



U.S. Citizenship
and Immigration
Services

E-Verify Overview for Existing Users

www.dhs.gov/E-Verify

E-Verify gives me
peace of mind
about my workforce.

In just a few clicks,
E-Verify quickly confirms
an employee's eligibility
to work in the U.S.



Scan QR code or visit
www.dhs.gov/E-Verify



Works for everyone

Agenda

- **Section I:** Form I-9 and E-Verify
- **Section II:** Creating and Closing a Case
- **Section III:** Handling a Tentative Nonconfirmation (TNC)
- **Section IV:** Compliance Monitoring
- **Section V:** E-Verify Login Help
- **Section VI:** Things to Remember
- **Section VII:** E-Verify Enhancements and Engagement

Section I: Form I-9 and E-Verify

When to Complete Form I-9 and Create a Case

Completing Form I-9 and Creating an E-Verify Case

To comply with the law	Complete Form I-9	Create a Case in E-Verify
The earliest you may:	<ul style="list-style-type: none">•The employee has accepted an offer of employment	<ul style="list-style-type: none">•The employee has accepted an employment offer and Form I-9 is complete
The latest you may:	<ul style="list-style-type: none">•The third business day after the employee started work for pay	<ul style="list-style-type: none">•The third business day after the employee started work for pay and Form I-9 is complete

I-9 Process	I-9 process with E-Verify
<p>Employee completes Form I-9, Section I.</p>	<p>Employee must include SSN when completing Form I-9, Section 1. If the employee has not been issued his SSN, complete Form I -9 as normal and attach a memo to Form I-9 indicating the reason for the delay in creating the case in E-Verify. E-Verify will also allow you to indicate the reason for the delay.</p>
<p>Employee chooses which acceptable document(s) to present.</p>	<p>Employee chooses which acceptable document(s) to present.</p> <p>If a List B document is chosen, it MUST have a photo.</p> <p>If an employee chooses to provide a photo matching document, the employer must make a photo copy and retain with the Form I-9.</p>
<p>Employer completes Form I-9, Section II.</p> <p>If necessary, employer updates or reverifies employee's work eligibility in Section III.</p>	<p>Employer completes Form I-9, Section II.</p> <p>E-Verify Case Status will prompt employer to update or reverify in Section III of Form I-9. However, a case should NOT be created in E-Verify.</p>

Form I-9, Section 1: Employee Information and Verification

OMB No. 1615-0047; Expires 08/31/12

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

Form I-9, Employment Eligibility Verification

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 document(s) 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 time employment begins.)*

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

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) _____
- An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year)

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

- Completed by the employee
- For employees with multiple last names, E-Verify employers may recommend to employees to write their name on Form I-9 as it appears on their social security card to decrease the chance of receiving a TNC due to a name mismatch
- Employee must provide Social Security Number when the employer uses E-Verify

Form I-9, Section 1: Important Area – Employee Attestation

<p>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.</p>	<p>I attest, under penalty of perjury, that I am (check one of the following):</p> <p><input type="checkbox"/> A citizen of the United States</p> <p><input type="checkbox"/> A noncitizen national of the United States (see instructions)</p> <p><input type="checkbox"/> A lawful permanent resident (Alien #) _____</p> <p><input type="checkbox"/> An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - <i>month/day/year</i>)</p>
<p>Employee's Signature</p>	<p>Date (<i>month/day/year</i>)</p>

- The employee **MUST** select one of the four categories and **sign and date** Section One of Form I-9
- Note that only the employee can sign Employee Signature Block in Section One
- All employees must complete Section One **no later than** the **1st business day** of employment for pay

Form I-9, Section 2: Employer Certification of Document Review

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: _____		_____		_____
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 omit the date the employee began employment.)

Signature of Employer or Authorized Representative _____	Print Name _____	Title _____
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) _____		Date (month/day/year) _____

- The employer completes this section
- It MUST be completed by no later than close of business **3 business days** after the employee begins work for pay
- The employer MUST examine original, unexpired documents
- The hire date is the date the employee began work for pay

Determining the E-Verify Hire Date

- The hire date is the date the employee began (or will begin) work for pay
- Employers must use the Section 2 'Certification' date from the employee's Form I-9 as the hire date in E-Verify.
- E-Verify will permit you to select a future hire date but this does not change the rule that prohibits prescreening.
- A prospective employee **MUST** have accepted an employment offer before the employer may complete Form I-9 and create a case in E-Verify.

