E-Verify 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 Department of Labor.

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.