

myE-Verify[®]

Works for me.




U.S. Citizenship
and Immigration
Services



Form I-9



[Instructions](#)
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Employment Eligibility Verification
Department of Homeland Security
 U.S. Citizenship and Immigration Services

USCIS Form I-9
 OMB No. 1615-0047
 Expires 08/31/2019

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name) ①		First Name (Given Name) ①		Middle Initial ①	Other Last Names Used (if any) ①
Address (Street Number and Name) ①		Apt. Number ①	City or Town ①	State ①	ZIP Code ①
Date of Birth (mm/dd/yyyy) ①	U.S. Social Security Number ①	Employee's E-mail Address ①		Employee's Telephone Number ①	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☐ 1. A citizen of the United States ①

☐ 2. A noncitizen national of the United States (See instructions) ①

☐ 3. A lawful permanent resident ① (Alien Registration Number/USCIS Number: ①)

☐ 4. An alien authorized to work ① until (expiration date, if applicable, mm/dd/yyyy): ①
 Some aliens may write "N/A" in the expiration date field. (See instructions)

*Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
 An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.*

1. Alien Registration Number/USCIS Number: ①

OR

2. Form I-94 Admission Number: ①

OR

3. Foreign Passport Number: ①

Country of Issuance: ①

QR Code - Section 1
 Do Not Write in This Space

Signature of Employee ① Today's Date (mm/dd/yyyy) ①

Preparer and/or Translator Certification (check one): ①

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator ① Today's Date (mm/dd/yyyy) ①


Last Name (Family Name) ①		First Name (Given Name) ①	
Address (Street Number and Name) ①		City or Town ①	State ① ZIP Code ①

[Click to Finish](#)

STOP Employer Completes Next Page STOP

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Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1 ①		Last Name (Family Name) ①	First Name (Given Name) ①	M.I. ①	Citizenship/Immigration Status ①
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List A Identity and Employment Authorization	List B Identity	List C Employment Authorization
Document Title ①	Document Title ①	Document Title ①
Issuing Authority ①	Issuing Authority ①	Issuing Authority ①
Document Number ①	Document Number ①	Document Number ①
Expiration Date (if any) (mm/dd/yyyy) ①	Expiration Date (if any) (mm/dd/yyyy) ①	Expiration Date (if any) (mm/dd/yyyy) ①
Document Title ①	<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> Additional Information ① </div> <div style="width: 35%; border: 1px solid black; padding: 5px;"> QR Code - Sections 2 & 3 Do Not Write in This Space </div> </div>	
Issuing Authority ①		
Document Number ①		
Expiration Date (if any) (mm/dd/yyyy) ①		
Document Title ①		
Issuing Authority ①		
Document Number ①		
Expiration Date (if any) (mm/dd/yyyy) ①		

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): ① *(See instructions for exemptions)*

Signature of Employer or Authorized Representative ①	Today's Date (mm/dd/yyyy) ①	Title of Employer or Authorized Representative ①
Last Name of Employer or Authorized Representative ①	First Name of Employer or Authorized Representative ①	Employer's Business or Organization Name ①
Employer's Business or Organization Address (Street Number and Name) ①		City or Town ① State ① ZIP Code ①

[Click to Finish](#)

Form I-9 07/17/17 N Page 2 of 4



E-Verify

- Electronically verifies the employment eligibility of
 - Newly hired employees
 - Existing employees assigned to work on a qualifying federal contract
- Free web-based service
- Fast and easy to use
- Partnership between the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA)



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myE-Verify Features

Account Features

Self Lock

Status:  Unlocked

Control the use of your Social Security number in E-Verify and Self Check

[Manage Self Lock](#)



Case History

See past use of your Social Security number in E-Verify

[View History](#)



My Account

Manage contact information, passwords, and more

[Manage My Account](#)



Case Tracker

Track your E-Verify case status

[Track Case](#)



Self Check

Confirm your employment eligibility status

[Start Self Check](#)



About myE-Verify

Learn more about myE-Verify accounts and features

[Learn More](#)