Form I-9, Section 3: Reverification

Section 3. Updating and Reverification <i>(To be completed and signed by employer.)</i>		
A. New Name <i>(if applicable)</i>	B. Date of Rehire <i>(month/day/year)</i> <i>(if applicable)</i>	
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 <i>(if any)</i> : _____
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) I have examined appear to be genuine and to relate to the individual.		
Signature of Employer or Authorized Representative		Date <i>(month/day/year)</i>

- The employer completes this section
- If the temporary employment authorization has expired, you must reverify an employee in Section 3, or on a new Form I-9
- You may also complete Section 3 (or use new form) if you:
 - Rehire the employee within 3 years of original hire date*
 - Update the biographic information of an employee

* *USCIS recommends completing a new Form I-9 for rehires.*

Form I-9, Section 3: Reverification

Do <u>Not</u> Reverify	<ul style="list-style-type: none">▪ U.S. Passport or Passport Card▪ Permanent Resident Card (Form I-551)▪ List B documents
Permanent Resident Reverification Exceptions	<ul style="list-style-type: none">▪ Reverify if employee presents a Form I-94 with a temporary I-551 stamp, or▪ A foreign passport with a temporary I-551 notation on a Machine Readable Immigrant Visa (MRIV)
Usually Reverify EAD	<ul style="list-style-type: none">▪ Reverify an Employment Authorization Document. At the time of reverification, the employee must provide an unexpired List A or C document

Section II: Creating and Closing a Case

User Roles

<p>Program Administrator (at least one required)</p>	<p>A company must have at least one program administrator. The program administrator role includes functions of a general user.</p> <p>Permissions include:</p> <ul style="list-style-type: none">■ Registering new users.■ Creating user accounts for other program administrators and general users.■ Creating and managing cases.■ Viewing reports.■ Updating profile information for other program administrators and general users.■ Unlocking user accounts.
<p>General User (optional)</p>	<p>A company can have as many general users as it desires but is not required to have general users. The general user is responsible for following all E-Verify program rules and staying informed of changes to E-Verify policies and procedures.</p> <p>Permissions include:</p> <ul style="list-style-type: none">■ Creating and managing cases.■ Viewing reports.■ Updating his or her user profile.

Creating a Case

Important Reminders:

- E-Verify is not to be used for prescreening. Employee must have accepted an offer of employment and Form I-9 is complete.
- Only use E-Verify to verify **new** hires, unless you are a **federal contractor with the FAR E-Verify Clause**.
- Failure to comply with the above could result in a complaint to OSC

You must apply E-Verify procedures to ALL new hires, regardless of citizenship status or national origin in order to avoid discrimination under the anti-discrimination provision of the INA.

Creating a Case – When to Verify

You must enter Form I-9 information into E-Verify for all newly hired employees no **later than the third business day after the employees' start date for pay.**



Creating a Case

OMB No. 1625-0047, Engine 0823102
 Department of Homeland Security
 U.S. Citizenship and Immigration Services
Form I-9, Employment Eligibility Verification

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 document(s) they will accept from an employee. The refusal to hire an individual because the documents have a different expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

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 affirm, under penalty of perjury, that on (check one of the following):
 A citizen of the United States
 A lawful permanent resident (alien #)
 An alien authorized to work (Alien # or Admission #)
 and registration date (if applicable - month/day/year)

Employer's Signature Date (month/day/year)
 Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person 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 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 any documents 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: 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 authorization expiration date when the date the employee began employment.)

Signature of Employer or Authorized Representative 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/preparer/guest 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) thereon cannot appear to be a genuine and to relate to the individual.

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

Form I-9 (Rev. 08/14/09) V Page 4

Form I-9



Employment Authorized

SSA TNC

DHS Verification in Process

Creating a Case

Click on “New Case” or “Verify Employee”

The screenshot shows the E-Verify home page. On the left sidebar, the 'New Case' link is highlighted with a red box. In the main content area, the 'Verify Employee' button is highlighted with a red box. The page includes a navigation menu, a welcome message, and a 'Case Alerts' section at the bottom.

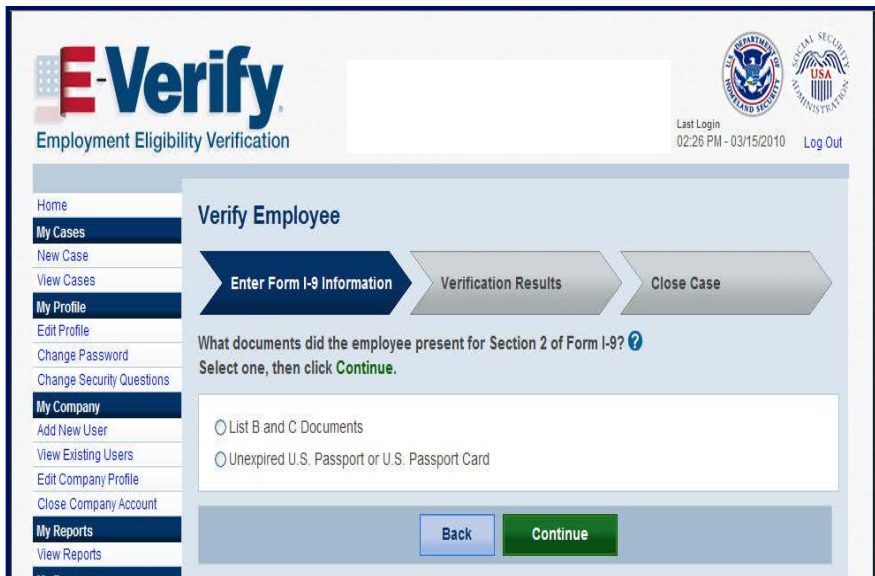
From Section One of the employee’s Form I-9, choose the correct option

The screenshot shows the 'Verify Employee' form. The radio button options for citizenship status are highlighted with a red box. The options are: 'A citizen of the United States', 'A noncitizen national of the United States', 'A lawful permanent resident', and 'An alien authorized to work'. The 'Continue' button is also visible at the bottom.

