



E-Verify in 30

The screenshot displays the E-Verify web application interface. At the top, the header reads "Official Website of the Department of Homeland Security" and "E-Verify". Below the header, a navigation bar includes links for "HOME", "CASES", "PROFILE", and "COM". A sidebar on the left shows a list of cases, with a red arrow pointing to the "Open Cases to be Closed" button. The main content area is titled "Verify Employee" and "Enter Form I-9 Information". It contains a form for "Employee Information and Attestation" with fields for "Last Name", "First Name", "Other Last Names Used", and "Date of Birth". A red arrow points to the "Enter Form I-9 Information" button. A modal window titled "Employer or Authorized Representative Review and Verification" is open, showing a list of document types and a "List A Document" dropdown menu. The modal also includes a "Document Number" field and a "Required" section.

Official Website of the Department of Homeland Security

E-Verify

Welcome [Name] Company [Name] User ID [Name]

HOME CASES PROFILE COM

Verify Employee

Enter Form I-9 Information

Enter Form I-9 Information

Review Case

Case Results

Employee Information and Attestation

Last Name [Field] First Name [Field]

Family name or surname Given name

Other Last Names Used

Other Last Names [Field]

If multiple last names, type each one and hit 'Enter' to submit and 'Enter' to add another last name.

Date of Birth [Field]

MM/DD/YYYY

Docs Expiring

Open Cases to be Closed

Cas New

Employer or Authorized Representative Review and Verification

What document types are on John Doe's Form I-9?

List A Document [Field]

List B & C Document [Field]

List A Document

Employment Authorization Document (Form I-766)

Alien Number

A123456789

Must be exactly 9 digits. Profile number with 3 if it is alien.

Check for validity: If rights (E, A, C) are listed, please add the number on document to last three 9 digits.

Document Number

A123456789

Required

The first 9 digits must be alphanumeric characters followed by 9 numeric characters.

Where can I find this number?

Disclaimer

This presentation is intended for E-Verify employers and E-Verify employer 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 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?

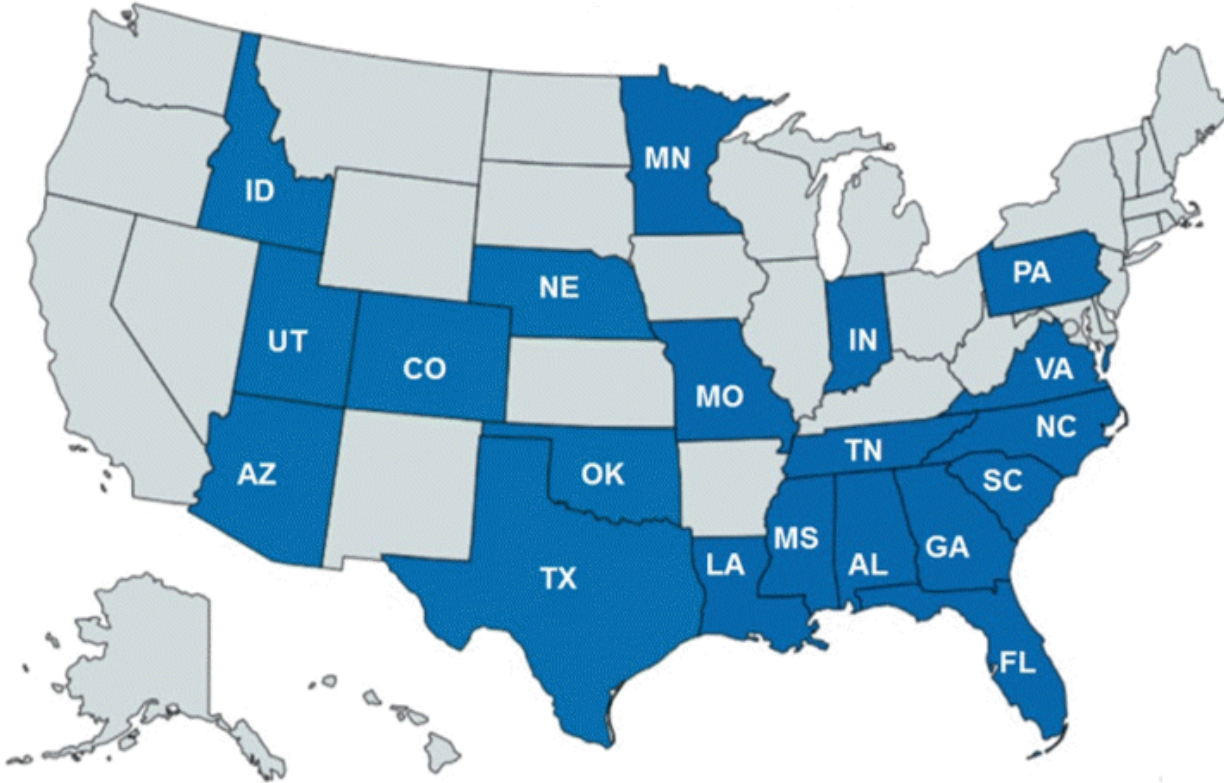
E-Verify is not...

