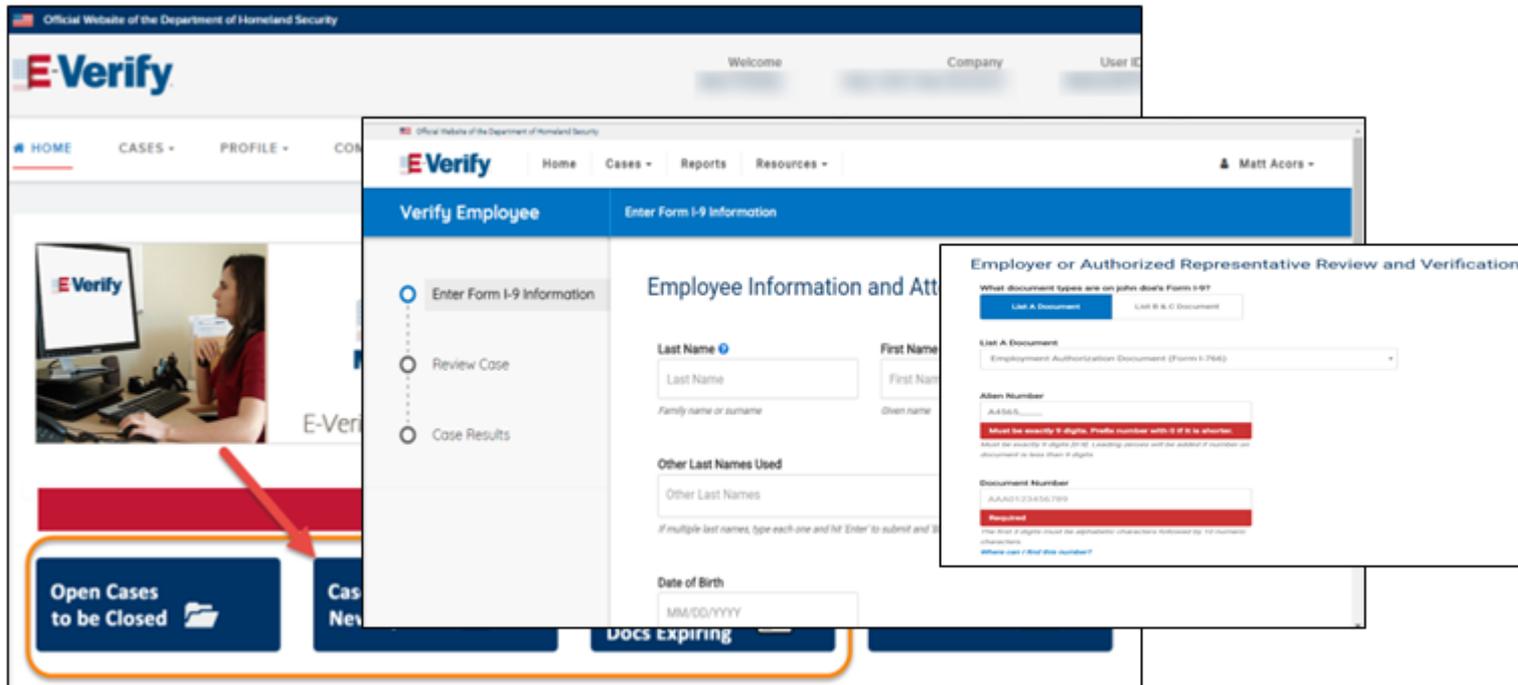


E-Verify for Existing Users Webinar



The screenshot displays the E-Verify web application interface. At the top, it shows the 'Official Website of the Department of Homeland Security' and the E-Verify logo. The user is logged in as 'Matt Acors'. The main navigation includes 'HOME', 'CASES', 'PROFILE', and 'COM'. The 'Verify Employee' section is active, showing a sidebar with 'Enter Form I-9 Information', 'Review Case', and 'Case Results'. The main content area is titled 'Employee Information and Att' and contains several input fields: 'Last Name' (with a dropdown arrow), 'First Name', 'Other Last Names Used', and 'Date of Birth'. A red arrow points from the 'Open Cases to be Closed' button in the bottom left to the 'Verify Employee' section. A callout box on the right shows the 'Employer or Authorized Representative Review and Verification' section, which includes a dropdown for 'List A Document' (set to 'Employment Authorization Document (Forms I-766)'), an 'Alien Number' field, and a 'Document Number' field. A red banner in the callout box states: 'Must be exactly 9 digits. Prefix number with 0 if it is shorter.' Below this, it says 'Required' and 'Must start with 0 digits and the appropriate character as indicated by the number character(s)'. A link 'Where can I find this number?' is also present.