Creating a Case

Indicate the documents provided to you for Section 2 of the employee's Form I-9

If you select that the employee provided B and C documents, the following screen will appear



E-Verify
Employment Eligibility Verification

Last Login: 02:26 PM - 03/15/2010 Log Out

Verify Employee

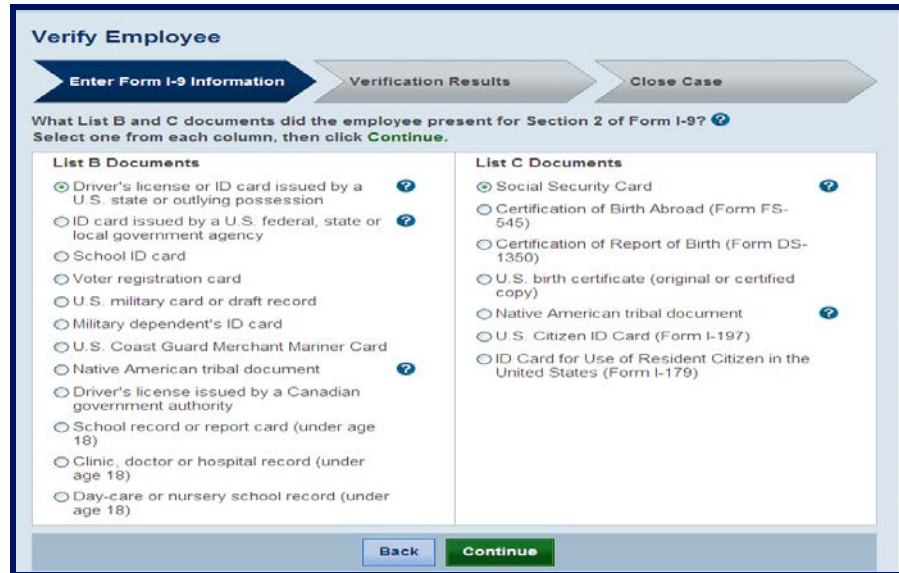
Enter Form I-9 Information → Verification Results → Close Case

What documents did the employee present for Section 2 of Form I-9?

Select one, then click **Continue**.

List B and C Documents
 Unexpired U.S. Passport or U.S. Passport Card

Back **Continue**



Verify Employee

Enter Form I-9 Information → Verification Results → Close Case

What List B and C documents did the employee present for Section 2 of Form I-9?

Select one from each column, then click **Continue**.

List B Documents	List C Documents
<input checked="" type="radio"/> Driver's license or ID card issued by a U.S. state or outlying possession	<input checked="" type="radio"/> Social Security Card
<input type="radio"/> ID card issued by a U.S. federal, state or local government agency	<input type="radio"/> Certification of Birth Abroad (Form FS-545)
<input type="radio"/> School ID card	<input type="radio"/> Certification of Report of Birth (Form DS-1350)
<input type="radio"/> Voter registration card	<input type="radio"/> U.S. birth certificate (original or certified copy)
<input type="radio"/> U.S. military card or draft record	<input type="radio"/> Native American tribal document
<input type="radio"/> Military dependent's ID card	<input type="radio"/> U.S. Citizen ID Card (Form I-197)
<input type="radio"/> U.S. Coast Guard Merchant Mariner Card	<input type="radio"/> ID Card for Use of Resident Citizen in the United States (Form I-179)
<input type="radio"/> Native American tribal document	
<input type="radio"/> Driver's license issued by a Canadian government authority	
<input type="radio"/> School record or report card (under age 18)	
<input type="radio"/> Clinic, doctor or hospital record (under age 18)	
<input type="radio"/> Day-care or nursery school record (under age 18)	

Back **Continue**

Creating a Case

- Fields with red asterisks are required
- Click blue circled question marks for help
- Employer Case ID is optional (internal tracking code)

Verify Employee

Enter Form I-9 Information → Verification Results → Close Case

Select the document name and state, then click **Continue**. * - required

* Document Name ?

Driver's license
 ID card

* Mississippi ?


Verify Employee

Enter Form I-9 Information → Verification Results → Close Case

Enter the employee's Form I-9 information, then click **Continue**. * - required Click any ? for help

* Last Name ? <input type="text"/>	* First Name <input type="text"/>	Middle Initial <input type="text"/>
Maiden Name <input type="text"/>	* Date of Birth Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>	* Social Security Number <input type="text"/> - <input type="text"/> - <input type="text"/>
Citizenship Status A citizen of the United States	Document Type Driver's license or ID card issued by a U.S. state or outlying possession	Document Name Driver's license
* Document Number ? <input type="text"/>	* Document Expiration Date ? Month <input type="text"/> Day <input type="text"/> Year <input type="text"/> <input type="checkbox"/> This document has no expiration date	Document State Mississippi
* Hire Date ? Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>	Employer Case ID ? <input type="text"/>	

Creating a Case – Entering Complex Surnames

- To avoid an unnecessary TNC due to a name mismatch **click** the  icon next to the “Last Name” field to reveal the helper text.

