

Form I-9 & E-Verify: Mistakes Big or Small – Avoid Them All



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E-Verify for Recent Enrollees

www.E-Verify.gov



Agenda

- Background
- Employment Verification
- Form I-9 tips for E-Verify Users
- Tentative Nonconfirmation
- Resources

Working in the U.S.

In 1986, in an effort to control illegal immigration, Congress passed the **Immigration Reform and Control Act (IRCA)**.

Individuals who may legally work in the United States:

- Citizens of the United States
- Noncitizen Nationals of the United States
- Lawful Permanent Residents
- Aliens Authorized to Work



Employment Verification

To comply with the employment eligibility verification provisions **ALL** employers must:

- For Employees hired after November 6, 1986
 - Verify the **identity** and **employment authorization** documents
 - **Complete** and **retain** a **Form I-9**
- **Employers MUST refrain from discriminating against** individuals on the basis of actual or perceived national origin, citizenship or immigration status

Completing Form I-9

Lists of Acceptable Documents

Form I-9

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be **UNEXPIRED**

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Instructions Start Over Print

**USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019**

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employee must complete and sign Section 1 of Form I-9 no later than the first day of employment. Do not believe accepting a job offer.)

List Name (Family Name) (1) First Name (Given Name) (2) Middle Initial (3) Other Last Names Used (if any) (4)

Address (Street Number and Name) (5) Apt. Number (6) City or Town (7) State (8) ZIP Code (9)

Date of Birth (mm/dd/yyyy) (10) U.S. Social Security Number (11) Employer's E-mail Address (12) Employer's Telephone Number (13)

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 boxes):

1. A citizen of the United States (14)

2. A noncitizen national of the United States (See instructions) (15)

3. A lawful permanent resident (Alien Registration Number/USCIS Number) (16)

4. An alien authorized to work (17) (Until expiration date, if applicable, mm/dd/yyyy) (18)

Some aliens may write "NA" in the expiration date field. (See instructions)

Alien authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number:

1. Alien Registration Number/USCIS Number (19)

OR

2. Form I-94 Admission Number (20)

OR

3. Foreign Passport Number (21) (Country of Issuance) (22)

Signature of Employer (23) Today's Date (mm/dd/yyyy) (24)

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer or translator provided the employee in completing Section 1.

(Fields below must be completed and signed even preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator (25) Today's Date (mm/dd/yyyy) (26)

Last Name (Family Name) (27) First Name (Given Name) (28)

Address (Street Number and Name) (29) City or Town (30) State (31) ZIP Code (32)

Click to Finish

Employee Complaints: Next Page

Form I-9 07/17/17 13 Page 1 of 4

Instructions Start Over Print

**USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019**

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

Section 2. Employer Attestation (Employer must complete and sign Section 2 of Form I-9 no later than the first day of employment. Do not believe accepting a job offer.)

List Name (Family Name) (1) First Name (Given Name) (2) Middle Initial (3) Other Last Names Used (if any) (4)

Address (Street Number and Name) (5) Apt. Number (6) City or Town (7) State (8) ZIP Code (9)

Date of Birth (mm/dd/yyyy) (10) U.S. Social Security Number (11) Employer's E-mail Address (12) Employer's Telephone Number (13)

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 have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Employer (23) Today's Date (mm/dd/yyyy) (24)

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer or translator provided the employee in completing Section 1.

(Fields below must be completed and signed even preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator (25) Today's Date (mm/dd/yyyy) (26)

Last Name (Family Name) (27) First Name (Given Name) (28)

Address (Street Number and Name) (29) City or Town (30) State (31) ZIP Code (32)