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 Reminders
- ✓ E-Verify Reminders
- ✓ How to Create an E-Verify Case
- ✓ Tentative Nonconfirmation (TNC)
- ✓ Best Practices
- ✓ Compliance
- ✓ Additional Resources

Form I-9 Reminders

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 1st day of work for pay

All employers MUST

- ✔ Have Form I-9 for all current employees (hired after November 6, 1986)
- ✔ Use Form I-9 with revision date July 17, 2017 N for new hires and reverifications
- ✔ Complete Form I-9, Section 2 by 3rd business day after 1st day of work for pay

E-Verify Reminders

All employees of E-Verify employers MUST

- ✔ Provide Social Security number (SSN) on Form I-9
- ✔ Select List B documents 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 1st day of work for pay
- ✔ Enter employee e-mail address into E-Verify, if provided for Form I-9
- ✔ Keep copy of photo matching document, if provided
- ✔ Reverify in Section 3 of Form I-9 only; do not create another E-Verify case

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

Employee Information and Attestation

Enter Form I-9 Information

Last Name ?
Family name or surname

First Name
Given name

Middle Initial

Other Last Names Used

If multiple last names, type each one and hit 'Enter' to submit and 'Backspace' to remove

Date of Birth

U.S. Social Security Number

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 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

Alien Number

A458744555

Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.

Document Number

AAA0123456789

The first 3 digits must be alphabetic characters followed by 10 numeric characters.

[Where can I find this number?](#)

No Document Number Was Provided

Continue

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



photo, document/card number, alien/USA-15 number, birth date and card expiration date.

Document Number: The document number, also called a card number, is printed on the back of the current version of the card. The document number is exactly 13 alphanumeric characters (letters and numbers).

Do not enter any special characters.

Document Number

LIN455555555

Enter the document number exactly as it appears on the document your employee provided you. The first 3 digits must be alphabetic characters followed by 10 numeric characters.

Continue

Cancel

Other Versions



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

Employee's First Day of Employment [?](#)

02/11/2019

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

Employee ID (Optional)

An optional, 40-character field that you may create to easily identify and locate your employee's E-Verify case.

Continue

E-Verify Case Processing

Data Entry

Employer or Authorized Representative Review and Verification

What document types are on john doe's Form I-9?

List A Document

List B & C Document

List A Document

Employment Authorization Document (Form I-766)

Alien Number

A4565____

Must be exactly 9 digits. Prefix number with 0 if it is shorter.

Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.

Document Number

AAA0123456789

Required

The first 3 digits must be alphabetic characters followed by 10 numeric characters.

[Where can I find this number?](#)