*All fields marked with an asterisk are required.
Please click any question mark icon below to view additional instructions.

Help - Complex Surnames

- Hyphenated names and names with apostrophes are permitted. Enter the entire surname, including prefixes or name stems (excluding periods).
Example:
Correct
De La Cruz
O'Donoghue
Lopez-Garcia
- Do not include suffixes. This includes Jr., Sr., III, etc.
Example:

If you don't see your state in the drop down menu, click here

Hyphens/apostrophes are permitted and name

De La Cruz
O'Donoghue
Lopez-Garcia

Always enter the full surname in the “Last Name” field

Employee's Name:
Nguyen Mai
Incorrect: Nguyen
Correct: Mai

Case Results/Closing a Case

Employer Action

- Record Case Verification Number on Form I-9 and/or print out the case details and attach to Form I-9
- Ensure the information in E-Verify matches the employee's Form I-9.



The screenshot shows the E-Verify 'Verify Employee' interface. At the top, the 'Verify Employee' header includes the employee name 'Smith, Bill' and the case verification number '2010074153900AD', both highlighted with a red box. Below this, a progress bar shows three steps: 'Enter Form I-9 Information', 'Verification Results', and 'Close Case'. The 'Verification Results' step is active and highlighted with a green checkmark. A yellow box highlights the 'Employment Eligibility' section, which states 'Employment Authorized' with a green checkmark icon. Below this, it says 'Bill Smith is authorized to work in the United States. To complete the verification process, click **Close Case** ?'. A table below provides employee details:

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
Hire Date March 12, 2010	Document Expiration Date --	Employer Case ID --
Submitted By JGO06407	Submitted On March 15, 2010	

At the bottom of the page, a green 'Close Case' button is highlighted with a red box and an orange arrow pointing to it.

[Home](#)

My Cases

[New Case](#)

[View Cases](#)

My Profile

[Edit Profile](#)

[Change Password](#)

[Change Security Questions](#)

My Company

[Edit Company Profile](#)

[Add New User](#)

[View Existing Users](#)

[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
2010181120641YB

 [View/Print Case Details](#)

Enter Form I-9 Information 

Verification Results 

Close Case 

Is **Bill Smith** currently employed with this company?
Select yes or no and click **Continue**.

Yes

No

[Back](#)

[Continue](#)

[Home](#)

My Cases

[New Case](#)

[View Cases](#)

My Profile

[Edit Profile](#)

[Change Password](#)

[Change Security Questions](#)

My Company

[Edit Company Profile](#)

[Add New User](#)

[View Existing Users](#)

[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
2010181120641YB

 [View/Print Case Details](#)



Select the appropriate statement and click **Continue**. 

- The employee continues to work for the employer after receiving an Employment Authorized result.
- The case is invalid because another case with the same data already exists.
- The case is invalid because the data entered is incorrect.

[Back](#)


[Continue](#)

- [Home](#)
- My Cases**
- [New Case](#)
- [View Cases](#)
- My Profile**
- [Edit Profile](#)
- [Change Password](#)
- [Change Security Questions](#)
- My Company**
- [Edit Company Profile](#)
- [Add New User](#)
- [View Existing Users](#)
- [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: 2010181120641YB

 [View/Print Case Details](#)

Enter Form I-9 Information 

Verification Results 

Close Case 

Case Closed



Employment Authorized



[View/Print Case Details](#)

You have closed case 2010181120641YB. Record this case verification number on the employee's Form I-9 or print the case details and keep on file.

Last Name Smith	First Name Bill	Middle Initial --
Maiden Name --	Date of Birth January 03, 1985	Social Security Number *** ** 9193
Citizenship Status A citizen of the United States	Employer Case ID --	
Hire Date June 27, 2009	Submitted On June 30, 2010	
Submitted By MPOL7306		

[E-Verify Home](#)

[New Case](#)

Section III: Handling a Tentative Nonconfirmation (TNC)

What is a Tentative Nonconfirmation (TNC)?

A TNC means that information from an employee's Form I-9 did not match government records.

Common reasons for TNCs:

- ➔ **■ Name entered on I-9 is different than recorded in government data bases.**
- ➔ **■ Information was not entered correctly in E-Verify.**
- Name change was not reported.
- Social Security number (SSN) does not match.
- Identification document could not be verified.
- Citizenship or immigration status changed.

Handling a TNC

- **Employees** should be **informed** of the TNC promptly.
- **Employer** should **print** the TNC Notice and **review** it with the employee.
- **Employees** have the **right** to contest or not contest a TNC. If the employee decides to contest, the employer should print the Referral Letter and review it with the employee

CONTEST

NOT CONTEST

Refer employee to appropriate agency.

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

- 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: One, Numident
Case Verification Number: 2010073154340RL

[View/Print Case Details](#)

Enter Form I-9 Information

Verification Results

Close Case

Employment Eligibility:

SSA Tentative Nonconfirmation (TNC) [?](#)

Print, Review & Sign
TNC Notice

Confirm Employee
Decision

Refer Employee

Print, Review & Sign
Referral Letter

Print, Review & Sign TNC Notice

Review the SSA TNC with the employee. Follow the steps listed below.

