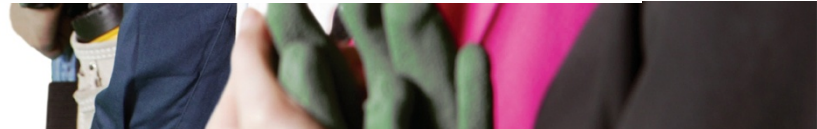




E-Verify[®]

For
Federal Contractors



E-VERIFY IS A SERVICE OF DHS AND SSA

Agenda

Section I: E-Verify & FAR - The Big Picture

Section II: E-Verify & FAR - Nuts & Bolts

Section III: Additional Information

Section I: E-Verify & FAR - The Big Picture

- What is E-Verify?
- How does it work?
- E-Verify & the **FAR E-Verify clause**
- Affected Contracts

What is E-Verify?

No-cost Internet based system

Fast & easy to use

Electronically verifies the employment eligibility of

- Newly hired employees
- Existing employees assigned to work on a qualifying Federal contract

Helps maintain a legal workforce

Protects jobs for authorized workers

Partnership between the **U.S. Department of Homeland Security** and the **Social Security Administration**



How to create an E-Verify case

OMB No. 1625-0047, Expires 06/30/12
Form I-9, Employment Eligibility Verification

Department of Homeland Security
 U.S. Citizenship and Immigration Services

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which documents they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the start of employment begin.)

First Name Last First Middle Initial Maiden Name

Address (Street Name and Number) Apt. # Date of Birth (month/day/year)

City State Zip Code Social Security #

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.

Inmate, on the grounds of conviction, shall use (check one of the following):
 A release of the United States
 A non-felon release of the United States (see instructions)
 A federal prisoner release (Form #)
 An alien authorized to work (Form # or Alienation #) and registration date (if applicable - month/day/year)

Employee's Signature Date (month/day/year)

Preparer and Employer Certification (To be completed and signed (1) by an employer or preparer other than the employee I certify, under penalty of perjury, that I have assisted in the completion of this Form and that to the best of my knowledge the information is true and correct.)

Preparer's/ Employer's Signature Title Date

Address (Street Name and Number), City, State, Zip (Code) Date (month/day/year)

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document Title:				
Issuing Authority:				
Expiration Date (if any):				
Document #:				
Expiration Date (if any):				

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may need the date the employee began employment.)

Signature of Employer or Authorized Representative Title Date

Business or Organization Name and Address (Street Name and Number), City, State, Zip (Code) Date (month/day/year)

Section 3. Updating and Reverification (To be completed and signed by employer)

A. New Hire (if applicable) B. Date of Birth (month/day/year) (if applicable)

C. If employer's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title Document # Expiration Date (if any)

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) have expiration dates to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative Date (month/day/year)

Form I-9 (Rev. 08/09) V Page 4



Form I-9



E-Verify & the FAR E-Verify Clause

Federal Acquisition Regulation (FAR) final rule requires that as of **September 8, 2009** federal contractors with contracts containing the **FAR E-Verify clause** must use E-Verify as a condition of their contract

FAR E-Verify Clause: 48 C.F.R. 52.222-54

Affected Contracts

Prime Contracts

- Awarded or modified on or after October 1, 2010 to include the **FAR E-Verify Clause**
 - Value above **\$150,000**
 - Period of performance of **120 days or more**
 - At least some of the contract work is performed in the United States
 - Does not include contracts for **Commercially available off-the-shelf (COTS)** items and related services

Affected Contracts

Subcontracts

- Prime contract contains the **FAR E-Verify clause**
- The **FAR E-Verify clause** flows down to all tiers of subcontracts
- Prime contractor is responsible for insuring that the **FAR E-Verify clause** is included in qualifying subcontracts

Affected Contracts

Subcontracts

- Value of more than **\$3,000**
- Contract is for commercial or noncommercial services or construction
- At least some of the contract work is performed in the United States
- Does not include contracts for **Commercially available off-the-shelf (COTS)** items and related services

Affected Contracts

Indefinite Delivery / Indefinite Quantity

- Existing contract
- Period of performance extends at least six months after September 8, 2009
- Substantial amount of work or number of orders expected during remaining performance period
- Contract may be bi-laterally modified to include the **FAR E-Verify clause**

Section II: E-Verify & FAR - Nuts & Bolts

- Enrolling/Updating Company Profile
 - When
 - How
- Determining who to verify
- When to verify
- Form I-9 and existing employees
- An E-Verify case
- Handling a TNC
- Closing a case

Enroll or Update Your Company Profile

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1		3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Contract award date

