case, you may need to contact the state motor vehicles agency that issued your driver's license or state identification card.

To check on the status of your case, visit myE-Verify at <https://myeverify.uscis.gov/>.

Please indicate below whether or not you intend to dispute this case.

<b>I choose to: (check one)</b>			
<input type="checkbox"/>	I will take action to resolve this E-Verify case. I understand that I have until _____ to take action.		
<input type="checkbox"/>	I will not take action to resolve this E-Verify case. I understand that if I do not take action E-Verify will be unable to confirm that I am authorized to work in the United States and my employer may terminate my employment.		
Employee's Signature		Date	

### **Report Discrimination**

To report employment discrimination based upon your citizenship, immigration status, or national origin, contact the Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section (IER) at 800-255-7688 (TTY:800-237-2515). For more information, visit IER's website at [www.justice.gov/ier](http://www.justice.gov/ier).