E-Verify

www.E-Verify.gov

E-Verify Modernization Overview Webinar

Disclaimer

This presentation is intended for E-Verify employers and their designated agents. This presentation provides basic guidance about the rules and responsibilities during the employment eligibility verification process. For more information visit the e-verify.gov website.

This presentation is not intended for members of the media. For all media inquires visit the U.S. Citizenship and Immigration Services Media Contacts webpage.

Agenda

- **Form I-9 & E-Verify Work Together**
- **E-Verify Modernization**
- **How to Create an E-Verify Case**
- **Duplicate Case Alert**
- **Streamline Tentative Nonconfirmation (TNC) Process**
- **E-Verify Resources**

Form I-9 & E-Verify Work Together

Employment Authorized

Tentative Nonconfirmation

Verification in Process
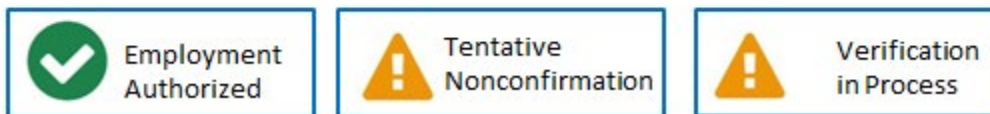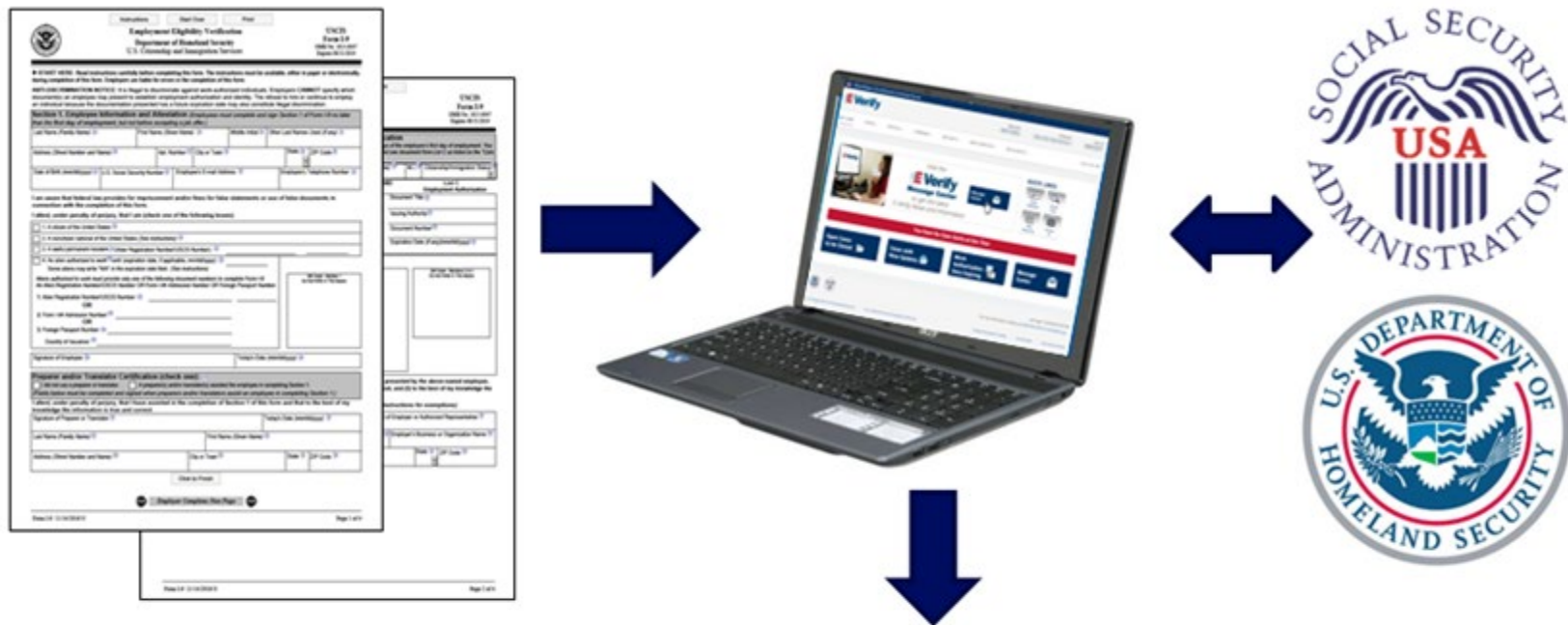
Form I-9 & E-Verify Work Together
Form I-9 Compliance