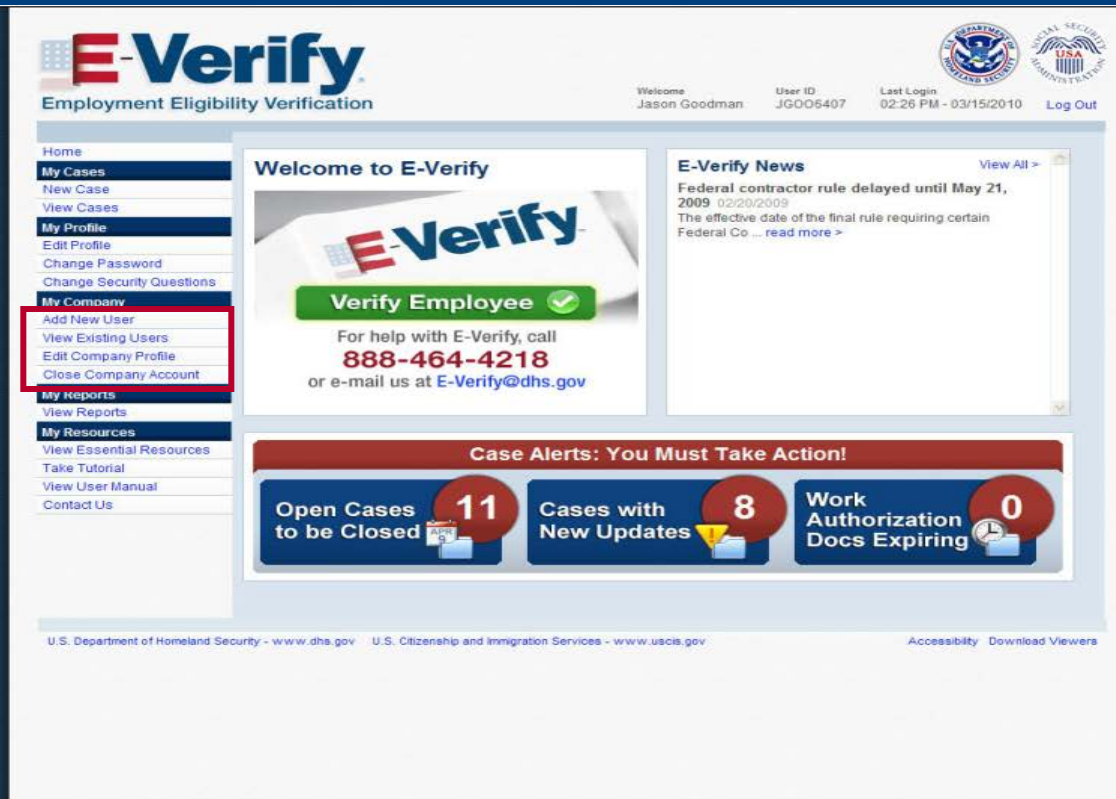
Deadline to Enroll!

Within
30 calendar days
of
Contract Award Date
or
Contract Modification Date

How to update your company profile

Log in to E-Verify.

Under **My Company** click **Edit Company Profile**.

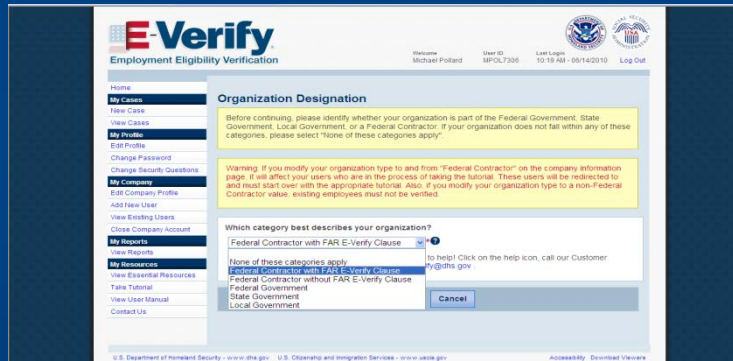


The screenshot displays the E-Verify web application interface. At the top, the E-Verify logo and 'Employment Eligibility Verification' text are visible. The user is logged in as Jason Goodman (User ID: JG006407, Last Login: 02:26 PM - 03/15/2010). The left navigation menu includes sections for 'My Cases', 'My Profile', 'My Company', 'My Reports', and 'My Resources'. The 'My Company' section is expanded, and 'Edit Company Profile' is highlighted with a red box. The main content area features a 'Welcome to E-Verify' message with a 'Verify Employee' button and contact information (888-464-4218). An 'E-Verify News' section contains a headline about a federal contractor rule. A 'Case Alerts: You Must Take Action!' banner shows 11 open cases to be closed, 8 cases with new updates, and 0 work authorization docs expiring. The footer includes links to DHS and USCIS websites and an accessibility statement.

How to update your company profile

1. Update your organization designation
2. Choose your Federal contractor category
3. Choose which employees you're going to verify

1.



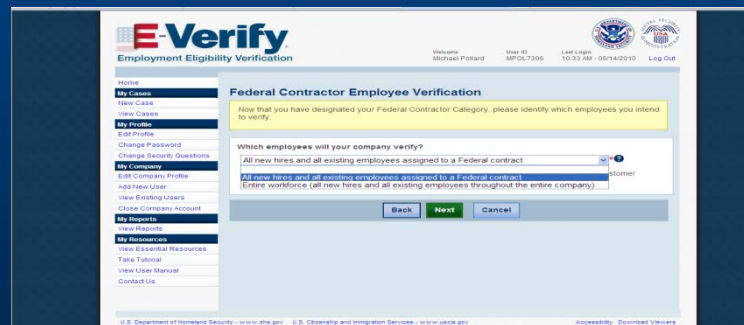
The screenshot shows the 'Organization Designation' step in the E-Verify process. The user is Michael Pollard (User ID: MPOL7306). The page asks the user to identify their organization type: Federal Government, State Government, Local Government, or Federal Contractor. A warning states that changing the organization type will affect the user's role and require a tutorial. A dropdown menu is set to 'Federal Contractor with FAR E-Verify Clause'. A help icon is present for more information.

2.



The screenshot shows the 'Federal Contractor Category' step. The user is Michael Pollard. The page asks the user to identify which Federal Contractor category best describes their organization. A dropdown menu is set to 'None of these categories apply'. A help icon is present for more information.