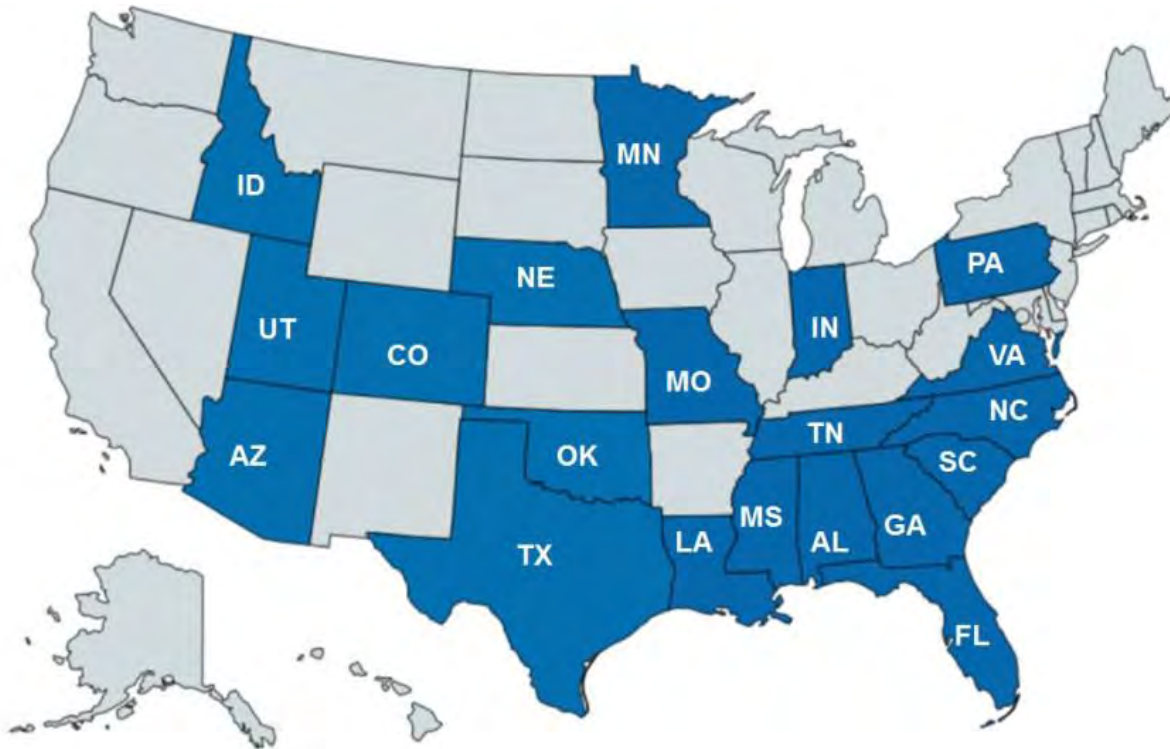
Click to Finish

Employee Complaints: Next Page

Form I-9 07/17/17 13 Page 1 of 4

State E-Verify Requirements

E-Verify is not Federally Mandated



Enacted legislation requiring mandatory use of E-Verify that may include most employers, various public entities / contractors

What is E-Verify?

- Free web-based service that's fast and easy to use
- Electronically verifies the employment eligibility of newly hired employees
- Existing employees assigned to work on a qualifying federal contract *
- Partnership between the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA)

*Contract that includes the [E-Verify Federal Acquisition Regulation \(FAR\) clause](#).



Enroll in E-Verify

Step 1: Visit [Enrollment](#) Website

Step 2: Answer Access Method Questions

Step 3: Sign Memorandum of Understanding (MOU)

Step 4: Enter Company Information

Step 5: Print MOU



Enrolling is Easy!

Question		Your Answer
1.	Does your company need to verify its employees?	
2.	Does your company have clients and need to verify their employees?	
3.	Does your company have a central office that needs to manage E-Verify use for multiple locations that access E-Verify ?	
4.	Does your company plan to develop its own software to use E-Verify ?	

Access Methods

Employer	E-Verify Employer Agent	Corporate Administrator	Web Services
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.	Select this access method if your company creates cases for client companies.	Allows you to create, manage and administer new and existing E-Verify accounts as well as create and view reports. Does <u>NOT</u> allow you to create cases.	Requires a company to develop software that interfaces with E-Verify. Web Services for Employers or Web Services for E-Verify Employer Agents

Access Methods



Company ID Number: _____

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR E-VERIFY EMPLOYER AGENTS

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS) and _____ (E-Verify Employer Agent). The purpose of this agreement is to set forth terms and conditions which the E-Verify Employer Agent will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the E-Verify Employer Agent, the Employer, and the Social Security Administration (SSA).

