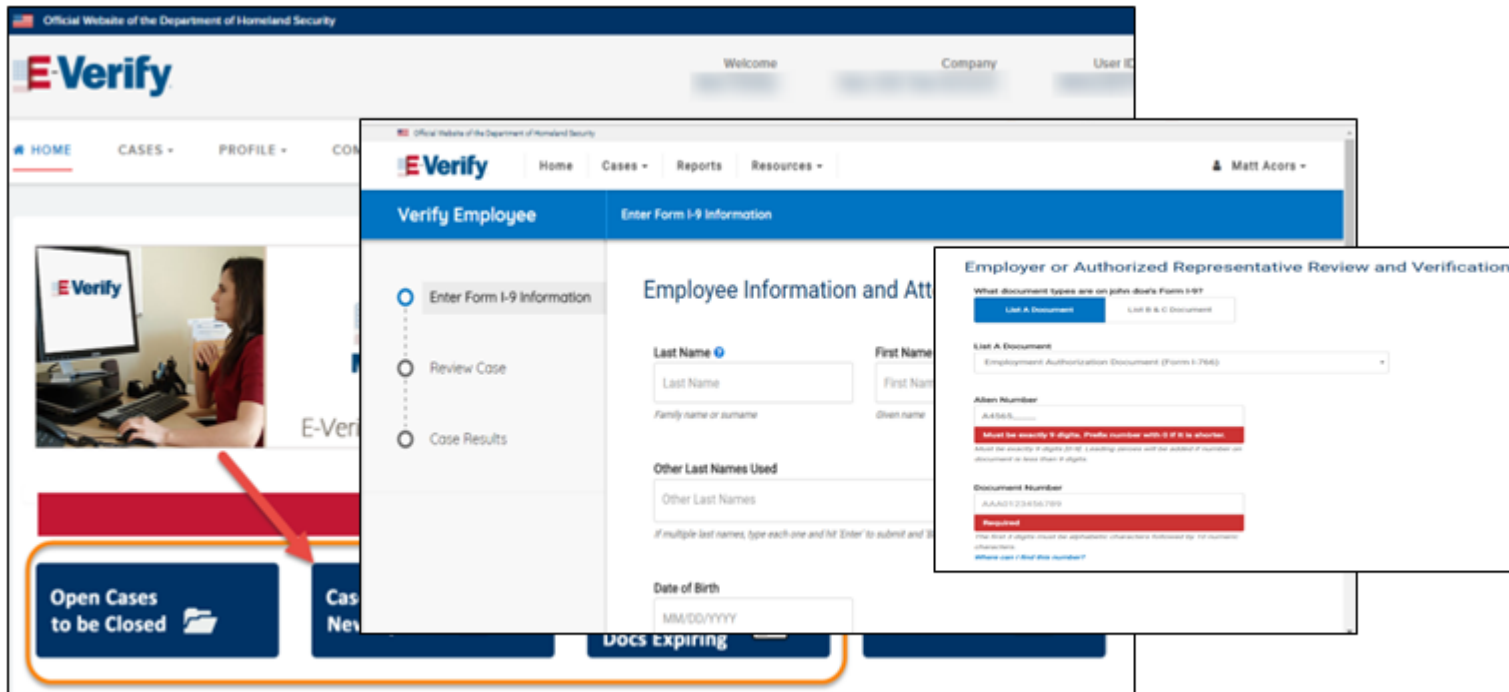


# E-Verify in 30

The image is a composite screenshot of the E-Verify website. The top banner shows the "Official Website of the Department of Homeland Security" and the E-Verify logo. Below this is a navigation bar with links for HOME, CASES, PROFILE, and COMPANY. The main content area is titled "Verify Employee" and "Enter Form I-9 Information". It includes a sidebar with a list of steps: "Enter Form I-9 Information", "Review Case", and "Case Results". The main form area is titled "Employee Information and Attestation" and contains fields for "Last Name", "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 "Enter Form I-9 Information" step in the sidebar. Another red arrow points from the "Open Cases to be Closed" button to the "Employer or Authorized Representative Review and Verification" section on the right. This section includes a dropdown menu for "What document types are on John Doe's Form I-9?" and a text input field for "List A Document". Below this is a section for "List B & C Document" with a text input field for "Employment Authorization Document (Form I-766)". The bottom of the page features a "Docs Expiring" section with a list of documents and their expiration dates.