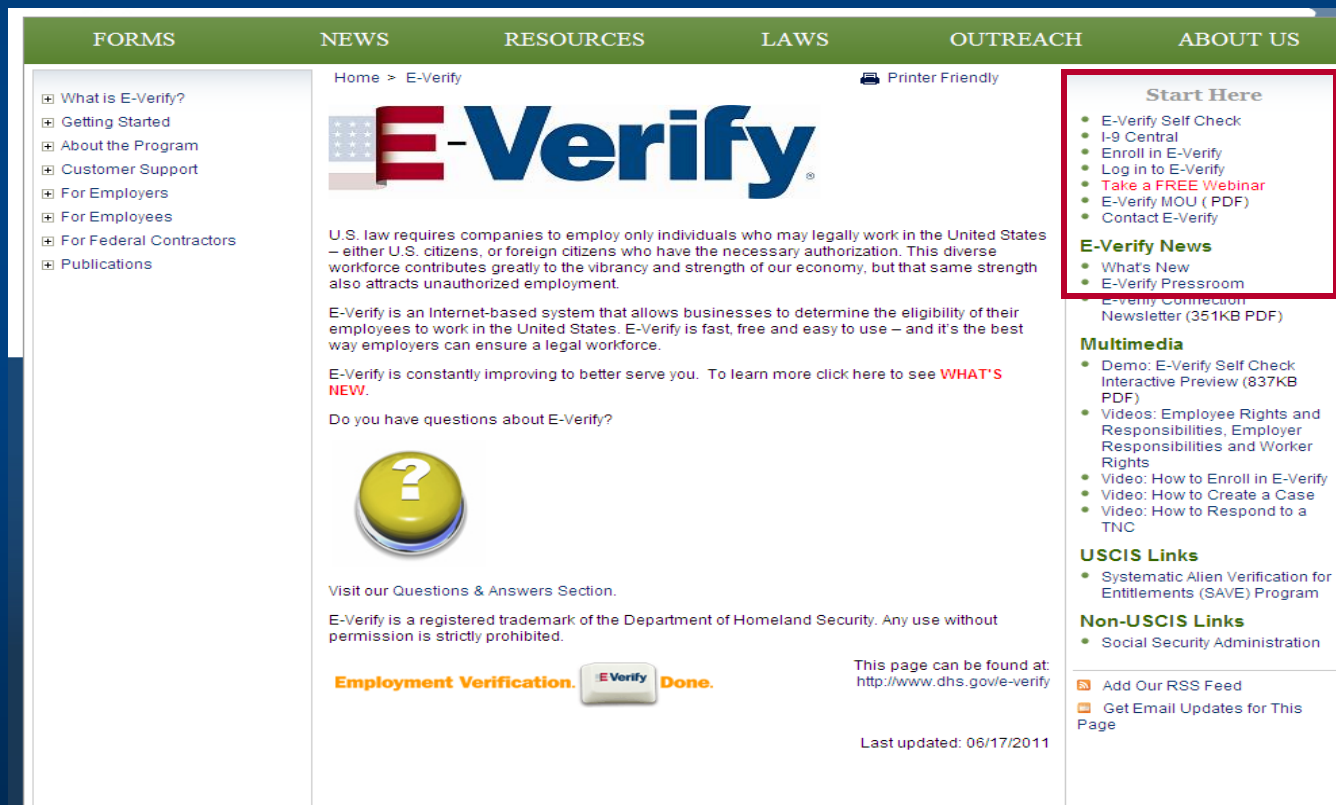
3.



The screenshot shows the 'Federal Contractor Employee Verification' step. The user is Michael Pollard. The page asks the user to identify which employees they intend to verify. A dropdown menu is set to 'All new hires and all existing employees assigned to a Federal contract'. A help icon is present for more information.

How to enroll

Go to www.dhs.gov/E-Verify
Under **Start Here** click **Enroll in E-Verify**



The screenshot shows the E-Verify website homepage. The navigation bar includes: FORMS, NEWS, RESOURCES, LAWS, OUTREACH, ABOUT US. The main content area features the E-Verify logo and a navigation menu on the left with items like 'What is E-Verify?', 'Getting Started', 'About the Program', 'Customer Support', 'For Employers', 'For Employees', 'For Federal Contractors', and 'Publications'. The main text explains that U.S. law requires companies to employ only individuals who may legally work in the United States. It also states that E-Verify is an Internet-based system for determining employee eligibility. A 'Start Here' sidebar on the right is highlighted with a red box and contains the following links: E-Verify Self Check, I-9 Central, Enroll in E-Verify, Log in to E-Verify, Take a FREE Webinar, E-Verify MOU (PDF), Contact E-Verify, E-Verify News, What's New, E-Verify Pressroom, E-Verify Connection Newsletter (351KB PDF), Multimedia, Demo: E-Verify Self Check Interactive Preview (837KB PDF), Videos: Employee Rights and Responsibilities, Employer Responsibilities and Worker Rights, Video: How to Enroll in E-Verify, Video: How to Create a Case, Video: How to Respond to a TNC, USCIS Links, Systematic Alien Verification for Entitlements (SAVE) Program, Non-USCIS Links, Social Security Administration, Add Our RSS Feed, and Get Email Updates for This Page. The footer includes the text 'Employment Verification. E-Verify Done.' and 'This page can be found at http://www.dhs.gov/e-verify'.

How to enroll

Enrollment Checklist


E-Verify Enrollment: Checklist

Deciding to enroll in E-Verify is the first step toward supporting a legal workforce. E-Verify will guide you through the enrollment process by asking several questions. Use the checklist below to ensure you have all of the information you will need to complete the enrollment process. You must complete the enrollment process in a single website session, so be sure you have time to complete the process since you will not be able to save your progress and return at a later time to complete.






For more information, visit the [Getting Started](#) section of the E-Verify website or consult our [Quick Reference Guide for E-Verify Enrollment](#) to learn how to enroll and start using E-Verify.

Need help? Click on any question mark icon  to get more information.

Before you enroll, you must decide:

- Who will electronically sign the E-Verify memorandum of understanding (MOU) on behalf of your company?
- Which [hiring sites](#) will participate in E-Verify?
- If you are a [federal contractor](#) with the FAR E-Verify clause, which employees will you verify?
- Which company location(s) will access E-Verify?
- Who in your company will have access to E-Verify?
- Who in your company should be a program administrator? 