- 1 Print the SSA Tentative Nonconfirmation Notice

Notification to Employee of SSA Tentative Nonconfirmation [?](#)

Choose which language to print

English

Print Notice

- 2 Review the SSA TNC privately with the employee.
- 3 Have the employee indicate whether he or she will contest the SSA TNC on the SSA Tentative Nonconfirmation Notice.
- 4 Ensure that you and the employee sign and date the SSA Tentative Nonconfirmation Notice. Indicate that the employee has been notified by selecting the check box below.

You must confirm that you have notified the employee of the TNC to continue.

Confirm Employee Notification

I have notified this employee of the TNC.

- 5 After these steps are complete, 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

- 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
Test, Mike

Case Verification Number
2010074154157AE

[View/Print Case Details](#)



Employment Eligibility:

Employee Referred to SSA



Print, Review & Sign Referral Letter

This employee was referred to SSA on **March 15, 2010**. The employee must visit a SSA field office within 8 federal government workdays. To complete the referral process follow the steps below.

- 1 Print the SSA Referral Letter.

SSA Referral Letter Choose which language to print

English

- 2 Review the SSA Referral Letter privately with the employee.
- 3 Ensure that you and the employee sign and date the SSA Referral Letter.
- 4 Give the employee the signed SSA Referral Letter. The employee will need to bring the letter to the SSA field office.
- 5 After you complete these steps, 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**

E-Verify



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

For SSA Field Office Staff: Use EV-STAR and See POMS RM 10245.005ff

Employee's Last Name	Employee's First Name
02/29/2012	02/1989
Employee's Social Security Number	Employee's Month/Year of Birth
02/29/2012	02/1989
Date of SSA Tentative Nonconfirmation	Case Verification Number

Reason for this TNC Notice:

SSN does not match: The name and/or date of birth entered for this employee do not match Social Security Administration records.

SSN is invalid: The Social Security number entered in E-Verify is not valid according to Social Security Administration records.

SSA is unable to confirm U.S. citizenship: The citizenship status selected for this employee does not match Social Security Administration records.

SSN record does not verify, other reason: The Social Security Administration found a discrepancy in this employee's record.

SSA unable to process data: The Social Security Administration found a discrepancy in this employee's record.

Instructions for the Employer

IMPORTANT
The employee must sign and date page 2 of this TNC Notice.

- Review this TNC Notice (in private) with the employee as soon as possible.
- Ensure the name, Social Security number and month/year of birth at the top of this TNC Notice are correct. If this information is incorrect, you must close this case in E-Verify and create a new case with the correct information.
IMPORTANT: If the employee cannot read, you must read this TNC Notice to the employee. If the employee does not fully understand English, and speaks Spanish, Chinese, Haitian-Creole, Japanese, Korean, Russian, Tagalog or Vietnamese, you must provide the employee with this TNC Notice in one of these languages, found in 'View Essential Resources.'
- Ask the employee to indicate on page 2 whether he or she will contest the SSA TNC.
- Ask the employee to sign and date this TNC Notice on page 2, then sign and date in the space provided below.
- Give a copy of this signed TNC Notice in English to the employee and attach a copy to the employee's Form I-9.
- Indicate in E-Verify that you notified the employee of the TNC and then click 'Continue.'
- Follow the instructions in E-Verify to refer the case or close the case based on the employee's decision.

NOTE: If the employee chooses not to contest the Tentative Nonconfirmation, you may terminate his or her employment and close the case in E-Verify.

I certify that this employee received a copy of this SSA Notice to Employee of Tentative Nonconfirmation and that the employee made the decision indicated on page 2 of this TNC Notice. I certify that the employee read and signed this document. I certify to the best of my knowledge that the employee's decision to contest or not contest the SSA Tentative Nonconfirmation was of his or her own free will and that the employee was not coerced or pressured in any way by this employer regarding his or her decision to contest the SSA Tentative Nonconfirmation. I certify that the employee named at the top of this TNC Notice is the person who signed this document on page 2.

CSC Test Corp Company	Mark Nolley
Employer's Name	Employer Representative's Name

E-Verify



Referral Letter to the Social Security Administration (SSA)

For SSA Field Office Staff: Use EV-STAR and See POMS RM 10245.005ff

Employee's Last Name	Employee's First Name
02/29/2012	02/1989
Employee's Social Security Number	Employee's Month/Year of Birth
02/29/2012	2012053124931CV
Date Referred to SSA	Case Verification Number

Reason for this Referral Letter:

SSN does not match: The name and/or date of birth entered for this employee do not match Social Security Administration records.

SSN is invalid: The Social Security number entered in E-Verify is not valid according to Social Security Administration records.

SSA is unable to confirm U.S. citizenship: The citizenship status selected for this employee does not match Social Security Administration records.

SSN record does not verify, other reason: The Social Security Administration found a discrepancy in this employee's record.

SSA unable to process data: The Social Security Administration found a discrepancy in this employee's record.

Instructions for the Employer

IMPORTANT
The employee must sign and date below.