- ✓ ...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**

*Also see Interim Final Rule implementing the [Northern Mariana Islands U.S. Workforce Act of 2018](#) which requires CW-1 employers to enroll in E-Verify

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 10/21/2019 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

*Starting May 1, you can only use edition [Form I-9, Employment Eligibility Verification](#), with the 10/21/2019 edition date. Visit [I-9 Central What's New](#).

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

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

Confirm with Confidence

Enroll in E-Verify for fast and efficient employment eligibility verification.

[ENROLL NOW](#)



1

ALREADY ENROLLED?

Use our search tool to see if your company is already enrolled in E-Verify.

[CHECK STATUS](#)

2

ENROLLMENT CHECKLIST

Make sure you have all the information and documentation you need to expedite the enrollment process.

[VIEW CHECKLIST](#)

3

ENROLLMENT PROCESS

Take an in-depth look at the entire process to get a better understanding of what is required for enrollment.

[REVIEW THE PROCESS](#)

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. It includes sections for employer and employee information, and a section for federal contractors.



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.

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

Continue

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-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



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

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.

*See [E-Verify What's New](#) for E-Verify extensions due to SSA office closures

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. See [E-Verify What's New](#) for E-Verify extensions due to SSA office closures.
- ✓ 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.

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.

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

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.

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

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](#)

Temporary Policy Resources related to COVID-19

Form I-9 Physical Document Review for Section 2

Employers and workplaces that are operating remotely may follow the DHS [news release](#) that announced flexibility in requirements related to Form I-9. See [Q&A webpage](#).

Renewal of List B Identity Documents

DHS has issued a temporary policy regarding expired List B identity documents used to complete Form I-9, Employment Eligibility Verification. Additional information at [I-9 Central What's New](#).

Form I-9 Completion by Non E-Verify Agricultural Employers of Certain H-2A workers

On April 20, the Department of Homeland Security published a [temporary final rule to amend certain H-2A requirements](#) to help U.S. agricultural employers avoid disruptions in lawful agricultural-related employment during the coronavirus (COVID-19) public health emergency. The temporary final rule expires on August 18, 2020. See more information at the [H-2A Temporary Agricultural Workers](#) page.

Form I-9 Completion by Employers of Certain H-2B Nonimmigrants

On May 12, the Department of Homeland Security published a [temporary final rule](#) to change certain H-2B requirements to help secure the U.S. food supply chain and reduce the economic impact of the coronavirus (COVID-19) public health emergency on H-2B employers. The temporary flexibilities are available through Sep. 11, 2020.

E-Verify Extended Timeframes to take action to resolve Tentative Nonconfirmations

E-Verify is extending the timeframe to take action to resolve certain Tentative Nonconfirmations (TNCs) due to SSA and other office closures to the public. See [E-Verify What's New](#) for TNC.



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-VerifyOutreach@uscis.dhs.gov

Customer Support

E-Verify received one of the highest customer service ratings among federal agencies according to the American Customer Satisfaction Survey.

- **Employer Hotline: (888) 464-4218**
- **Employee Hotline: (888) 897-7781**
- **Form I-9 E-Mail: I-9Central@uscis.dhs.gov**
- **E-Verify E-Mail: E-Verify@uscis.dhs.gov**
- **Form I-9 Website: www.uscis.gov/I-9Central**
- **E-Verify Website: www.e-verify.gov**

Thank You!