To enroll, you will need to know:

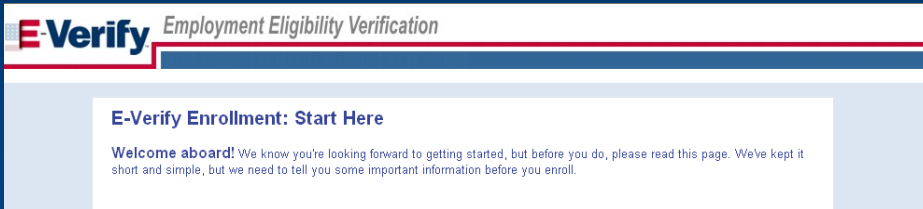
- Contact information for your company's E-Verify memorandum of understanding (MOU) signatory (name, phone number, fax number and e-mail address)
- Company name
- 'Doing business as' name (optional) 
- Data Universal Numbering System (DUNS) number (optional) 
- The physical address of the location from which your company will access E-Verify (including county)
- Company mailing address (if different from the physical address)
- Employer identification number (also called a Federal Tax ID Number) 
- Total number of employees for all of your company's hiring sites that will participate in E-Verify (you'll choose from a range of numbers)
- Parent organization (optional) 
- Administrator name (E-Verify corporate account) (optional) 
- The first three digits of your company's primary North American Industry Classification System (NAICS) code (if you don't know it, we'll help you find it when you enroll)
- The number of hiring sites that will participate in E-Verify in each state

For all registering users, you must provide:

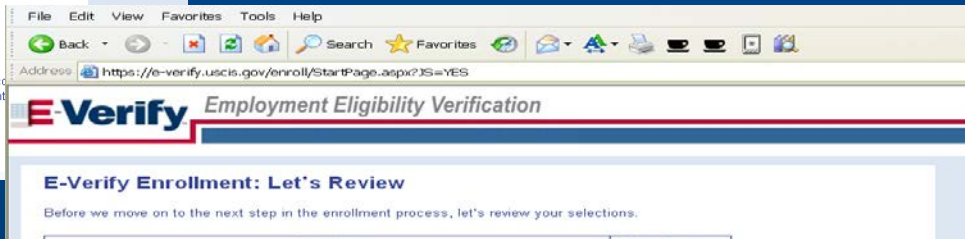
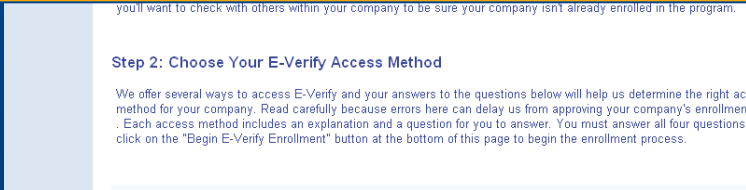
- Name
- Phone Number
- Fax Number (optional)
- E-mail Address

[Begin E-Verify Enrollment](#)

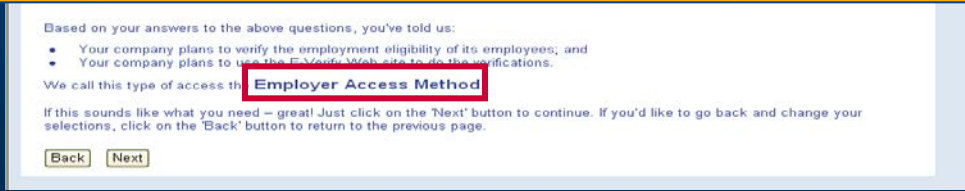
How to enroll



E-Verify will ask questions about how you plan to use the system



Based on your answers, E-Verify will recommend an access method



How to enroll

Access methods

Employer

Most common

Allows E-Verify users in your company to electronically verify the employment eligibility of newly hired employees and existing employees assigned to a federal contract

E-Verify Employer Agent

Least common

Select this access method if your company creates cases for client companies

Corporate Administrator

Allows you to create, manage, and administer new & existing E-Verify accounts as well as create and view reports

Does **NOT** allow you to create cases

How to enroll

- Electronically sign a **Memorandum of Understanding (MOU)** with DHS and SSA
- User Name, Password, and E-Verify Web Address will be **e-mailed** to you within 48 hours
- Download and read the *E-Verify User Manual for Federal Contractors* and the *E-Verify Supplemental Guide for Federal Contractors*
- Complete an **online tutorial** before creating cases

Determining who to verify

- Verify existing employees
 - Hired after November 6, 1986
 - Working in the United States
 - Performing direct substantial work on a contract containing the **FAR E-Verify clause**
 - Includes short term & temporary employees

Determining who to verify

Step 1 – The workforce

- Am I going to verify...

...my entire workforce (all new hires and all existing employees throughout the company)

OR

...All new hires organization wide and existing employees assigned to the Federal contract

Determining who to verify

Step 2 – Employees you don't run through E-Verify

- Hired on or before November 6, 1986 who are continuing in employment
- Already confirmed as **Employment Authorized** who are continuing in employment

Determining who to verify

Step 3 – Employees you may choose not to verify

- New & existing employees with an active confidential, secret, or top secret security clearance OR HSPD-12 compliant credentials
- Existing employees who perform support work (administrative, overhead, indirect)

Determining who to verify

Special Category Employers

Employers in these categories may limit their cases to only those new & existing employees assigned to the federal contract which contains the **FAR E-Verify clause**

**Institutions
of
Higher
Learning**

**State
&
Local
Governments**

**Federally
Recognized
Indian Tribes**

Sureties
performing under a takeover agreement entered into with a federal agency under a performance bond

When do I verify new hires?

You must begin entering Form I-9 information into E-Verify for new hires within **90 calendar days** of enrolling or updating your organization designation to **Federal Contractor with FAR E-Verify Clause**

Notes

*Once you begin entering Form I-9 information for new hires, you must enter Form I-9 information for all newly hired employees **no later than the 3rd business day after the employee's start date.***

If you are already verifying your new hires according to this rule, you should continue to do so. Do not change this practice just because you've gotten a Federal Contract with the FAR E-Verify clause.