# 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](https://e-verify.gov) website.*

*This presentation is not intended for members of the media. For all media inquiries visit the [U.S. Citizenship and Immigration Services Media Contacts](#) webpage.*

# Agenda

- ✓ E-Verify – The Big Picture
- ✓ Enrollment and Use
- ✓ Employer Responsibilities
- ✓ Features and Resources

# What is E-Verify?

- ✔ Free web-based service that's fast and easy to use
- ✔ Electronically verifies the employment eligibility of newly hired employees
- ✔ Existing employees assigned to work on a qualifying federal contract \*
- ✔ Partnership between the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA)



\*Contract that includes the [E-Verify Federal Acquisition Regulation \(FAR\) clause](#).

# What Does E-Verify Not Do?

E-Verify is not...

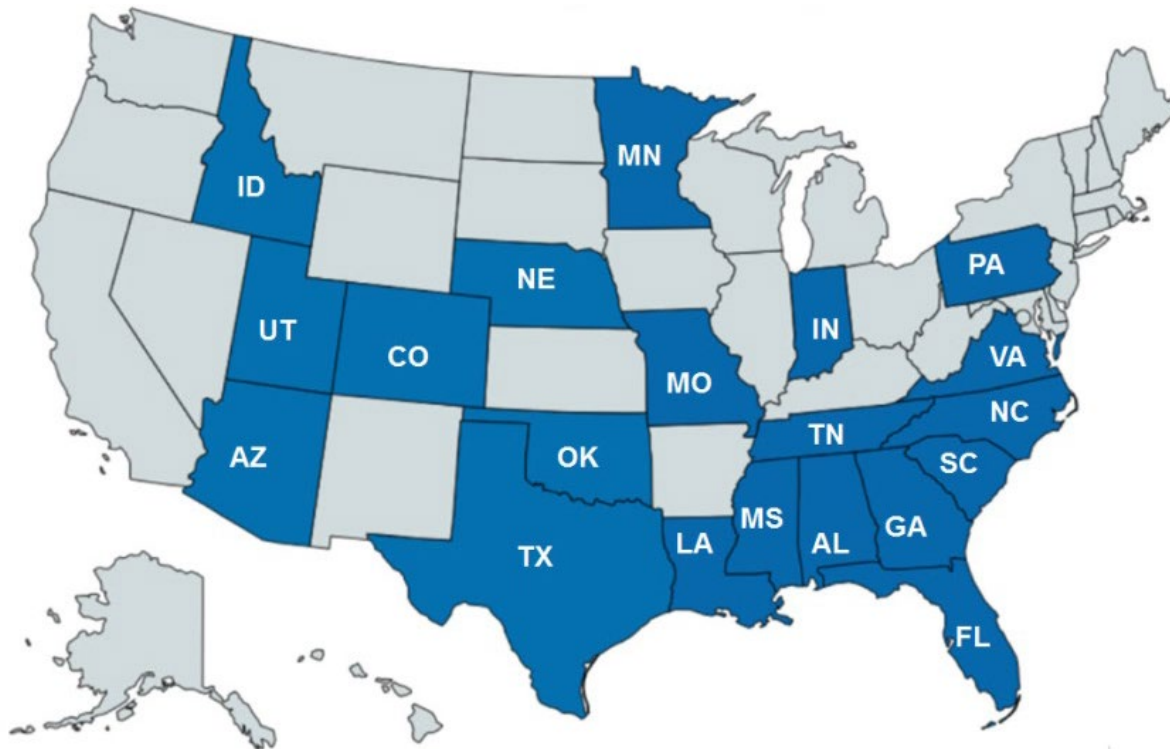
- ✓ ...a system that provides immigration status
- ✓ ...used for prescreening
- ✓ ...a safe harbor from worksite enforcement

# Why use E-Verify?

- ✓ Ensures a legal workforce
- ✓ Protects jobs for authorized workers
- ✓ Deters document and identity fraud
- ✓ Works seamlessly with Form I-9



# State E-Verify Requirements



**Enacted  
legislation  
requiring  
mandatory use of  
E-Verify that may  
include most  
employers,  
various public  
entities /  
contractors**

# 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 first 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 first day of work for pay
- ✔ Not use Form I-9 to prescreen



# Form I-9 Process with E-Verify

## 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 first 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 Section 3 of Form I-9 only