- Review this Referral Letter (in private) with the employee as soon as possible.
- Ensure the name, Social Security number and month/year of birth at the top of this Referral Letter are correct. If this information is incorrect, you must close this case in E-Verify and create a new case with the correct information.
IMPORTANT: If the employee cannot read, you must read this Referral Letter to the employee. If the employee does not fully understand English, and speaks Spanish, Chinese, Haitian-Creole, Japanese, Korean, Russian, Tagalog or Vietnamese, you must provide the employee with this Referral Letter in one of these languages, found in 'View Essential Resources.'
- You and the employee must sign and date this letter in the space provided below.
- Give a copy of this signed Referral Letter in English to the employee and attach a copy to the employee's Form I-9. Inform the employee that he or she must bring this Referral Letter when he or she visits an SSA field office.

Complete all blank fields below.

CSC Test Corp Company	
Employer's Name	
Employer Representative's Name	Employer Representative's Phone Number
Employer Representative's Signature	Date
Employee's Signature	Date

- 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
Test, Mike

Case Verification Number
2010074154157AE

[View/Print Case Details](#)

Enter Form I-9 Information

Verification Results

Close Case

Employment Eligibility:

Employee Referred to SSA

Print, Review & Sign
TNC Notice

Confirm Employee
Decision

Refer Employee

Print, Review & Sign
Referral Letter

Check for Case Status Updates

This employee was referred to SSA on **March 15, 2010**. The employee has until **March 25, 2010**, to visit a SSA field office.

E-Verify will update the employee's case status by **March 29, 2010**. E-Verify will alert you to an update through the case status alert feature on the E-Verify home page. Be sure to log in to E-Verify periodically — you'll need to close the case once it is updated with a final status.

To reprint the SSA Referral Letter, click **Reprint Letter**.

SSA Referral Letter

Choose which language to print

English



To return to the E-Verify home page, click **E-Verify Home**.

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

To begin a new case, click **New Case**.

[E-Verify Home](#)

[Close Case](#)

[New Case](#)

Handling a TNC Employee Rights

- The employee has **eight federal government workdays** from the referral date to visit or call the appropriate agency to start to resolve the discrepancy.
- The employee **continues to work** during the TNC resolution process.
- During the TNC process, the **employer should not** take any adverse action against the employee.

A group of five diverse people (three men and two women) are smiling and holding a white sign with red and blue text. The sign reads: "DOES YOUR EMPLOYER USE E-VERIFY? YOU SHOULD KNOW YOUR RIGHTS".

Employers who use E-Verify to confirm your work eligibility must follow the rules

- Employers must not use E-Verify before you accept a job offer
- Employers must use E-Verify for all new hires
- If E-Verify finds an information mismatch in your government records, your employer must let you try to resolve it
- You can keep your job while resolving a mismatch

Learn more at www.dhs.gov/E-Verify

Questions? Email: E-Verify@dhs.gov Call: E-Verify Employee Hotline 888-897-7767.

Handling a TNC

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

Employment Authorized

Review and Update Employee Data

Case in Continuance

DHS Verification in Process

DHS No Show

Final Nonconfirmation

Handling a TNC



E-Verify
Employment Eligibility Verification

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

Last Login: 01:17 PM - 02/28/2012 | Log Out

Click any ? for help

- Home
- My Cases**
 - New Case
 - View Cases
 - Search Cases
- My Profile**
 - Edit Profile
 - Change Password
 - Change Security Questions
- My Company**
 - Edit Company Profile
 - Add New User
 - View Existing Users
 - Close Company Account
- My Reports**
 - View Reports
- My Resources**
 - View Essential Resources
 - Take Tutorial
 - View User Manual
 - Contact Us

Welcome to E-Verify

Verify Employee ✓

Need Help?
Click any ? icon for more information or contact us at 888-464-4218 or E-Verify@dhs.gov.

E-Verify News [View All >](#)

- E-Verify Now Available in the CNMI** 02/28/2012
Employers in the Commonwealth of the Northern Mariana Islands (CN ... [read more >](#)
- Self Check Expands Nationwide** 02/09/2012
United States Citizenship and Immigration Services (USCIS) Direct ... [read more >](#)

Case Alerts: You Must Take Action!

- Open Cases to be Closed** 5
- Cases with New Updates** 2
- Work Authorization Docs Expiring**

U.S. Department of Homeland Security - www.dhs.gov | U.S. Citizenship and Immigration Services - www.uscis.gov | [Accessibility](#) | [Download Viewers](#)

OSC for Immigration-Related Unfair Employment Practices

- This law prohibits employers from discriminating against work-authorized individuals in hiring, firing, recruitment or referral for a fee, based on an individual's citizenship, immigration status, or national origin.
- Office of Special Counsel (OSC) is in the Civil Rights Division of the Department of Justice.
- OSC enforces the Immigration and Nationality Act's Anti-Discrimination Provision.
- See [OSC's "Employer Dos and Don'ts."](#)

Examples of Prohibited Discrimination

- Refusing to hire a worker:
 - Because the worker is, or is not, a U.S. citizen
 - Who is or is believed to be an immigrant
 - Based on the worker's country of birth or foreign language accent
- Requesting that non-U.S. citizens show particular documentation for the Form I-9 while allowing U.S. citizens to show their choice of Form I-9 documentation
- Terminating or suspending non-U.S. citizens who receive a Tentative Nonconfirmation (TNC) while allowing U.S. citizens who receive a TNC to continue to work while resolving the TNC

OSC Employer Resources

- Call OSC's Employer Hotline 800-255-8155 to speak with an OSC representative . (Calls can be anonymous.)
- Visit OSC's website to sign up for webinar training on how to avoid violating the anti-discrimination provision and download educational materials: www.justice.gov/crt/about/osc .
- E-mail questions to OSC at oscrt@usdoj.gov .