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Comparison Chart

Comparison Points	E-Verify	myE-Verify
Clientele	U.S. Businesses	U.S. Workers
Purpose	Verify employment eligibility of U.S. workers	One-stop shop for employees to participate in the E-Verify process
System Access	<ul style="list-style-type: none"> • Employer enrollment process • User account login 	<ul style="list-style-type: none"> • Account Creation • 2-factor authentication login
Legislative Mandates	<ul style="list-style-type: none"> • Voluntary federal program, required for certain federal contractors • Some states require usage 	<ul style="list-style-type: none"> • Voluntary
Website and Resource availability	50 states and U.S. territories	50 states and U.S. territories
Account availability	50 states and U.S. territories	50 states and U.S. territories



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Self Check



- Confirm your own employment authorization
- Does **not** take the place of the employer's E-Verify case
- Employers **must not** require employees or job seekers to use Self Check
- First step in creating a secure myE-Verify account



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Self CheckTM

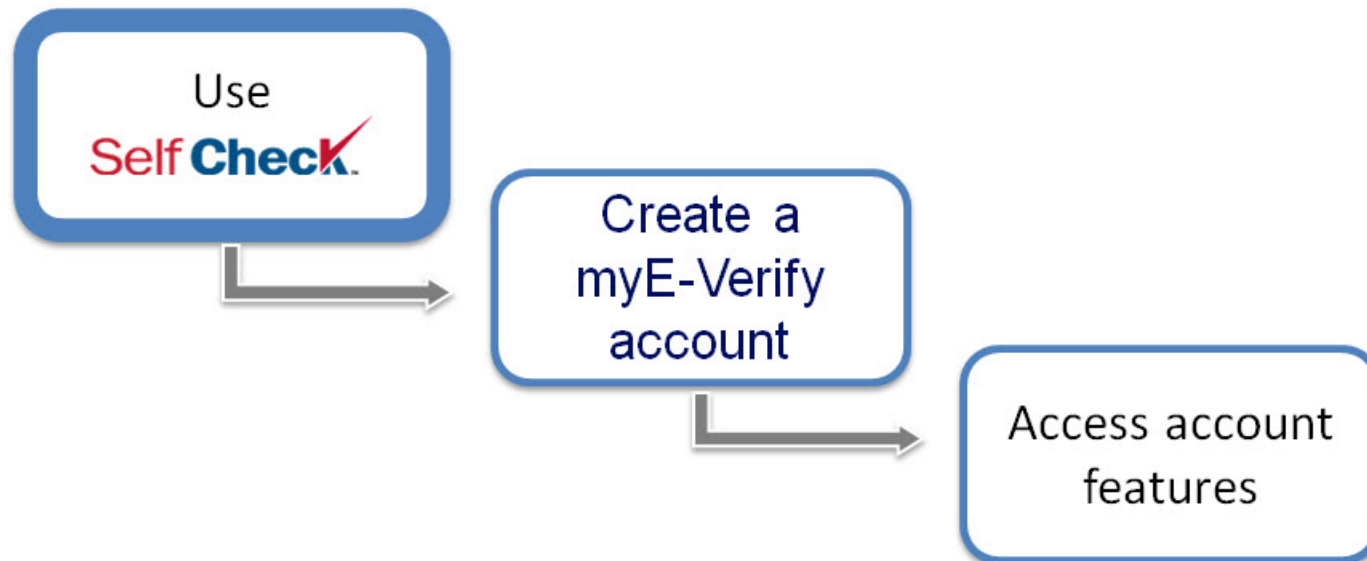


Self Check Process



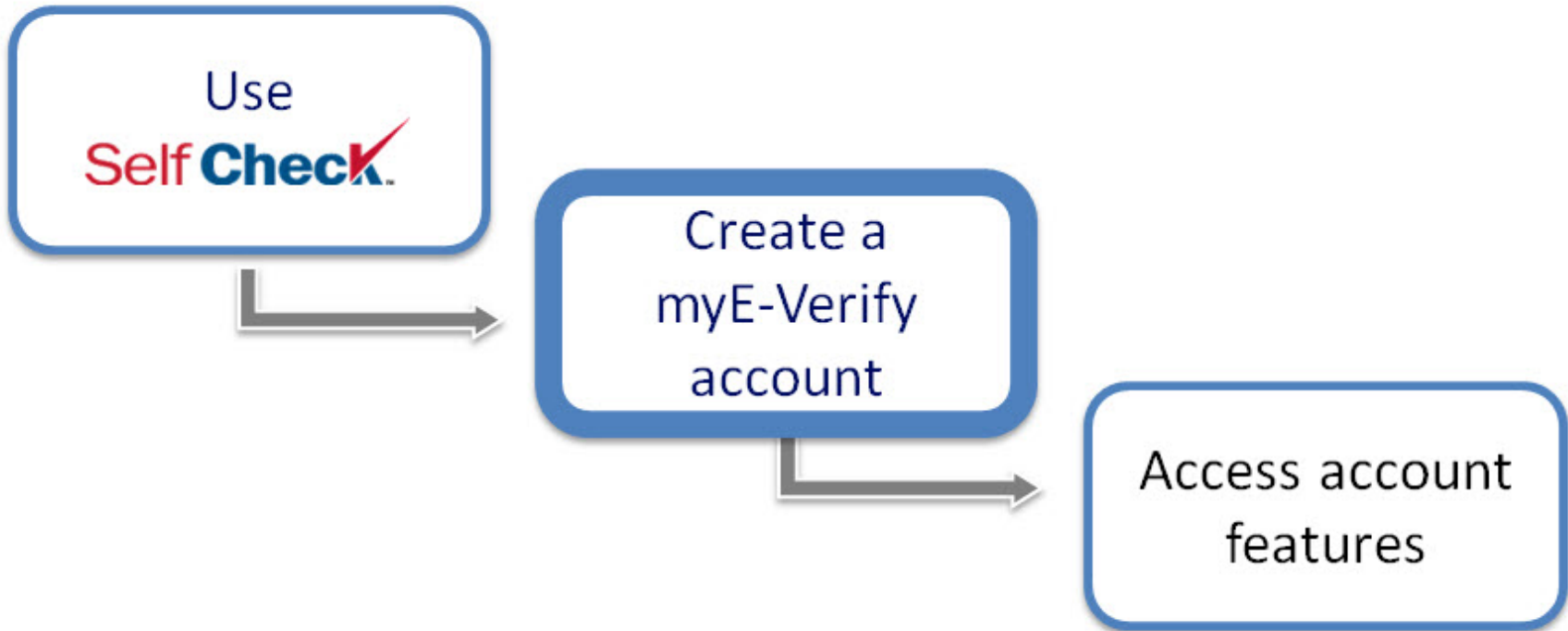
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Self Check Steps





