

Sample Further Action Notice

Why You Received This Notice

You used Self Check through myE-Verify to confirm your work eligibility in the United States. myE-Verify Self Check compares the information you provided to official government records. The information you entered into myE-Verify Self Check does not match records available to the Department of Homeland Security (DHS) and Social Security Administration (SSA), resulting in a mismatch, also called a Tentative Nonconfirmation.

Reason for Your Mismatch

<<System generated reason>>

Mismatch Date:

myE-Verify Case Number:

This does not necessarily mean that you are not authorized to work in the United States. There are many possible reasons why myE-Verify Self Check could not match your information to available records, listed at <http://www.E-Verify.gov/mismatch>.

Take Action to Resolve the Mismatch

Review your information to make sure it was entered correctly.

Last Name:

Social Security Number:

First Name:

Document Number:

Month and Year of Birth:

A-Number or USCIS Number:

1. If there are any errors, select *"The information I entered was incorrect and I need to create a new case"* on the screen. You will have the option to create the case again with the correct information. 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 DHS records so that they reflect you are authorized to work in the United States. Select *"I will take action to resolve this case"* on the screen to continue.

If you decide not to take action to resolve this case, myE-Verify Self Check will not be able to confirm whether you are authorized to work in the United States at this time.

You have **8 federal government working days** to contact DHS and visit an SSA field office from the date you chose to take action on your case. The Referral Date Confirmation letter will tell you the date by which you must contact DHS and visit SSA.

Resolve Your Mismatch by Contacting DHS and SSA

To take action to resolve this case, you must contact DHS or use your myE-Verify account to electronically submit documents to DHS that show your employment authorization.

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Contact DHS:

1. Login to a myE-Verify account at <https://myeverify.uscis.gov>
2. Enter your myE-Verify case number under 'Track E-Verify Case Number' or select the applicable case that is listed in their "Open Cases"
3. On the Case Detail screen, click on 'Upload Documents'
 - Upload your documents as a jpg, jpeg, png, or pdf. Your files cannot exceed 4MB.
4. Click 'Submit Case Files'
5. Call DHS at **855-804-0296** (TTY: 877-875-6028) and following the prompts to resolve a myE-Verify Self Check DHS mismatch; and
6. Tell the representative that you uploaded documents for your case.
7. To check the status of your case, visit myE-Verify at myeverify.uscis.gov.

Contact SSA:

If you live near an SSA Card Center, you must visit the SSA Card Center to update your information.

- Determine SSA Card Center or SSA office availability at <https://www.ssa.gov/locator/>
OR
- Call SSA at 800-772-1213 (TTY: 800-325-0778). If you need help in another language, you may ask for an interpreter.

Have this notice available when you visit SSA. Tell them you have a myE-Verify Self Check issue. SSA can update your record with proof that a change is needed. You will need to provide original documents, not photocopies.

Below are examples of documents you may need:

- Proof of your age: a birth certificate or passport
- Proof of your identity: a driver's license or passport
- Proof of a legal name change: a marriage certificate, if your current name is not on your SSN card; and
- Proof of U.S. citizenship or a work-authorized status:
 - If you are a U.S. citizen: a Naturalization Certificate, U.S. birth certificate or passport; or
 - If you are not a U.S. citizen: a Permanent Resident Card (Form I-551, also known as a Green Card), Employment Authorization Document (Form I-766), or Arrival-Departure Record (Form I-94) showing work authorized status.

IMPORTANT: For an SSA Mismatch due to Citizenship Status

You may not need to visit SSA if the reason for your mismatch on Page 1 is "SSA was unable to confirm U.S. citizenship." If you are a naturalized U.S. citizen and you have your Naturalization Certificate Number, A-Number or USCIS Number, you can resolve your mismatch by calling DHS at **855-804-0296** (TTY: 877-875-6028).

To check the status of your case, visit myE-Verify at myeverify.uscis.gov.



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Your Rights in This Process

Learn more at <https://www.E-Verify.gov/employeeerights> or call us at **855-804-0296** (TTY: 877-875-6028).

Have you experienced discrimination?
Employers cannot use E-Verify to unlawfully discriminate against employees. It is illegal to discriminate based on citizenship, immigration status, or national origin, including in the Form I-9 or E-Verify process. Get assistance from the U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section Worker Hotline at 800-255-7688 (TTY: 800-237-2515) or visit https://www.justice.gov/ier .
Employers cannot discriminate against employees because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability or genetic information. Get assistance from the U.S. Equal Employment Opportunity Commission at 800-669- 4000 (TTY: 844-234-5122) or visit www.eeoc.gov .