Section IV: Compliance Monitoring

E-Verify Compliance Monitoring

E-Verify compliance means meeting the terms of the Memorandum of Understanding (MOU) and applicable laws. E-Verify Compliance Monitoring helps employers with compliance by...

- providing guidance on the proper use of E-Verify
- assisting employees to deter discriminatory practices
- providing assistance for detecting employee abuses by employers when using E-Verify

E-Verify Case Reports

- Corporate Overview of Pilot Usage
- User Audit Report
- User Report

Best Practices for Compliant Use

- Have 2 or more program administrators
- *Use the newly launched E-Verify Self-Assessment Guides for [Direct Access](#) and [Web Services](#) users*
- Standard Operating Procedures or directives
- Internal Training
 - Manuals, Videos, Webinars

Resources – Manuals and Guides

- [E-Verify User Manual for Employers](#)
- [E-Verify Quick Reference Guide for Employers](#)
- [E-Verify User Manual for Federal Contractors](#)
- [E-Verify Supplemental Guidance for Federal Contractors](#)
- [E-Verify Self-Assessment Guide for Direct Access Users](#)
- [E-Verify Self-Assessment Guide for Web Services Users](#)
- [M-274, Form I-9 Handbook for Employers](#)

Resources - Educational Videos

- [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 or www.youtube.com/ushomelandsecurity

Resources - I-9 Central: www.uscis.gov/I-9Central

I-9 Central Home

Federal law requires every employer and agricultural recruiter/referrer-for-a-fee hiring an individual for employment in the United States to verify his or her identity and employment authorization through completion of Form I-9, Employment Eligibility Verification.

These USCIS Web pages on Form I-9 will help you learn more about:

 What's New	 Complete & Correct
 Accepted Documents	 Retain & Store
 Employee Rights	 Penalties
 About the Form	 Customer Support

This page can be found at: <http://www.uscis.gov/I-9Central>

Section V: E-Verify Login Help

How to Reset Your Password

- Click 'Forgot your password' on the E-Verify login page
- Enter your user ID and click 'Submit'
- Enter the answers to the three challenge questions you created when you logged in to E-Verify for the first time
- If you answer the questions correctly, E-Verify will prompt you to create a new password

If you're unable to reset your password, contact your program administrator, who can reset your password. If you need additional help, click [Contact E-Verify](#) and contact E-Verify Customer Support for assistance.

How to Find Your User ID

- Click 'Forgot your User ID' on the E-Verify login page
- Enter your e-mail address and click 'Submit.' You must enter the same e-mail address that is in your E-Verify user profile
- If the e-mail address you entered matches what we have on file, E-Verify will e-mail you with your user ID

If you're unable to find out your user ID, contact your program administrator, who can look up your user ID. If you need additional help, click [Contact E-Verify](#) for assistance.

Section VI: Things to Remember

Things to Remember

- E-Verify cannot be used to verify existing employees unless you are a Federal Contractor with FAR E-Verify Clause.
- Form I-9 must be completed before a case can be created in E-Verify.
- E-Verify cases must be created no later than the third business day after the employees' start date for pay
- Visit the E-Verify website www.dhs.gov/E-Verify for more information.

Remember: Employer Responsibilities

- Follow all rules and guidelines outlined in the E-Verify Memorandum of Understanding
- **Do not:**
 - Use E-Verify to pre-screen employment applicants
 - Use E-Verify selectively; you must use E-Verify for all new hires
 - Influence or coerce an employee's decision whether to contest a TNC
 - Terminate or take adverse action against an employee who is contesting a TNC
 - Ask for additional documentation after obtaining a TNC for an employee

Remember: Required Posters Must Be Visible to Prospective Employees

This Organization 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.

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

Employers may not use E-Verify to pre-screen job applicants 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: **888-897-7781**

The E-Verify logo is a registered trademark of Department of Homeland Security. Unofficial sale of this poster is strictly prohibited. E-Verify is a service of DHS and SSA. M 790 (Rev. 12/2010)

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

Remember: Best Practices

- Add E-Verify to your job announcements
 - Example: “Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.”
- E-Verify Logo and I E-Verify Seal
 - Download the Licensing Agreement to get started.
 - Visit www.dhs.gov/E-Verify under “About the Program.”



Things to Remember - Federal Contractors



Federal Contractor?

Here's some important information for you!

As of September 8, 2009, federal contractors and subcontractors are required to use E-Verify for all new hires and existing employees working on federal contracts if their contract includes the Federal Acquisition Regulation (FAR) E-Verify clause. E-Verify is a fast, free and easy to use Internet-based system that allows employers to verify the eligibility of their employees to work in the United States.