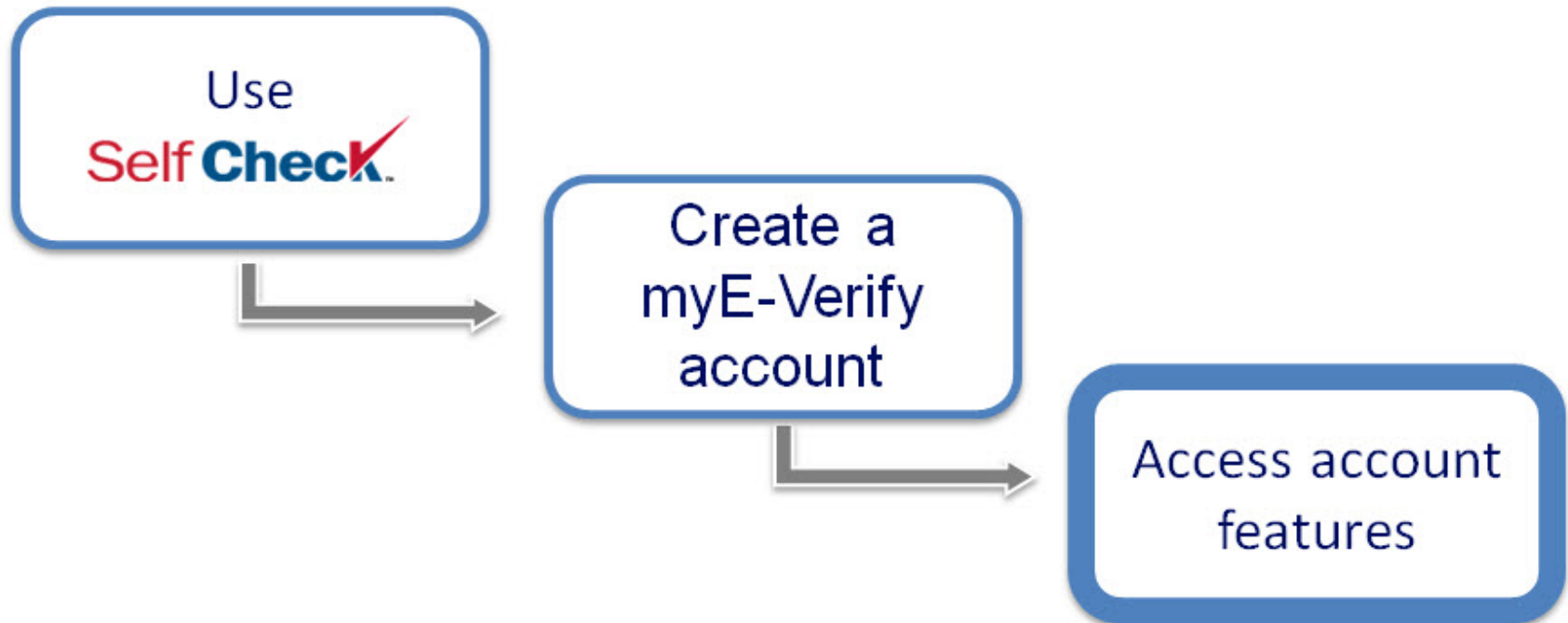
Account process: Step 2



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Account process: Step 3



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myE-Verify Account Creation

1 Create Username
& Password

2 Select Security
Questions

3 Verify Passcode
Delivery Methods

4 Pass ID
Proofing Quiz

myE-Verify Passcode:

- Six digit number
- Used one time
- Verify you have access to e-mail and a telephone number

myE-Verify accounts are available in all 50 states, the District of Columbia, Guam, Puerto Rico, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands (CNMI).



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Login Process



Step 1. Enter User Name and Password

myE-Verify
Works for me.

Home About myE-Verify Case Tracker Self Check ▾

Welcome to myE-Verify

myE-Verify is a free Web-based service that has something of value for everyone who works or is looking for a job in the United States.

👤 Over 30,000 accounts created. Sign up now!

Log In

Username or Email ⓘ

Password ⓘ

☐ Remember username [Forgot password?](#)

Log In

[Create an account](#)



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Login: One-Time Passcode

Where Should We Send the One-time Passcode?

To complete your login, select one of the delivery methods you established when you set up your account from the options below. You will be required to enter a one-time passcode each time you log into your account.

** Using a telephone to receive your one-time passcode is the most secure delivery method.*

Please select a delivery method

- ☐ Send me a text message to the telephone number (xxx)xxx- [redacted]
- * Text-messaging rates may apply.*
- ☐ Call me at the telephone number (xxx)xxx- [redacted] to tell me the one-time passcode.
- ☐ Send me an email to the address [redacted]

[I don't have access to any of the delivery methods above.](#)

Cancel Login

Send One-Time Passcode



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Login: Enter Passcode

Where Should We Send the One-time Passcode?

To complete your login, select one of the options below. You will be required to enter a one-time passcode each time you log in.

* Using a telephone to receive your one-time passcode may incur additional charges.

Please select a delivery method

☒ Send me a text message to the phone number I provided.

* Text-messaging rates may apply.

☐ Call me at the telephone number I provided.

☐ Send me an email to the address I provided.

Enter One-Time Passcode

A one-time passcode was sent to the delivery method you selected. Enter the one-time passcode in the box below.

Keep in mind that emails may be delivered to your Spam Email folder.