# Participation Poll

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

# Enroll in E-Verify

Step 1: Visit [Enrollment](#) Website

Step 2: Answer Access Method Questions

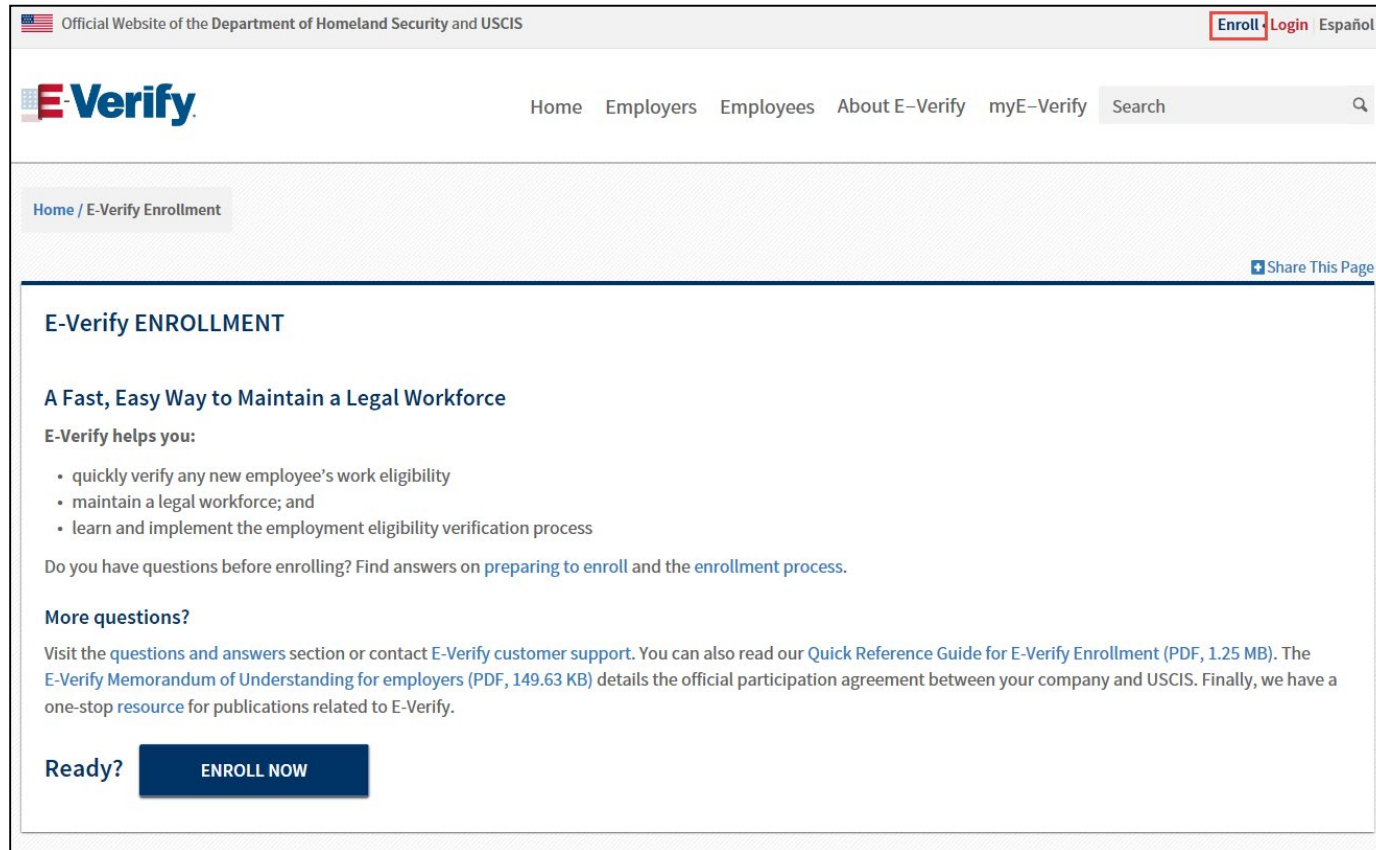
Step 3: Sign Memorandum of Understanding (MOU)