When do I verify existing employees assigned to the contract?

You must enter Form I-9 information into E-Verify for existing employees assigned to the contract within **90 calendar days** of enrolling or updating your organization designation to **Federal Contractor with FAR E-Verify Clause**

Note

If you are assigning an existing employee to a federal contract anytime after day 60 of the initial 90 calendar day period, you have 30 days from the date the person is assigned to the contract to run him or her in E-Verify.

When do I verify all my employees if I've chosen *Entire Workforce*?

You must enter Form I-9 information for all employees within **180 calendar days** of enrolling or updating your organization designation to Federal Contractor with **FAR E-Verify clause** and selecting **Entire Workforce**

Form I-9 & existing employees

Option I

Complete new Forms I-9 for all employees who will be run in E-Verify

Option II

Complete new Forms I-9 when required and update existing Forms I-9 when allowed

When completing new Forms I-9

- Current rules for Form I-9 apply (e.g. no expired documents)
- Use Form I-9 with (Rev. 02/02/09) or (Rev. 08/07/09) – expiration date for both forms is 08/31/2012

Form I-9 & existing employees

Option II: When to complete a new Form I-9

- The employee presented an expired document on a previous Form I-9 that allowed for such documents
- The employee presented an *unexpired* Form I-551 or U.S. passport on a previous Form I-9 and that document has since expired, and his or her employment authorization is still current, but you do not have a photocopy of the document.
- Employment authorization as stated in Section 1 has expired
- The List B document previously submitted did not have a photo or you are unable to determine if it had a photo

Form I-9 & existing employees

Option II: When to complete a new Form I-9

- The employee is a Noncitizen National and was unable to separately attest to that status on a previous Form I-9
- The employee presented a document such as a Certificate of Naturalization or Form I-688 that was acceptable at the time of completion of the previous Form I-9, but is no longer acceptable
- The employee's immigration status has changed
- The employee's name has changed
- The previous Form I-9 did not conform to I-9 requirements at time of completion

Form I-9 & existing employees

Option II: Updating a previous Form I-9

If your employee...

...presented an *unexpired* Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document) or U.S. passport or U.S. passport card and it is still unexpired, photocopy the document & keep it with the employee's Form I-9

...did not provide his or her Social Security Number (SSN) or if the employee claims that the number was changed by SSA, the employee should update Section 1 with the current SSN

Form I-9 & existing employees

Option II: Updating a previous Form I-9

If your employee...

...indicates his or her Alien number has been changed by the DHS, update Section 1 with the current Alien number

...presented an unexpired Form I-551 or U.S. Passport on a previous Form I-9 & the document has since expired, his or her employment authorization is still current and you have a photocopy of the document you may not request that the employee present an unexpired version of either document. However, a new Form I-9 may be completed

Form I-9 & existing employees

Option II: Updating a previous Form I-9

If your employee...

...presented an unexpired List B document on a previous Form I-9 and that document has since expired, you do not need to request a new version to update a previously completed Form I-9. Such List B documents include state-issued driver's licenses or military ID cards

*** Treat all employees consistently when updating a previously completed Form I-9. Requesting a specific document on the basis of someone's citizenship status or national origin may violate the anti-discrimination provision of the Immigration and Nationality Act or Title VII of the Civil Rights Act of 1964 ***

How does it work?

OMB No. 1625-0047, Expire 06/30/12
Form I-9, Employment Eligibility Verification

Department of Homeland Security
 U.S. Citizenship and Immigration Services

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which documents they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the start of employment begin.)

First Name Last First Middle Initial Maiden Name
 Address (Street Name and Number) Apt. # Date of Birth (month/day/year)
 City State Zip Code Social Security #

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 am, as the result of my hire, shall be (check one of the following):
 A citizen of the United States
 A lawful permanent resident of the United States (see instruction 8)
 An alien authorized to work (Alien # or Alienation #) and I registration date (if applicable - month/day/year)

Employee's Signature Date (month/day/year)
 Preparer and/or Translator Certification (To be completed and signed (1) by an employer or preparer other than the employee I certify, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.)
 Preparer's/Translator's Signature Title Date
 Address (Street Name and Number, City, State, Zip Code) Date (month/day/year)

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

Document Title	List A	OR	List B	AND	List C
Document #					
Expiration Date (if any)					
Document #					
Expiration Date (if any)					

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may need the date the employee began employment.)
 Signature of Employer or Authorized Representative Title Date
 Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) Date (month/day/year)

Section 3. Updating and Reverification (To be completed and signed by employer)

A. New Hire (if applicable) B. Date of Birth (month/day/year) (if applicable)
 C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.
 Document Title Document # Expiration Date (if any)
 I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) have expiration dates to be genuine and to relate to the individual.
 Signature of Employer or Authorized Representative Date (month/day/year)

Form I-9 (Rev. 08/09) V Page 4



Form I-9



An E-Verify case

Initial verification results will be

**Employment
Authorized**

The employee is
authorized to work

**SSA Tentative
Nonconfirmation**

There is an
information mismatch

**DHS Verification
in Process**

DHS will usually
respond within 24 hours
with either:

**Employment
Authorized**

or

**DHS Tentative
Nonconfirmation**

[Home](#)

My Cases

[New Case](#)

[View Cases](#)

My Profile

[Edit Profile](#)

[Change Password](#)

[Change Security Questions](#)

My Company

[Add New User](#)

[View Existing Users](#)

[Edit Company Profile](#)

[Close Company Account](#)

My Reports

[View Reports](#)

My Resources

[View Essential Resources](#)

[Take Tutorial](#)

[View User Manual](#)

[Contact Us](#)