One-Time Passcode

Time Remaining: 04:48

Cancel

Send New One-Time Passcode

Submit

[I don't have access to any of the delivery methods above.](#)

Cancel Login

Send One-Time Passcode



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Home Screen

Welcome to myE-Verify

welcome to your personal myE-Verify account!

You can use this account to lock or unlock your Social Security number (SSN) in E-Verify, track your case status, see past uses of your SSN, and manage your myE-Verify account.

Account Features

Self Lock

Status: Unlocked

Control the use of your Social Security number in E-Verify and Self Check

[Manage Self Lock](#)



Case History

See past use of your Social Security number in E-Verify

[View History](#)



My Account

Manage contact information, passwords, and more

[Manage My Account](#)



Case Tracker

Track your E-Verify case status

[Track Case](#)



Self Check

Confirm your employment eligibility status

[Start Self Check](#)



About myE-Verify

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Self Lock



Self Lock

Self Lock allows you to proactively protect your identity. You can use Self Lock to place a "lock" on your Social Security number (SSN) in E-Verify. This means no one but you should be able to use your SSN to obtain employment with an E-Verify employer.

 Your SSN is currently Unlocked

[Return Home](#)

[Lock My SSN](#)

- Prevent your SSN from being used by others for work authorization in E-Verify and Self Check
 - Self Lock expires after one year, but can be extended
 - Self Lock applies to E-Verify and Self Check only
- Will result in a Tentative Nonconfirmation (TNC) if used in E-Verify



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Case History

Social Security number history from:

- E-Verify
- Self Check

[Home](#)
[About myE-Verify](#)
[Self Lock](#)
[Case History](#)
[Case Tracker](#)
[Self Check](#)
[Account Management](#)
[Logout](#)

Case History

Welcome to the E-Verify Case History feature. Using this feature is like monitoring your credit report; it shows you when your information was used in E-Verify or Self Check. If you are interested in proactively blocking the use of your Social Security number (SSN) in E-Verify, check out the Self Lock feature on your account homepage.

Getting your E-Verify Case History report is easy. Just provide the information below and click the **Get My Report** button. The SSN and date of birth provided must match the information you entered during account set up.

All boxes marked with a red asterisk (*) are required in order to continue.

*** Social Security number (SSN)**

*** Date of Birth**

Here is a sample of the information you will see if you run an E-Verify Case History report:

Date	Case Type	Company Name	State	Result	Case Verification Number
Jul 2, 2013	E-Verify	Premier Anvil Services, LLC	VA	Cancelled by Employer	2013001010101AD
Mar 13, 2013	Self Check				2013001010101AB
Jan 22, 2013	Self Check			Unsuccessful	2013001010101AC

[Return Home](#)
[Get My Report](#)

U.S. Department of Homeland Security : dhs.gov U.S. Citizenship and Immigration Offices : uscis.gov

OMB Contact No. : 1615-0117

Expiration Date: 7/31/2017

Privacy Policy

Accessibility
Plugins
Adobe Reader





Case History Results

Date	Case Type	Company Name	State	Result	Case Verification Number
Jul 2, 2013	E-Verify	Premier Anvil Services, LLC	VA	Unsuccessful	2013001010101AA
Mar 13, 2013	E-Verify	Premier Anvil Services, LLC	VA	Unsuccessful	2013001010101AB
Jan 22, 2013	E-Verify	Premier Anvil Services, LLC	VA	Unsuccessful	2013001010101AC
Nov 5, 2010	E-Verify	Premier Anvil Services, LLC	VA	Cancelled by Employer	2013001010101AD



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Case Tracker

Track the status of your E-Verify case.

The screenshot shows the myE-Verify Case Tracker web interface. At the top is a banner with the myE-Verify logo and the U.S. Department of Homeland Security and Social Security Administration seals. On the left is a navigation menu with links: Home, About myE-Verify, Case Tracker (highlighted), and Self Check. The main content area is titled 'Track My Case' and contains the following text: 'Welcome to the myE-Verify Case Tracker. You can track the status of your E-Verify case.', 'Enter your Case Verification Number below to track the status of your case.', and 'All boxes marked with a red asterisk (*) are required in order to continue.' Below this is a form field for the Case Verification Number, preceded by a red asterisk and the text 'Case Verification Number' with a help icon. At the bottom of the main content area are two links: 'DHS Further Action Notice' and 'SSA Further Action Notice'. At the bottom right of the page are two buttons: 'Return Home' and 'Submit'.