Step 4: Enter Company Information

Step 5: Print MOU



# How to Enroll



The screenshot displays the E-Verify website interface. At the top, a header bar includes the text "Official Website of the Department of Homeland Security and USCIS" on the left and "Enroll Login Español" on the right, with "Enroll" highlighted in a red box. Below the header is the E-Verify logo and a navigation menu with links: Home, Employers, Employees, About E-Verify, myE-Verify, and a search bar. A breadcrumb trail shows "Home / E-Verify Enrollment". A "Share This Page" link is visible in the top right of the main content area. The main heading is "E-Verify ENROLLMENT". Below this is the subheading "A Fast, Easy Way to Maintain a Legal Workforce". The text "E-Verify helps you:" is followed by a bulleted list: "quickly verify any new employee's work eligibility", "maintain a legal workforce; and", and "learn and implement the employment eligibility verification process". A paragraph follows: "Do you have questions before enrolling? Find answers on [preparing to enroll](#) and the [enrollment process](#)." Below this is a section titled "More questions?" with a paragraph: "Visit the [questions and answers](#) section or contact [E-Verify customer support](#). You can also read our [Quick Reference Guide for E-Verify Enrollment \(PDF, 1.25 MB\)](#). The [E-Verify Memorandum of Understanding for employers \(PDF, 149.63 KB\)](#) details the official participation agreement between your company and USCIS. Finally, we have a one-stop [resource](#) for publications related to E-Verify." At the bottom left, the text "Ready?" is next to a dark blue button labeled "ENROLL NOW".

Official Website of the Department of Homeland Security and USCIS

Enroll Login Español

E-Verify

Home Employers Employees About E-Verify myE-Verify Search

Home / E-Verify Enrollment

Share This Page

## E-Verify ENROLLMENT

### A Fast, Easy Way to Maintain a Legal Workforce

E-Verify helps you:

- quickly verify any new employee's work eligibility
- maintain a legal workforce; and
- learn and implement the employment eligibility verification process

Do you have questions before enrolling? Find answers on [preparing to enroll](#) and the [enrollment process](#).

#### More questions?

Visit the [questions and answers](#) section or contact [E-Verify customer support](#). You can also read our [Quick Reference Guide for E-Verify Enrollment \(PDF, 1.25 MB\)](#). The [E-Verify Memorandum of Understanding for employers \(PDF, 149.63 KB\)](#) details the official participation agreement between your company and USCIS. Finally, we have a one-stop [resource](#) for publications related to E-Verify.

Ready? **ENROLL NOW**

# 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 —





# Form I-9 & E-Verify Work Together

Form I-9, Employment Eligibility Verification, is a document used by employers to verify the identity and employment authorization of their employees. The form is divided into three main sections: Section 1 (Employee Information), Section 2 (Employer Information), and Section 3 (Verification Status). The form is titled "Employment Eligibility Verification" and "Form I-9" and is issued by the U.S. Citizenship and Immigration Services (USCIS). The form is used to verify the identity and employment authorization of employees who are hired on or after September 8, 2009. The form is used to verify the identity and employment authorization of employees who are hired on or after September 8, 2009. The form is used to verify the identity and employment authorization of employees who are hired on or after September 8, 2009.



