A newsletter for all employers April 2017 Issue 36 E-Verify Connection

Talk to a Form I-9 and E-Verify Expert in Person

Register for ICE Mutual Agreement between Government and Employers (IMAGE) Forums: *May 18* – Albuquerque, New Mexico *June 22* – San Antonio, Texas

USCIS Will Issue Redesigned Green Cards and Employment Authorization Documents



USCIS announced it was redesigning the

Permanent Resident Card (also known as a Green Card) and the Employment Authorization Document. USCIS will begin issuing the new cards on May 1, 2017. Read the <u>USCIS</u> News Release.

Register for the Spanish-Language Employee Rights Enlace

Join USCIS for <u>the first Employee Rights Enlace</u> on May 16, 2017 at 2 p.m. Eastern. This Spanish-language teleconference will provide information for workers, advocacy groups, and employers about employee rights during the employment eligibility verification process.

Employee Rights Toolkit Has New Videos

The Employee Rights Toolkit features two new videos! The Employee Rights & Form I-9 video explains the rights of employees and what to expect when completing Form I-9. The second video, Employee Rights & E-Verify, discusses how to handle a Tentative Nonconfirmation.

New Client Account Process for E-Verify Employer Agents

On April 25, E-Verify launched an improved Client Account Management process for E-Verify employer agents (EEA). See the updated <u>EEA Supplemental Guide</u>.



All employers must use Form I-9, Employment Eligibility Verification, for all new hires. Visit I-9 Central to learn more.

E-Verify Works for Small Businesses

E-Verify works seamlessly with Form I-9 and is the best way to verify your employees are authorized to work. Access is free and available 24/7. Share your thoughts with us at <u>E-Verify Listens</u>.

Employers: Do You Know When to Complete Section 3 of Form I-9?

Employers must complete Section 3 when your employee's employment authorization or documentation of employment authorization has expired or is about to expire (known as "reverification"). Employers may complete Section 3 when your employee is rehired within 3 years of the date Form I-9 was originally completed; or When your employee has a legal name change. Learn more about Form I-9 and Section 3.



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Follow us on Twitter <u>@EVerify</u> for the latest employment eligibility verification news and to interact with USCIS experts.

Reissuance of Receipt Notices for Certain Employment Authorization Documents

USCIS began reissuing receipt notices (Form I-797, Notice of Action) to individuals who applied to renew their Employment Authorization Document (EAD) between July 21, 2016, and Jan. 16, 2017. These receipt notices, if they include a qualified category of eligibility code, can be presented with an expired or expiring EAD that has the same code as a List A document for Form I-9 as evidence of employment authorization and identity. For more information, read the <u>USCIS News Alert</u>.

Newly Hired Employees: Choose Yes and Enter Your Email Address on Form I-9

Newly hired employees have the option to provide an email address in Section 1 of Form I-9. If an email address is provided, E-Verify employers must enter it in E-Verify. Timesensitive <u>email notifications</u> will be sent to employees alerting them to take action about their E-Verify case.

Form I-9 Q&A

Q - What steps should an employer take if they discover a Form I-9 is missing for a current employee?

- A-1) Provide the employee with the current version of Form I-9
 - 2) complete the Form I-9 as soon as possible
 - 3) Do not backdate the Form I-9.

See the Fact Sheet for more on Form I-9 guidance.

E-Verify Q&A

Q - How do I add new users or delete existing users?? A- Program administrators and corporate administrators can add new users or delete existing users after they have completed the tutorial. For more information on adding and deleting users, review the <u>E-Verify user manuals</u>.

Avoid Immigration Scams

The wrong help can hurt! Learn more about immigration scams at <u>uscis.gov/avoidscams</u>.

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