Verify Employee

Employee Name

Smith, Bill

Case Verification Number

2010074153900AD

[View/Print Case Details](#)

Enter Form I-9 Information

Verification Results

Close Case

Employment Eligibility:

Employment Authorized

Bill Smith is authorized to work in the United States. To complete the verification process, click **Close Case**

Last Name Smith	First Name Bill	Middle Initial --
Maiden Name --	Date of Birth January 03, 2001	Social Security Number *** ** 0007
Citizenship Status A noncitizen national of the United States	Document Type Unexpired U.S. Passport or U.S. Passport Card	Document Number 999999999
Document Expiration Date --	Hire Date March 12, 2010	Employer Case ID --
Submitted By JGO06407	Submitted On March 15, 2010	

Close Case

[Home](#)

[My Cases](#)

[New Case](#)

[View Cases](#)

[My Profile](#)

[Edit Profile](#)

[Change Password](#)

[Change Security Questions](#)

[My Company](#)

[Add New User](#)

[View Existing Users](#)

[Edit Company Profile](#)

[Close Company Account](#)

[My Reports](#)

[View Reports](#)

[My Resources](#)

[View Essential Resources](#)

[Take Tutorial](#)

[View User Manual](#)

[Contact Us](#)

Verify Employee

Employee Name

Washington, George

Case Verification Number

2010074145353ZC

[View/Print Case Details](#)

Enter Form I-9 Information

Verification Results

Close Case

Employment Eligibility:



SSA Tentative Nonconfirmation (TNC) ?

The Social Security number entered in E-Verify is not valid according to SSA records.

This does NOT mean that the employee is not authorized to work in the United States; however, additional action is required.

▶ To begin TNC process click, **Continue**

If you created this case in error or no longer need to continue this verification, click **Close Case** ?

To return to this case at a later time, click **Save Case and Exit** ?

Close Case

Save Case and Exit

Continue

Handling a TNC

- **Inform** the employee of the TNC
- **Print** the TNC Notice and **review** it with the employee

CONTEST

Refer employee to appropriate agency

**NOT
CONTEST**

You may terminate the employee and close the case in E-Verify

**Social Security Administration (SSA)
Notice to Employee of Tentative Nonconfirmation**

Jefferson	Thomas
Last Name of Employee	First Name of Employee
316-47-4400	04/1962
Employee's Social Security Number (SSN)	Employee's Month/Year of Birth
10/28/2009	2009301150428RN
Date of SSA Tentative Nonconfirmation	Case Verification Number

- Reason for this Notice:
- SSN does not match.** The Social Security Number (SSN) entered in E-Verify is valid, but the name and/or date of birth entered for the employee do not match SSA records.
 - SSN is invalid.** The SSN entered in E-Verify is not a valid number.
 - SSA unable to confirm U.S. Citizenship.** Cannot confirm that the employee is eligible to work because SSA records do not show that the SSN holder is a U.S. citizen.
 - SSN record does not verify, Other Reason.** SSA found a discrepancy in the employee's record.
 - SSA unable to process data.** SSA found a discrepancy in other data in the employee's record.

Instructions for the Employer

==== IMPORTANT ====
Employee must acknowledge receipt of this letter, date and sign it, and return it to you.

Handling a TNC

- The employee has **eight Federal Government workdays** from the referral date to visit or call the appropriate agency to begin the resolution process
- The **employee continues to work in full status** during the TNC resolution process
- **DO NOT** take any adverse action based on the TNC against the employee during the resolution process

Referral to the Social Security Administration (SSA)
SSA Field Office: See POMS RM 00206.305ff

Jefferson	Thomas
Last Name of Employee	First Name of Employee
316-47-4400	04/1962
Employee's Social Security Number (SSN)	Employee's Month/Year of Birth
10/28/2009	2009301150428RN
Date Referred to SSA	Case Verification Number

Reason for this Referral Letter:

- SSN does not match.** The Social Security Number (SSN) entered in E-Verify is valid, but the name and/or date of birth entered for the employee do not match SSA records.
- SSN is invalid.** The SSN entered in E-Verify is not a valid number.
- SSA unable to confirm U.S. Citizenship.** Cannot confirm that the employee is eligible to work because SSA records do not show that the SSN holder is a U.S. citizen.
- SSN record does not verify, Other Reason.** SSA found a discrepancy in the employee's record.
- SSA unable to process data.** SSA found a discrepancy in other data in the employee's record.

Instructions for the Employer

==== IMPORTANT ====
Employee must acknowledge receipt of this letter, date and sign it, and return it to the Employer.

Handling a TNC

You should check E-Verify periodically for one of the following responses:

Employment Authorized

Review & Update Employee Data

Case in Continuance

DHS Verification in Process

DHS No Show

Final Nonconfirmation

[Home](#)

My Cases

[New Case](#)

[View Cases](#)

My Profile

[Edit Profile](#)

[Change Password](#)

[Change Security Questions](#)

My Company

[Add New User](#)

[View Existing Users](#)

[Edit Company Profile](#)

[Close Company Account](#)

My Reports

[View Reports](#)

My Resources

[View Essential Resources](#)

[Take Tutorial](#)

[View User Manual](#)

[Contact Us](#)

Verify Employee

Employee Name
Smith, Bill

Case Verification Number
2010074153900AD

[View/Print Case Details](#)

Enter Form I-9 Information

Verification Results

Close Case

Employment Eligibility:

Employment Authorized

Bill Smith is authorized to work in the United States. To complete the verification process, click **Close Case**

Last Name Smith	First Name Bill	Middle Initial --
Maiden Name --	Date of Birth January 03, 2001	Social Security Number *** ** 0007
Citizenship Status A noncitizen national of the United States	Document Type Unexpired U.S. Passport or U.S. Passport Card	Document Number 999999999
Document Expiration Date --	Hire Date March 12, 2010	Employer Case ID --
Submitted By JGO06407	Submitted On March 15, 2010	

