

Manual Registration Process for State Workforce Agencies

The E-Verify program is jointly administered by the Department of Homeland Security (DHS) through United States Citizenship and Immigration Services (USCIS) and the Social Security Administration (SSA). E-Verify allows participating employers to verify the employment eligibility of newly hired employees, by checking the information provided on their Form I-9 against SSA and/or DHS databases. Because E-Verify and its online registration is currently only available to employers, **State Workforce Agencies (SWAs) may not register for E-Verify through the online portal.** Instead, a unique registration process has been created for SWAs only. Please follow the instructions below.

How to Register for E-Verify:

- 1) Obtain and review a copy of the MOU from the Office of Foreign Labor Certification website at <http://www.foreignlaborcert.doleta.gov> or at <http://www.dhs.gov/everify>.
- 2) Sign the AGENCY section of the MOU signature page and complete the information page. The information page must be fully completed in order to register.
- 3) Then fax a copy of the information page and the signature page to (202) 358-7870 or scan the two pages and email them to e-verifyprograms@dhs.gov. The subject heading of the email must include "State Workforce Agency (SWA) signature page and information page."
- 4) After receiving the information page and signature page, DHS will review and approve the MOU, then register the SWA based on the information provided.
- 5) You will then receive 2 emails. One email will be an automatically-generated system email that includes logon instructions for E-Verify (a separate email will be sent to each Program Administrator that is registered). The logon instructions include the E-Verify website, a User ID and Password. The second email will come from E-Verify and will include:
 - The completed MOU. A copy of the MOU may be faxed if a scan is not available.
 - A Quick Reference Guide to help you get started with E-Verify.
 - Two Notices - the E-Verify participation poster and an anti-discrimination notice. Both notices should be placed in the referred workers' job packages.
- 6) To access the query functions in E-Verify, all SWA users must read the Quick Reference Guide, as well as take the Online Tutorial and pass the Mastery Test. When completed, each SWA E-Verify User will have access to E-Verify and can begin to perform employment verification queries.