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[Case Tracker](#)



Case Tracker Results

1. Employment Authorization Confirmed
2. Verification in Process
3. SSA Tentative Nonconfirmation
4. DHS Tentative Nonconfirmation
5. Employer Action Required
6. Employment Authorization Not Confirmed
7. Case Referred to SSA
8. Your employer has referred your case to DHS



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Attendance Poll


PLEASE RESPOND TO THE POLL
QUESTION THAT WILL POP UP ON YOUR
SCREEN.




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USCIS Spanish Website

 Official Website of the Department of Homeland Security and USCIS

Enroll • Login **Español**

 Home Employers Employees About E-Verify myE-Verify

Learn More About E-Verify and myE-Verify

[I AM AN EMPLOYER](#)[I AM AN EMPLOYEE](#)

ABOUT E-VERIFY

E-Verify is a web-based system that allows enrolled employers to confirm the eligibility of their employees to work in the United States. E-Verify employers verify the identity and employment eligibility of newly hired employees by electronically matching information provided by employees on the Form I-9, Employment Eligibility Verification, against records available to the Social Security Administration (SSA) and the Department of Homeland Security (DHS).

E-Verify is a voluntary program. However, employers with federal contracts or subcontracts that contain the Federal Acquisition Regulation (FAR) E-Verify clause are required to enroll in E-Verify as a condition of federal contracting. Employers may also be required to participate in E-Verify if their states have legislation mandating the use of E-Verify, such as a condition of business licensing. Finally, in some instances employers may be required to participate in E-Verify as a result of a legal ruling.

E-Verify, which is available in all 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, and Commonwealth of Northern Mariana Islands, is currently the best means available to electronically confirm employment eligibility.



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myE-Verify Spanish Accounts


All myE-Verify features are available in Spanish

[Compartir Esta Página](#)

myE-Verify

¿Trabaja en los Estados Unidos? ¿Está en busca de un trabajo? ¿Se ha retirado de la fuerza laboral? ¡myE-Verify tiene algo para todos! Proteja su identidad, confirme su propia elegibilidad de empleo, aprenda sobre sus derechos y de seguimiento a su caso E-Verify. ¡Es fácil y gratis!

myE-Verify



1:01


Ingresar a myE-Verify

INGRESAR

REGISTRARSE

Verificar sin una Cuenta


COMENZAR SELF CHECK



ACERCA DE myE-VERIFY

Pruebe myE-Verify, un servicio gratuito


APRENDA MÁS ACERCA DE myE-VERIFY



SELF CHECK

Pruebe Self Check, un servicio gratuito

USE SELF CHECK



SELF LOCK

Protéjase contra el fraude de identidad

USE SELF LOCK



**U.S. Citizenship
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Resource Center

Know your role and your rights

- [Toolkit for Employee Rights](#)
- [Privacy is our commitment](#)
- [Your Rights with myE-Verify](#)
- [Employee's Responsibilities](#)

Additional Resources

- [Identity Theft](#)
- [Foreign language resources](#)



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Disclaimer



Immigration law can be complex and it is not possible to describe every aspect of the process.

This presentation provides basic information to help you become generally familiar with rules and procedures.

For more information on the law and regulations please see our Web site: www.e-verify.gov



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Feedback COMMENTS ON OUR WEBINAR?

Send to:

E-VerifyOutreachSupport@uscis.dhs.gov

***Include date, time and topic of the webinar**

THANK YOU!

www.e-verify.gov



Contact

E-mail:

myeverify@uscis.dhs.gov

EverifySelfCheck@dhs.gov

myE-Verify and Self Check Customers:

1-855-804-0296

Visit:

English www.e-verify.gov/mye-verify

Spanish www.e-verify.gov/es/mye-verify



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