Close Case

Section III: Additional Information

- Photo Matching
- Employer responsibilities
- Federal Contractor responsibilities
- Posters
- E-Verify Enhancements
- Engagement Opportunities
- Employee Rights
- OSC Dos & Don'ts
- Things to remember
- E-Verify Contact Information

Photo Matching

Allows you to match the photo on an employee's

- Form I-766 (Employment Authorization Document)
- Form I-551 (Permanent Resident Card or “green card”) to the photo that USCIS has on file for that employee
- U.S. Passport or passport card (new)

Helps detect instances of document fraud

Employer responsibilities

- Unless you are a *Federal Contractor with FAR E-Verify Clause* only use E-Verify to verify new hires
- Once you begin using E-Verify, you must verify new employees **no later than the 3rd business day** after the employee begins working for pay
- You must apply E-Verify procedures to **ALL new hires**, regardless of citizenship status

Federal Contractor responsibilities


- For a contract with the **FAR E-Verify clause** awarded on or after **September 8, 2009**
 - Verify all existing employees working on the contract
 - Verify all new employees hired after the date of enrollment in E-Verify
- **OR**
 - Verify entire workforce

Special Category Employers

- May limit cases to new & existing employees assigned to contract

Posters

This Employer Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the official U.S. Citizenship and Immigration Services' (USCIS) photograph.

NOTICE:

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).


Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

Employment Verification. Done.

For more information on E-Verify, please contact DHS at:
1-888-464-4218

E-VERIFY IS A SERVICE OF DHS AND SSA

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have a legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

No employer can deny you a job or fire you because of your national origin or citizenship status.

In most cases employers cannot require you to be a U.S. citizen or permanent resident or refuse any legally acceptable documents.

If any of these things have happened to you, you may have a valid charge of discrimination that can be filed with the OSC. Contact the OSC for assistance in your own language.

Call 1-800-255-7688, TDD for the hearing impaired is 1-800-237-2515.

In the Washington, D.C. area, please call 202-616-5594, TDD 202-616-5525

Or write to:
U.S. Department of Justice
Office of Special Counsel - NYA
950 Pennsylvania Ave, N.W.
Washington, DC 20530

**U.S. Department of Justice
Civil Rights Division**

Office of Special Counsel for
Immigration-Related Unfair
Employment Practices

E-Verify Enhancements

Records and Information from DMVs for E-Verify (RIDE)

- **RIDE:**
 - Launched on June 13, 2011.
 - E-Verify can now verify driver's license data.
 - Mississippi is the first DMV partner for this project.



E-Verify Enhancements – RIDE (continued)

- How does it work?
 - If you select that the employee presented a Mississippi driver's license, you'll need to provide the document number.
 - Document numbers won't be collected for Mississippi ID cards.
 - No photo matching at this time.
 - If there is a mismatch, E-Verify will issue a Department of Homeland Security (DHS) Tentative Nonconfirmation (TNC).
 - Employees who receive a DHS TNC because of a driver's license information mismatch will follow the same process as with other DHS TNCs and will need to contact DHS to resolve the TNC.

E-Verify Enhancements

- I-9 Central
 - One-stop shop for Form I-9 information
 - Provides more accessible and user-friendly information
 - For more information, visit www.uscis.gov/I-9Central

- E-Verify Web Content in Spanish
 - Please visit www.dhs.gov/E-Verify-espanol to view important information for both employees and employers now available in Spanish

Self Check

- FREE online service available in English and Spanish that lets job seekers make sure their records are accurate BEFORE an employer checks their employment eligibility
- Available nationwide to all citizens and non-citizens more than 16 years old
- Self Check **does NOT** take the place of the employer's E-Verify case
- Employers **cannot** require their employees or prospective employees to use Self Check.
- For more information on Self Check, visit www.uscis.gov/everifyselfcheck .



Bienvenido a **Self Check**.



E-Verify Engagement Opportunities

E-Verify Logo and I E-Verify Seal

- Request use of E-Verify Name and Logo
- Request I E-Verify Seal
 - Download the Licensing Agreement to get started, for more information visit www.dhs.gov/E-Verify under “About the Program”



Educational Videos

- How to Enroll in E-Verify
- How to Create a Case
- How to Respond to a TNC
- Civil Rights (request copies by emailing E-Verify@dhs.gov):
 - Employee Rights and Responsibilities
 - Employer Responsibilities and Worker Rights

View the videos at:

- www.dhs.gov/E-Verify
- www.youtube.com/ushomelandsecurity

Stay Up to Date

- Subscribe to e-Newsletter *E-Verify Connection*
 - Write SUBSCRIBE in the subject line to E-VerifyOutreach@dhs.gov
- To get email updates, subscribe to
 - www.uscis.gov/I-9Central
 - www.dhs.gov/E-Verify
 - www.uscis.gov/SelfCheck
- Follow on twitter:
<http://twitter.com/uscis>
- E-Verify Blogs: www.dhs.gov/E-Verify
- E-Verify on Facebook:
www.facebook.com/USCIS

A screenshot of the E-Verify Connection newsletter header. It features the E-Verify logo, the title "E-Verify Connection", and the date "January 2012 Issue VI". Below the title is a red banner with the text "What's Hot in E-Verify?". The main content area is divided into four columns, each with a heading and a short paragraph of text.

E-Verify Milestone: More than One Million Worksites
In December 2011, E-Verify reached a milestone. Employers are now using E-Verify at more than one million worksites. See [History and Milestones](#) to review E-Verify's advances through the years.