Modernization Highlights
Immediate prompts for
inaccurate data entry

E-Verify Case Processing

Photo Match

Verify Employee

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

Review Case

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 Case Processing

Submit Case

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
LIN455555555

Additional Case Details

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

Edit Case Details

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

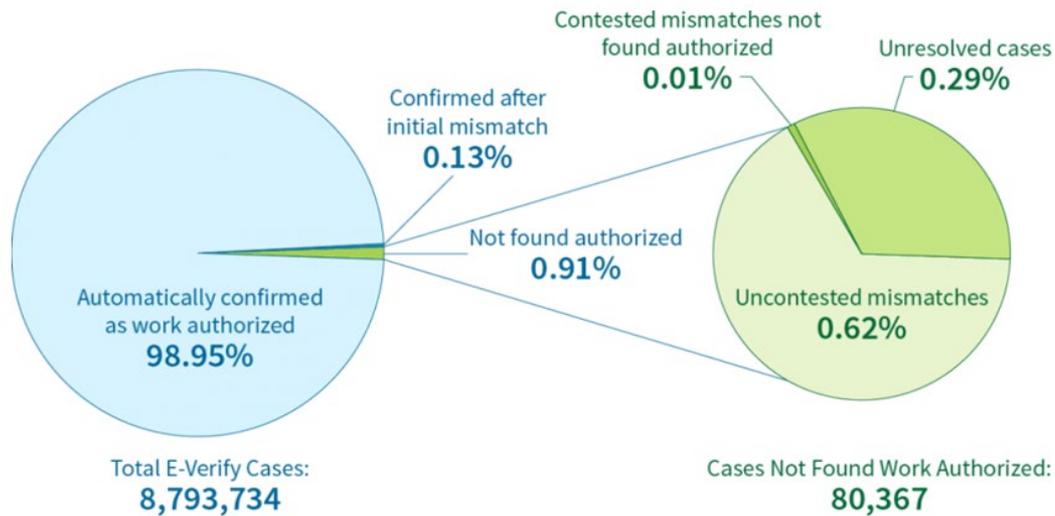
Submit Case Save & Exit

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

E-Verify Case Processing

Case Result

| Verify Employee | Case Results | Print Case Details |
|----------------------------|----------------------------------------------------------------------------------------|------------------------------------|
| Enter Form I-9 Information | Employment authorized - Case 2018123162 Closed | |
| Review Case | is authorized to work in the United States and the case has been automatically closed. | |
| Case Results | View/Print Case Details | |
| | View All Cases | |



E-Verify Case Processing

Verification Number

E-Verify | Home | Cases ▾ | Reports | Resources ▾

Verify Employee

View Case Information

Case Verification Number: 2018072211416HF
Report prepared: 03/13/2018

Company Information

| | |
|-------------------|-------------------------------------|
| Company ID: 78529 | Company Name: Excella Test Employer |
|-------------------|-------------------------------------|

Employee Information

| | |
|------------------------------------------------|-----------------------------------------------|
| Name: Tunes Looney | Other Last Names Used: smith, Platt |
| Date of Birth: 1958-01-31 | U.S. Social Security Number: ***-**-7741 |
| Employee's First Day of Employment: 2018-03-13 | Citizenship Status: Lawful Permanent Resident |
| Alien/USCIS Number: A458744555 | |

Document Information

List A Document: Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
Document Number: LIN455555555

E-Verify Case Processing

Case Results Overview

| | |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Employment Authorized</u> | The employee's information matched records available to SSA and/or DHS. |
| <u>Verification In Process</u> | This case was referred to DHS for further verification. |
| <u>Tentative Nonconfirmation (TNC)</u> | Information did not match records available to SSA and/or DHS. Additional action is required. |
| <u>Case in Continuance</u> | The employee has visited an SSA field office or contacted DHS, but more time is needed to determine a final case result. |
| <u>Close Case and Resubmit</u> | SSA or DHS requires that you close the case and create a new case for this employee. This result may be issued when the employee's U.S. passport, passport card, or driver's license information is incorrect. |
| <u>Final Nonconfirmation</u> | E-Verify cannot confirm the employee's employment eligibility after the employee visited SSA or contacted DHS. |

Participation Poll

Please respond to the poll question that will pop up on your screen.

Tentative Nonconfirmation (TNC)

SSA TNC

- ✚ The SSA could not confirm the employee's information. The employer must notify the employee of the TNC and refer him or her to SSA.

DHS TNC

- ✚ DHS was unable to verify employment eligibility (employer should instruct the employee to call DHS to find out how to resolve the discrepancy), or
- ✚ The employer indicated that the photo displayed by E-Verify did not match the photo on the employee's document. If the employee contests this type of TNC, the employer must scan and upload an image of the document to E-Verify.

Tentative Nonconfirmation

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

Tentative Nonconfirmation

Action Required

- ✓ Employer prints the TNC Further Action Notice and reviews it with the employee promptly and privately.
- ✓ Employee decides whether or not to take action on the TNC.
- ✓ If employee chooses to take action, employer provides the Referral Date Confirmation.
- ✓ Employee visits SSA or calls DHS.
- ✓ Employer receives updated results in E-Verify and closes the case.

| Chooses to Takes Action | Chooses Not to Take Action |
|-------------------------------------------------|--------------------------------------------------------------|
| Employer refers employee to appropriate agency. | Employer may terminate employee and close the E-Verify case. |

Tentative Nonconfirmation

Notify Employee

Verify Employee

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

Case Results

⚠ Tentative Nonconfirmation

It's okay! E-Verify just needs some more information from you and **John Doe** before confirming employment authorization. Here are the next steps you both will need to take.

Next steps:

STEP 1
Download, print, and review the Further Action Notice with John privately. Make sure that John fully understands the Further Action Notice. This document will explain why John received this result, and what to do next.

Download Further Action Notice English ▾

STEP 2
Ask if John will choose to take action to resolve this error and correct the data mismatch that led to this result.