All employees MUST

- Complete Form I-9, Section 1 by 1st day of work for pay

- Choose and present acceptable documents by 3rd business day after work for pay

All employers MUST

- Have Form I-9 for all current employees and those within retention period (hired after November 6, 1986)

- Use Form I-9 with revision dated 07/17/17 N, for new hires and reverifications

- Complete Form I-9, Section 2 by 3rd business day after work for pay

- Not use Form I-9 to prescreen

Form I-9 & E-Verify Work Together
E-Verify Compliance

All employees of E-Verify employers:

✔ Must provide Social Security number on Form I -9

✔ Select acceptable List B document with photo, if provided for Form I -9

All E-Verify employers MUST:

✔ Use completed Form I-9

✔ Create E-Verify case by 3rd business day after work for pay

✔ Enter employee e-mail address into E-Verify if provided on Form I-9

✔ Keep copy of photo matching document, if provided

✔ Reverify Section 3 of Form I-9 only

E-Verify Modernization

In April 2018, E-Verify released a modernized system that helps employers navigate through the system easily, save time and improves system integrity:

- Comprehend and navigate system easily

- Save time during the verification process

- Improve system integrity

Some of the enhancements made were made based on feedback from E-Verify users.

E-Verify Modernization:
Comprehend and Navigate System Easily

- Incorporate more plain language for instructions

- Enhance the document number helper text and visuals

- Make the photo matching process more compatible with smart phone and tablets

- Streamline the TNC process so that cases are sent to SSA and DHS simultaneously

- Reduce the steps needed to close a case

- Update the 'View/Search Cases' process

E-Verify Modernization:
Save Time During the Verification Process

- Provide real-time feedback on errors

- Implement an auto-scroll feature that automatically advances to the next section on the page that needs to be completed

- Created an "Are You Sure?" alert that is personalized to the user and only shows fields that may have triggered a TNC rather than showing all fields.

- Relax permissions to allow general users to see all cases created by a company

- Prevent user in Pending Termination status from submitting new cases

E-Verify Modernization:
Improve System Integrity

- Alert users earlier in the case creation process when a case is created and duplicate is found

- Change the "Hire Date" to the employee's first day of employment

- Update photo matching selection to accommodate situations when a photo display is not of a person

- Update the process to improve the initial match rate

- Require users to enter reason why employee is working after receiving a Final Nonconfirmation (FNC)

E-Verify Case Processing

Verification Process Overview

CREATE A CASE

1

The employer uses information from the employee's Form I-9 to create a case in **E-Verify.**

GET RESULTS

2

E-Verify displays an initial case result within a few seconds, though some cases may require additional action.

CLOSE THE CASE

3

The employer closes the case once **E-Verify** displays a final case result.

E-Verify Case Processing
Biographic

Verify Employee — Enter Form I-9 Information

- Enter Form I-9 Information
- Review Case
- Case Results

Employee Information and Attestation

Last Name ❓
Looney
Family name or surname

First Name
Tunes
Given name

Middle Initial
MI

Other Last Names Used
Smith ⊙ Platt ⊙ Heart
If multiple last names, type each one and hit 'Enter' to submit and 'Backspace' to remove

Date of Birth
01/31/1958

U.S. Social Security Number
123-45-6789

Modernization Highlights
- Easier data entry on one page
- Screens auto-scroll down
- Progress bar on left
- Enter or tab to add multiple last names
- Cannot advance without SSN.

E-Verify

E-Verify Case Processing

E-mail Address

Date of Birth

01/31/1958

U.S. Social Security Number

556- 123-45-6789

Employee's E-mail Address

looneytunes@gmail.com

If the employee provided an e-mail address, you MUST enter that address here.

☐ No email address provided.