Getting Ready to Enroll?
Enrolling in E-Verify is easy. The E-Verify website has a variety of resources to help you prepare. Visit E-Verify Enrollment on the [Getting Started](#) page of the E-Verify website to explore enrollment resources. The [E-Verify Enrollment Quick Reference Guide](#) and [enrollment video](#) walk you through the process and answer essential questions. Review the [Memorandum of Understanding](#) and use the [Enrollment Checklist](#) to track your progress.

"What's New" on I-9 Central?
There is always something new on I-9 Central, the online one-stop source for Form I-9 information. See the latest updates on the [What's New](#) page. In case you missed the latest posts, you can still find the information in the [What's New Archives](#).

CNMI Employers Using Standard Form I-9
Employers hiring and reverifying employees in the Commonwealth of the Northern Mariana Islands (CNMI) must now use Form I-9. The Form I-9 CNMI has been discontinued. See the details and instructions [here](#).

Pacific Islanders: I-9 Guidance
Guidance for completing Form I-9 for citizens of the Federated States of Micronesia, the Republic of the Marshall Islands and Palau has been posted on I-9 Central. Review these [instructions](#).

E-Verify Outreach

- Provides:
 - **Speakers for your events**
 - **Panel participants**
 - **Exhibit participation**
 - **Free Webinars**
 - **Content for your newsletters**
 - **Authorization to use the E-Verify® Logo and Name**

E-Verify E-Mail: E-Verify@dhs.gov

Employee rights

- The employee has the right to contest a tentative nonconfirmation (TNC) from SSA or DHS
- Employees who believe they have been subjected to discrimination should call
 - Department of Justice
 - Civil Rights Division
 - Office of Special Counsel for
 - Immigration Related Unfair Employment Practices
 - 1-800-255-7688 (TDD: 1-800-237-2515)**

Top E-Verify Dos

- Use program in a non-discriminatory manner, without regard to the national origin or citizenship status of your employees
- Use program for new employees after they have completed the I-9 Form
- Promptly provide and review with the employee the notice of tentative nonconfirmation
- Promptly provide the referral notice from the Social Security Administration (SSA) or Department of Homeland Security (DHS) to the employee who chooses to contest a tentative nonconfirmation
- Allow an employee who is contesting a tentative nonconfirmation to continue to work during that period
- Check E-Verify daily for updates in connection with the tentative nonconfirmation
- Contact E-Verify if you believe an employee has received a final nonconfirmation in error
- Display the required E-Verify participation poster (available from E-Verify) and the required antidiscrimination poster issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC)
- Accept any Form I-9 List B document with a photo from an employee who chooses to provide a List B document
- Safeguard the password used to access the E-Verify program in order to ensure the privacy of employees' personal information
- Delay running an E-Verify query for an employee who has not yet been issued a Social Security number until the Social Security number is issued
- Allow an employee who has not been issued a Social Security number to work throughout the period that the employee is waiting for his or her Social Security number to be issued

Employer Hotline 1-800-255-8155



Employee Hotline 1-800-255-7688

Office of Special Counsel for Immigration Related Unfair Employment Practices

Top E-Verify Don'ts

- Use program to verify any employee hired on or before November 6, 1986
- Use program to verify current employees, unless permitted as a federal contractor
- Use program for an existing employee previously verified through E-Verify at the time of hire, even as a federal contractor
- • Use program selectively based on a “suspicion” that an employee may not be authorized to work in the
 - U.S. or based on national origin
- Use program to pre-screen employment applicants unless you are a State Workforce Agency
- Influence or coerce an employee’s decision whether to contest a tentative nonconfirmation
- Terminate or take adverse action against an employee who is contesting a tentative nonconfirmation, including denying or reducing scheduled hours, delaying or preventing training, mistreating the employee, requiring the employee to work longer hours, requiring the employee to work in poorer conditions, refusing to assign the employee to work on a federal contract or other job, or subjecting the employee to any assumption that s/he is unauthorized to work during this period, unless and until receiving a final nonconfirmation or no show response
- Ask an employee to obtain a printout or other written verification from SSA or DHS when referring that employee to either agency
- Ask an employee to provide additional documentation of his or her employment eligibility after obtaining a tentative nonconfirmation for that employee
- Request specific documents in order to activate E-Verify’s photo tool feature
- Run an E-Verify query for an employee who is waiting for his or her Social Security number to be issued until the employee is issued a Social Security number
- Require an employee to use Self Check or present any Self Check documentation

Employer Hotline 1-800-255-8155



Employee Hotline 1-800-255-7688

Office of Special Counsel for Immigration Related Unfair Employment Practices

Things to remember

Ensure your contract has the **FAR E-Verify Clause** before verifying existing employees

Note your contract award and enrollment dates

Remember -

- ✓ **30 calendar days** from contract award date to enroll/update
- ✓ **90 calendar days** from enrolling or updating your company profile to enter Form I-9 information for new & existing employees
- ✓ **180 calendar days** from choosing **Entire Workforce** to verify entire workforce

Things to remember

- Ensure you are using the current **Form I-9**
- Print the E-Verify MOU and review it with your E-Verify users
- If you have a question about your contract and the FAR E-Verify clause, contact your contracting officials and/or legal advisors
- Use the OSC employer hotline if you have questions about a potential employment action – you can call anonymously and receive information to help you prevent discrimination

Contact Information

Employer Hotline: **(888) 464-4218**

Employee Hotline: **(888) 897-7781**

E-Verify E-Mail: **E-Verify@dhs.gov**

E-Verify Employer Agent E-Mail: **E-VerifyEmployerAgent@dhs.gov**

E-Verify Website: **www.dhs.gov/E-Verify**

Form I-9 Website: **www.uscis.gov/I-9Central**

Form I-9 Email: **I-9Central@dhs.gov**

Follow us on twitter: **<http://twitter.com/uscis>**

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 the rules procedures

For more information on the law and regulations please see our website:

www.dhs.gov/E-Verify

Comments on Our Webinar?

Send to:

Francine.Hill@dhs.gov

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