A If John chooses to take action to resolve this case, indicate that in the option below. Make sure John understands that after you select this option, there will be a deadline of **8 federal working days** starting today to take action. If an email was provided, John will receive a confirmation email that indicates when this countdown begins.

B If John chooses not to take action to resolve this case, indicate that in the option below. You will receive a final result that indicates that we were unable to confirm employment eligibility. John needs to understand that refusing to take action could result in losing this job.

After John has reviewed the Further Action Notice, indicate the decision below:

John will take action to resolve this E-Verify case. John understands that action must be taken by _____

John will not take action to resolve this case. John understands that this cannot be undone and choosing not to take action could result in termination of employment.

Continue

Tentative Nonconfirmation

Referral Date Confirmation

Verify Employee

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

Case Results

➔ **Confirmation: John intends to take action to resolve this case.**

You have referred John Doe to DHS and SSA on March 12, 2018. To proceed, select a language and download the Referral Date Confirmation below. Provide this to John, who has contested this dual DHS/SSA TNC. John has until [redacted] to contact DHS and SSA to resolve this issue.

[Download Referral Date Confirmation](#) English ▾

E-Verify will update John's case status through the case status alert feature on your E-Verify homepage. Be sure to log in to E-Verify periodically – you'll need to close the case once it's updated with the final status.

You can re-download the Further Action Notice in [English](#) or [Spanish](#) if needed.

[Continue](#)

Tentative Nonconfirmation

Further Action Notice



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

| | | | |
|---------------------------------------|--|-----------------------------------|--|
| Employee's Last Name, First Name | | Employee's Social Security Number | |
| Employee's A-Number | | Employee's Document Number | |
| Date of DHS 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 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 (<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 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.uscis.gov/e-verify/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.

Contact DHS:

To take action to resolve this case, call DHS at 888-897-7781 (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.

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

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

| | |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| I choose to: (check one) | |
| <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 |

Tentative Nonconfirmation

Dual Further Action Notice



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 10245.005f

| | |
|-----------------------------------|-----------------------------------|
| 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.



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 your 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.



Tentative Nonconfirmation

Dual Referral Date Confirmation



Referral Date Confirmation
Social Security Administration Tentative Nonconfirmation (SSA TNC)

E-Verify Case Verification Number: 2016278124852RC

Employee Name: [REDACTED]

Your employer referred your E-Verify case to SSA after you decided to contest (take action to resolve) an SSA Tentative Nonconfirmation (SSA TNC). This document confirms that your case was referred to SSA.

What you should do

Visit an SSA field office **within 8 Federal Government working days**, by 10/17/2016 (MM/DD/YYYY), to begin to resolve the SSA TNC. If you have not received the SSA TNC Further Action Notice from your employer, contact your employer immediately to obtain this notice.

The SSA TNC Further Action Notice includes information about your E-Verify case and which documents you need when you visit SSA. You must have the SSA TNC Further Action Notice when you visit SSA.

If you do not take action **within 8 Federal Government working days**, by 10/17/2016 (MM/DD/YYYY), a Final Nonconfirmation will be issued and your employer may terminate your employment. Employers must allow you to contest an SSA TNC and may not take adverse action against you because of the SSA TNC while you are contesting the SSA TNC and your E-Verify case is pending.

For More Information

If you have questions about what to do, contact E-Verify at 888-897-7781 (TTY: 877-875-6028) or email E-Verify@dhs.gov. If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter. For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at www.dhs.gov/E-Verify.



Referral Date Confirmation
Tentative Nonconfirmation (TNC)
(Social Security Administration (SSA) and U.S. Department of Homeland Security (DHS))

E-Verify Case Verification Number: 2018064194603WZ

Employee Name: Doe, John

Your employer referred your E-Verify case to SSA and DHS after you decided to take action to resolve a Tentative Nonconfirmation. This document confirms that your case was referred to SSA and DHS.

What you should do

Visit an SSA field office and call DHS **within 8 Federal Government working days**, by 03/15/2018 (MM/DD/YYYY), to begin to resolve the TNC. If you have not received the E-Verify Further Action Notice from your employer, contact your employer immediately to obtain this notice.

The E-Verify Further Action Notice includes information about your E-Verify case and which documents you need when you visit SSA and contact DHS. Have the E-Verify Further Action Notice when you visit an SSA field office and contact DHS.

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 this Referral Date Confirmation; **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.

If you do not take action **within 8 Federal Government working days**, by 03/15/2018 (MM/DD/YYYY), a Final Nonconfirmation will be issued and your employer may terminate your employment. Employers must allow you to take action to resolve a TNC and may not take adverse action against you because of the TNC while you are contesting the DHS TNC and your E-Verify case is pending.