Employment Authorized



Tentative Nonconfirmation



Verification in Process



# 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

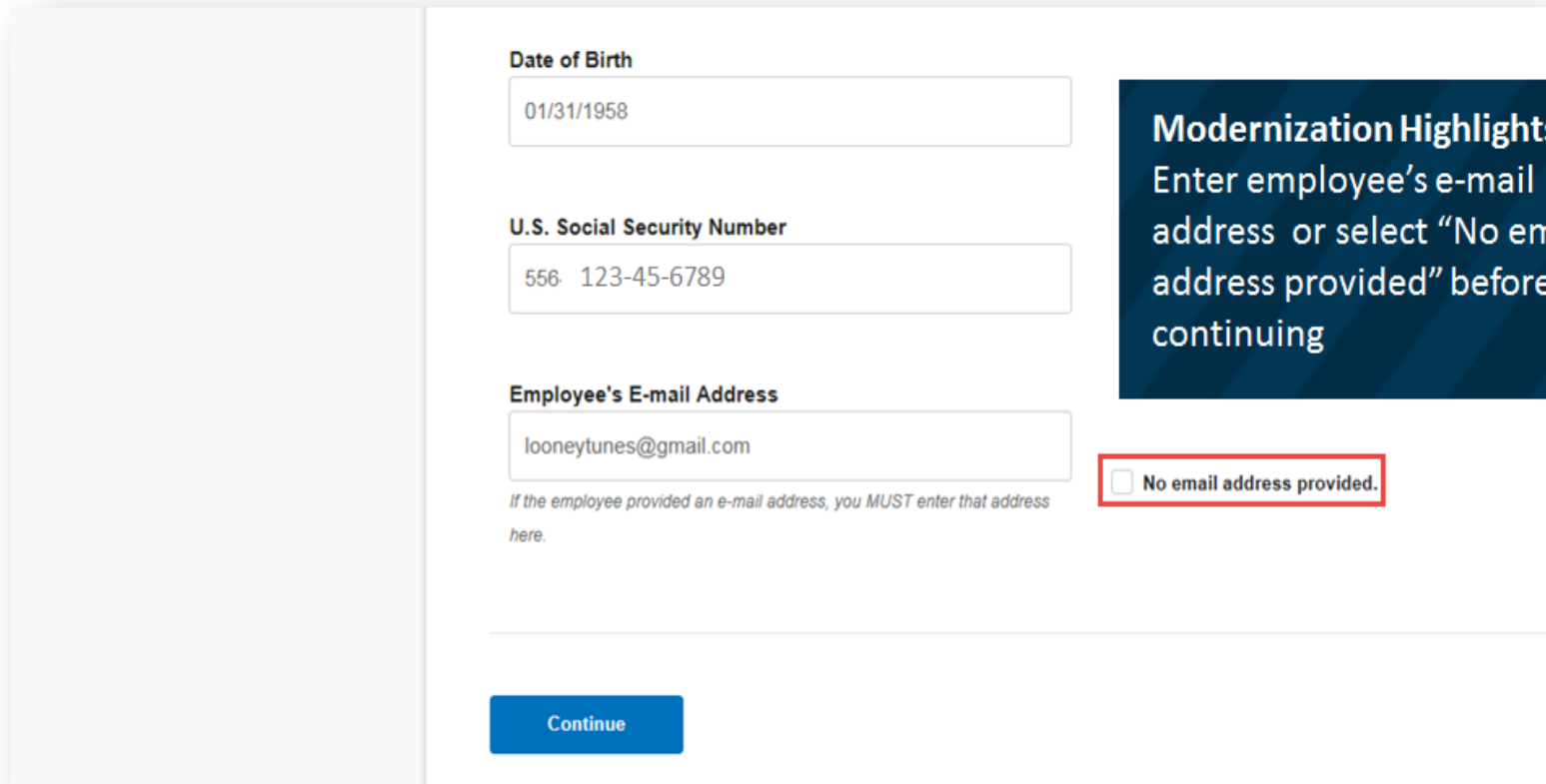


3

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

# E-Verify Case Processing

## 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	<b>A lawful permanent resident</b>	An alien authorized to work
--------------------------------	--	------------------------------------	-----------------------------

### Employer or Authorized Representative Review and Verification

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

<b>List A Document</b>	List B & C Document
------------------------	---------------------

List A Document

Permanent Resident Card or Alien Registration Receipt Card (Form I-551) ▼

**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/USCIS 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

LIN4555555555

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

## 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.



# 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

## 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

## 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](http://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](http://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 your **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](mailto: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](http://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](mailto: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](http://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 Status Updates

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

<a href="#"><u>Employment Authorized</u></a>	The employee's information matched records available to SSA and/or DHS.
<a href="#"><u>Verification In Process</u></a>	This case was referred to DHS for further verification.
<a href="#"><u>Case in Continuance</u></a>	The employee has visited an SSA field office or contacted DHS, but more time is needed to determine a final case result.
<a href="#"><u>Final Nonconfirmation</u></a>	E-Verify cannot confirm the employee's employment eligibility after the employee visited SSA or contacted DHS.
<a href="#"><u>Close Case and Resubmit</u></a>	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.



# Best Practices


## Case Alerts

Official Website of the Department of Homeland Security

**E-Verify**

Welcome [redacted] Company [redacted] User ID [redacted]

[HOME](#) [CASES](#) [PROFILE](#) [COMPANY](#) [REPORTS](#) [WEB SERVICES](#) [RESOURCES](#) [LOG OUT](#)



Visit the  
**E-Verify**  
**Message Center**  
to get the latest  
E-Verify News and Information

**Message Center**

**QUICK LINKS**

- [Verify Employee](#)
- [Search Cases](#)
- [View Resources](#)
- [Contact Us](#)

**You Have No Case Alerts at this Time**

**Open Cases to be Closed**

**Cases with New Updates**

**Work Authorization Docs Expiring**

**Message Center**

# 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](mailto: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](mailto:E-VerifyOutreachSupport@uscis.dhs.gov)
- ✓ Submit Form I-9, E-Verify and myE-Verify ideas and feedback on [E-Verify Listens](#)

# Thank You!