Continue

Modernization Highlights
Enter employee's e-mail address or select "No email address provided" before continuing

E-Verify Case Processing
Attestation and Documents

Citizenship Status

| A citizen of the United States | A noncitizen national of the United States | A lawful permanent resident | An alien authorized to work |

Employer or Authorized Representative Review and Verification

What document types are on Tunes Looney's Form I-9?

| List A Document | List B & C Document |

List A Document

Permanent Resident Card or Alien Registration Receipt Card (Form I-55 ▼

Modernization Highlights
Selected "Citizenship Status" determines available List A, or B and C options.

E-Verify Case Processing
Helper Text

Modernization Highlights
Helper text and pictures available to support document number entry

E-Verify Case Processing
First Day of Employment

Additional Case Details

Select the Employee's First Day of Employment

| Today | 1 Day Ago | 2 Days Ago | Other |

Employee's First Day of Employment ❓

02/27/2018

Employees must be verified within three business days of their first day of employment.

Modernization Highlights

If you select "Other", the system requires you to manually enter the employee's first day of employment between 11/07/1986 and 90 business days into the future.

E-Verify Case Processing
Data Entry

E-Verify Case Processing
Photo Match

Verify Employee

Review Case

- ✓ Enter Form I-9 Information
- ✓ Review Case
- ○ Case Results

Photo Match

Does the photo displayed match the photo displayed on Test Test's U.S. Passport or Passport Card?

- ○ Yes, this photo matches
- ○ No, this photo does not match
- ○ No photo displayed

[Continue to Case Results] [Save & Exit]

Reminder
To help reduce document fraud, when Photo Matching is activated, employers must compare the photo on the document provided by the employee to the photo that appears in E-Verify.

E-Verify

Citizenship Status
Lawful Permanent Resident

Alien Number
A458744555

Employee or Authorized Representative Review and Verification

List A Document
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

Document Number
LIN4555555555

Additional Case Details

Employee's First Day of Employment
02/27/2018

Edit Case Details

Modernization Highlights
Review all information and click "Submit Case", "Edit Case Details" to update information, or "Save & Exit".

By clicking 'Submit Case' I confirm that the case information accurately reflects the information on the employee's Form I-9.

Submit Case   **Save & Exit**

E-Verify

E-Verify Case Processing
Case Result

Duplicate Case Alert

Users enter limited information and then the system checks for duplicate cases. If one or more duplicates are found, the user will be notified.
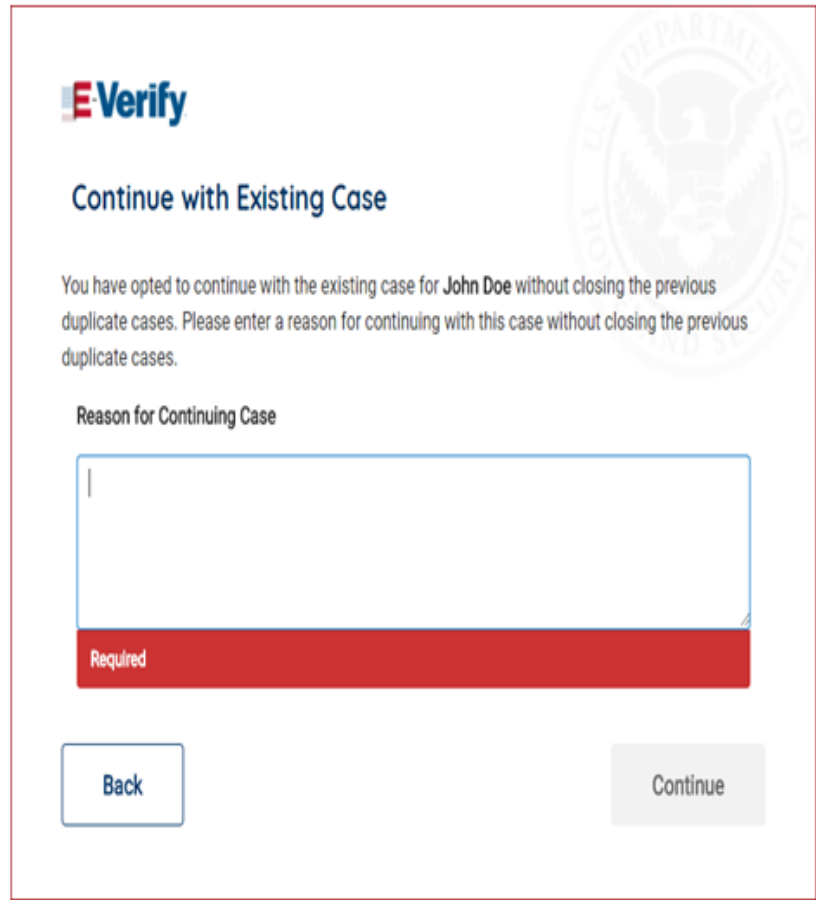
- Reduces data entry
- Improves users' ability to close cases

Duplicate Case Alert
Continue with Existing Case

If the employer chooses "continue anyway" he or she will have to provide a reason for continuing with this case without closing the previous duplicate cases.