What Contracts are Affected by the FAR E-Verify Clause?*

Prime Contracts	Subcontracts	Indefinite Delivery/Quantity Contracts
<ul style="list-style-type: none">• Value above \$150,000• Period of performance of 120 days or more, and• At least some of the contract work is performed in the United States	<ul style="list-style-type: none">• Value of more than \$3,000• Contract is for commercial or noncommercial services or construction, and• At least some of the contract work is performed in the United States	<ul style="list-style-type: none">• Existing contract• Period of performance extends at least six months after 9/8/2009• Substantial amount of work or number of orders expected during remaining performance period, and• Contract may be bilaterally modified to include the FAR E-Verify clause

* Commercially available off the shelf (COTS) items or services are not subject to the FAR E-Verify clause.

- As of September 8, 2009, the Federal Acquisition Regulations (FAR) final rule requires federal contractors (and subcontractors) to use E-Verify to verify their employees' eligibility to work legally in the United States.

Section VII: Enhancements and Engagement

Enhancements

- **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”)
 - U.S. Passport or passport card
 - ✓ Helps detect document fraud

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

Enhancements: 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.

Engagement - 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

E-Verify Connection

A publication of U.S. Citizenship and Immigration Services (USCIS) January 2012 Issue VI

What's Hot in E-Verify?

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.

Check Out the E-Verify Blogs Webpage
 E-Verify blogs report on employment eligibility verification subjects. Visit the new [E-Verify Blogs](#) page, then share your thoughts and questions about E-Verify, Form I-9, Self Check and more.

E-Verify Employee Rights Video
 The new concise [E-Verify Employee Rights and Responsibilities](#) video creatively educates workers about their rights and responsibilities in fewer than six minutes. Explore the [Multimedia Section](#) on the right-side of the E-Verify homepage to find this and other educational resources.

"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 re-verifying 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 Federate d States of Micronesia, the Republic of the Marshall Islands and Palau has been posted on I-9 Central. Review these important instructions about acceptable documents and other considerations for these nationals, but not citizens, of the United States. Also, E-Verify tentative nonconfirmation and referral notices have been translated into Carolinian, Chamorro, Marshalese and Palauan.

E-Verify Resources in More Languages
 E-Verify's tentative nonconfirmation notices and referral letters are now available in 13 languages. Find these letters and other materials on the [Foreign Language Resources](#) webpage.

Updated Self Check Information Toolkit
 The [Self Check Information Toolkit](#) has new resources to view, print, share and post. Self Check and E-Verify "Know Your Rights" flyers are now available in 11 languages. Help inform others about how they can use the free [Self Check](#) service to confirm their own employment eligibility records. Access the flyers and other helpful resources in the [Self Check Information Toolkit](#).



SEE THE SCHEDULE OF FREE WEBINARS!

E-Verify Outreach

Our Experts Are in Your Communities!
 E-Verify experts travel across America to educate employers and workers about Form I-9, E-Verify, Employee Rights, and Self Check. Look for DHS experts at these upcoming events:

FEBRUARY			
7	National Council of Agricultural Employers Annual Meeting, Washington, DC	23	Iowa Department of Labor Roadshow, Spencer, IA; Storm Lake, IA
16-18	American Association of School Administrators National Conference on Education, Houston, TX	23	Concordia University Career Fair, Seward, NE
21	Nebraska MarketPlace Conference, Kearney, NE	28-29	Southeast Petro-Food Marketing Exposition, Myrtle Beach, SC
22	Iowa Department of Labor Roadshow, Creston, IA; Denison, IA; Carroll, IA		
		MARCH	
		1	Southeast Petro-Food Marketing Exposition, Myrtle Beach, SC
		1	IMAGE Seminar, Las Vegas, NV
		1	City of Omaha Form I-9, E-Verify and Employee Rights Presentation, Omaha, NE
		12-15	Human Capital Management for Defense, Arlington, VA
		15	E-Verify & Form I-9 Overview for SHRM Affiliate, Boca Raton, FL
		16	North Fulton Business Expo, Alpharetta, GA
		21	Wayne State Career Fair, Wayne, NE
		25	Society of Human Resources Management New Mexico State Conference, Albuquerque, NM
		26	American Payroll Association Capital Summit, Washington, DC

Visit our website at <http://www.dhs.gov/E-Verify>
 Follow us on Twitter! <http://twitter.com/USCIS>
 Click here to subscribe to E-Verify Connection

Employee Hotline: 1-888-897-7781
 Employer Queries: 1-888-464-4218

E-Verify is a registered trademark of the U.S. Department of Homeland Security M-1011, E-Verify Connection

Engagement - E-Verify Outreach

- Speakers for your events
- Panel participants
- Exhibits
- Free Webinars
- Content for your newsletters
- Authorization to use the E-Verify® Logo and Name and I E-Verify Seal

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

Customer Service

E-Verify received the highest rating for customer service of all federal agencies. (2011 American Customer Satisfaction Survey)

Employer Hotline: (888) 464-4218

Employee Hotline: (888) 897-7781

Form I-9 E-Mail: I-9Central@dhs.gov

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

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

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



Comments on Our Presentation?

Send to: Francine.Hill@dhs.gov

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

www.dhs.gov/E-Verify