For More Information

If you have questions about what to do, contact E-Verify at 888-897-7781 (TTY: 877-875-6028) or email E-Verify@dhs.gov. If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter. For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at www.e-verify.gov.

Best Practices

E-Verify Employer

Employers should

- ✔ Have two or more program administrators
- ✔ Be aware that general users can see all cases created by the company
- ✔ Use the E-Verify Self-Assessment Guides
- ✔ Use E-Verify [case reports](#)

Best Practices

Case Alerts

The screenshot displays the E-Verify user interface. At the top, the header includes the E-Verify logo, a 'Welcome' message, and fields for 'Company' and 'User ID'. A navigation menu below the header contains links for HOME, CASES, PROFILE, COMPANY, REPORTS, WEB SERVICES, and RESOURCES, along with a LOG OUT button.

The main content area features a promotional banner for the E-Verify Message Center, which includes an image of a user at a computer, the text 'Visit the E-Verify Message Center to get the latest E-Verify News and Information', and a 'Message Center' button with an envelope icon. To the right of this banner is a 'QUICK LINKS' section with four buttons: 'Verify Employee', 'Search Cases', 'View Resources', and 'Contact Us'.

A prominent red notification bar spans the width of the page, stating 'You Have No Case Alerts at this Time'. Below this bar, a row of four dark blue buttons is highlighted with an orange border. From left to right, these buttons are: 'Open Cases to be Closed' with a folder icon, 'Cases with New Updates' with a document icon, 'Work Authorization Docs Expiring' with a calendar and ID card icon, and 'Message Center' with an envelope icon. A red arrow points from the notification bar to the 'Cases with New Updates' button.

Best Practices

Case Status Updates

Check E-Verify periodically for one of the following responses:

| | |
|------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Employment Authorized</u> | The employee's information matched records available to SSA and/or DHS. |
| <u>Verification In Process</u> | This case was referred to DHS for further verification. |
| <u>Case in Continuance</u> | The employee has visited an SSA field office or contacted DHS, but more time is needed to determine a final case result. |
| <u>Final Nonconfirmation</u> | E-Verify cannot confirm the employee's employment eligibility after the employee visited SSA or contacted DHS. |
| <u>Close Case and Resubmit</u> | SSA or DHS requires that you close the case and create a new case for this employee. This result may be issued when the employee's U.S. passport, passport card, or driver's license information is incorrect. |

Compliance

E-Verify Monitoring and Compliance (M&C)

E-Verify Monitoring and Compliance

- ✔ Helps employers comply with Memorandum of Understanding (MOU) and applicable laws.
- ✔ Provides guidance on proper use
- ✔ Assists employers in avoiding discriminatory practices
- ✔ Assists in detecting employer abuses



Compliance

Common Issues

- ✓ Creating cases for existing employees
- ✓ Creating cases after the “three day window”
- ✓ Open cases
- ✓ Choosing a case closure statement
- ✓ Requesting specific documents from employees

Compliance

Employer Responsibilities

Employers must not:

- ❌ Use E-Verify selectively or to pre-screen applicants
- ❌ Influence employee decision if to contest TNC
- ❌ Terminate or take adverse action against an employee contesting a TNC
- ❌ Ask for additional documents if employee gets a TNC

Compliance

Employee Rights

Employers should:

- ✓ Display E-Verify Participation posters
- ✓ Display You Have Rights poster
- ✓ Contact Immigrant & Employee Rights (IER) with questions:
1-800-255-8155 (TDD: 1-800-362-2735)



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



E-Verify for Existing Users

The image shows two posters. The top poster is titled "IF YOU HAVE THE RIGHT TO WORK" and features a silhouette of a person working. Below it is a sample E-Verify participation poster. The poster is bilingual, with English on the left and Spanish on the right. It includes the E-Verify logo and the text "Sample Only". The English text reads: "This Organization Participates in E-Verify" and "This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S. If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment. Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9." The Spanish text reads: "Esta Organización Participa en E-Verify" and "Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU. Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo. Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9." Both sections include the contact information: "E-Verify Works for Everyone" / "E-Verify Funciona Para Todos", "888-897-7781", and "www.e-verify.gov".

Additional Resources

Engage with us online and via Social Media

- ✔ Visit our 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 #EVerify 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 ideas and feedback on [E-Verify Listens](#)



Thank You!