✔ Allows for better record keeping

E-Verify

Continue with Existing Case

You have opted to continue with the existing case for **John Doe** without closing the previous duplicate cases. Please enter a reason for continuing with this case without closing the previous duplicate cases.

Reason for Continuing Case

Required

Back   Continue

Streamline TNC Process

1
Employer reviews the Further Action Notice with the employee.

2
If the employee decides to contest the TNC, the Further Action Notice will explain the next steps.
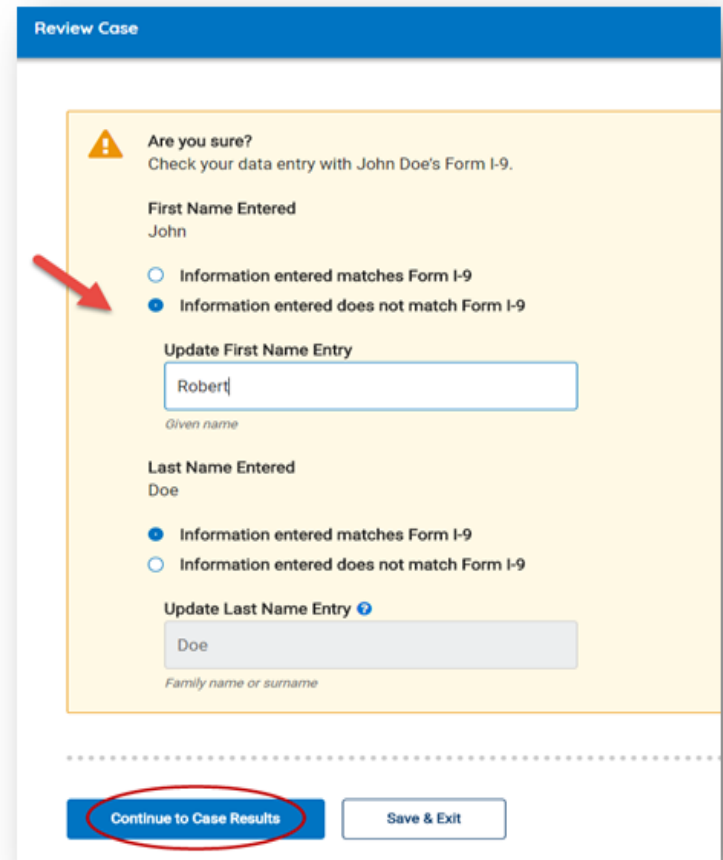
3
The employee has eight federal working days to contact SSA or DHS.

Streamline TNC Process
"Are You Sure?" Alert

TNC enhancements include an alert to identify which field(s) should be reviewed and updated if needed.

✔ Allows users to identify errors and typos more easily

Streamline TNC
Common Reasons for a TNC

A TNC does not necessarily mean employees are not authorized to work; employees may receive a TNC when:

- Social Security number (SSN) does not match

- Citizenship or immigration status change is not reported

- Name change is not reported

- Information is not entered correctly

E-Verify

Further Action Notice
Tentative Nonconfirmation (TNC)
(Social Security Administration (SSA) and U.S. Department of Homeland Security (DHS))

For SSA Field Office Staff: use EV-STAR and see POMS RM 10245.005ff

Employee's Last Name, First Name	Employee's Social Security Number
Employee's A-Number	Employee's Month/Year of Birth
Date of Tentative Nonconfirmation	Case Verification Number
Reason for this Notice:	

Your employer, [EMPLOYER NAME], 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 [EMPLOYER NAME] because it appears that some of the information that your employer entered into E-Verify does not match the records that DHS and SSA currently have 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 these reasons online (https://www.uscis.gov/e-verify/employees/tentative-nonconfirmation-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 [EMPLOYER NAME] 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 and SSA 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.

E-Verify

For information on employee rights and responsibilities, visit www.uscis.gov/e-verify/employees/employee-rights-and-responsibilities.

Taking action to resolve a case:

You have **8 Federal Government working days** to take action (visit an SSA field office **AND** 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 visit SSA and contact DHS.

Visit SSA Field Office:

To take action to begin to resolve this case, you must visit an SSA field office to update your information. If you live in an area where there is a SSA Card Center, you are **required** to visit the Card Center. To locate an SSA office, visit www.socialsecurity.gov/locator , or call SSA at 800-772-1213 (TTY: 800-325-0778).

Bring this Further Action Notice when you visit SSA. Tell SSA that you have an E-Verify issue.

SSA cannot update your record without proof that a change is needed. Below are examples of documents you may need to prove your age, identity, name change, and citizenship status. Bring original documents, **not** photocopies:

- 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 you current name is not on your SSN card
- Proof of a U.S. citizenship or work-authorized status:
  - If a U.S. citizen – a Naturalization Certificate, U.S. public birth certificate, or U.S. passport, or
  - If you are not a U.S. citizen – a Permanent Resident Card (Form I-551), Employment Authorization Document (Form I-766), or Arrival-Departure Record (Form I-94) showing work-authorized status.

Contact DHS:

To take action to resolve this case, call DHS at 800-877-8339 (TTY: 800-877-8339). A representative will help you work through the details of your case.

Have this Further Action Notice open when you call DHS, so that you can refer to it. The DHS representative may ask you for additional information or documents to resolve your case. If you need help in another language, be sure to ask for an interpreter.

IMPORTANT: If you are a naturalized U.S. citizen and the reason for this notice on Page 1 is "SSA is unable to confirm U.S. citizenship;" you do **not** need to visit an SSA field office to resolve the SSA TNC. Instead, call DHS at 888-897-7781 within 8 Federal Government working days from the date your employer refers your case (TTY: 800-877-8339) to confirm your status as a U.S. citizen. Provide DHS the following information:

- The **case verification number** from Page 1 of this Further Action Notice; **AND**
- Your **Naturalization Certificate Number** or **Alien Number**. If you do not have your Naturalization Certificate Number or your Alien Number, visit an SSA field office with your proof of U.S. citizenship to resolve the SSA TNC.

Streamline TNC Process
Referral Date Confirmation

Employee Rights

Employers should

- Display E-Verify participation poster
- Display You Have Rights posters
- Contact Immigrant and Employee Rights (IER) with questions regarding discrimination:

  1-800-255-8155 (TDD: 1-800-362-2735)

— U.S DEPARTMENT OF JUSTICE —
IMMIGRANT & EMPLOYEE RIGHTS SECTION
— CIVIL RIGHTS DIVISION —

IF YOU HAVE THE RIGHT TO WORK

This Organization Participates in E-Verify | **Esta Organización Participa en E-Verify**

E-Verify

Sample Only

E-Verify Works for Everyone | **E-Verify Funciona Para Todos**

888-897-7781
www.e-verify.gov

Additional Resources

- **Engage with us online and via Social Media**

- Visit our public website www.E-Verify.gov

  - [Check out our Videos, E-Verify User Manual, Job Aids, Fact Sheets, Reports and more on the Employer Resources page](#)

- Check out our additional websites [I-9Central](#), [myE-Verify](#)

- Subscribe to our [E-Verify Connection](#) newsletter

- Follow #E-Verify on www.Twitter.com/EVerify

- Watch us on www.youtube.com/uscis

Additional Resources
Outreach Services

Take advantage of our FREE Outreach services

- Take additional [public webinars](#)

- Request event speakers, customized webinars, or content for your publications

- [Seek approval for E-Verify® Logo Authorization](#)

Contact our award winning customer service

- E-Verify e-mail: E-VerifyOutreachSupport@uscis.dhs.gov

Additional Resources
Feedback

Share your feedback

- E-mail webinar comments (with date, time and topic) to

  E-VerifyOutreachSupport@uscis.dhs.gov

- Submit Form I-9, E-Verify and myE-Verify idea and feedback

  on E-Verify Listens

Thank You!