The Employer is not a party to this MOU; however, this MOU contains a section titled "Responsibilities of the Employer." This section is provided to inform E-Verify Employer Agents of the responsibilities and obligations their client is required to meet. The Employer is bound by these responsibilities through signing this MOU during their enrollment as a client of the E-Verify Employer Agent. The E-Verify program requires an initial agreement between DHS and the E-Verify Employer Agent as part of the enrollment process. After agreeing to the MOU as set forth herein, completing the enrollment process, and obtaining access to E-Verify as an E-Verify Employer Agent, the E-Verify Employer Agent will be given an opportunity to add a client once logged into E-Verify. All parties, including the Employer, will then be required to sign and submit a separate MOU to E-Verify. The responsibilities of the parties remain the same in each MOU.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II

Page 1 of 16 E-Verify MOU for E-Verify Employer Agents | Revision Date 06/01/2013



Company ID Number: _____

THE E-VERIFY MEMORANDUM OF UNDERSTANDING FOR EMPLOYERS USING AN E-VERIFY EMPLOYER AGENT

ARTICLE I PURPOSE AND AUTHORITY

The parties to this agreement are the Department of Homeland Security (DHS), the _____ (Employer), and the E-Verify Employer Agent. The purpose of this agreement is to set forth terms and conditions which the Employer and the E-Verify Employer Agent will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the E-Verify Employer Agent, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

ARTICLE II RESPONSIBILITIES

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:

- a. Notice of E-Verify Participation
- b. Notice of Right to Work

Page 1 of 16 E-Verify MOU for Web Services Employers | Revision Date 06/01/13



Display Posters

Employers Must

- ✓ Display E-Verify participation poster.
- ✓ Display You Have Rights posters.
- ✓ Contact Immigrant and Employee Rights (IER) with questions regarding discrimination:
1-800-255-8155 (TDD: 1-800-362-2735).



E-Verify Case Processing

Verification Process Overview

CREATE A CASE



1

The employer uses information from the employee's Form I-9 to create a case in E-Verify.

GET RESULTS



2

E-Verify displays an initial case result within a few seconds, though some cases may require additional action.

CLOSE THE CASE



3

The employer closes the case once E-Verify displays a final case result.

Section 1: Employee Information and Attestation

- Worker completes Section 1 no later than 1st day of work for pay
- Social Security Number is required for E-Verify
- E-mail address is optional for employee
 - If provided, it MUST be entered in E-Verify
 - Not a business e-mail address
- Attestation
- Preparer or Translator

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name) ⁽¹⁾	First Name (Given Name) ⁽¹⁾	Middle Initial ⁽¹⁾	Other Last Names Used (if any) ⁽¹⁾	
Address (Street Number and Name) ⁽²⁾		Apt. Number ⁽²⁾	City or Town ⁽¹⁾	State ⁽¹⁾ ZIP Code ⁽¹⁾
Date of Birth (mm/dd/yyyy) ⁽²⁾	U.S. Social Security Number ⁽²⁾	Employee's E-mail Address ⁽¹⁾		Employee's Telephone Number ⁽¹⁾

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 boxes):

1. A citizen of the United States ⁽²⁾

2. A noncitizen national of the United States (See instructions) ⁽¹⁾

3. A lawful permanent resident ⁽²⁾ (Alien Registration Number/USCIS Number): ⁽²⁾ _____

4. An alien authorized to work ⁽²⁾ until (expiration date, if applicable, mm/dd/yyyy): ⁽²⁾ _____
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: ⁽²⁾ _____
OR

2. Form I-94 Admission Number: ⁽²⁾ _____
OR

3. Foreign Passport Number: ⁽²⁾ _____
Country of Issuance: ⁽²⁾ _____

QR Code - Section 1
Do Not Write in This Space

Signature of Employee ⁽¹⁾	Today's Date (mm/dd/yyyy) ⁽¹⁾
--------------------------------------	--

Preparer and/or Translator Certification (check one): ⁽¹⁾

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator ⁽¹⁾		Today's Date (mm/dd/yyyy) ⁽¹⁾	
Last Name (Family Name) ⁽¹⁾		First Name (Given Name) ⁽¹⁾	
Address (Street Number and Name) ⁽¹⁾		City or Town ⁽¹⁾	State ⁽¹⁾ ZIP Code ⁽¹⁾

Click to Finish



E-Verify Case Processing

Biographic information from Section 1

Verify Employee

Enter Form I-9 Information

- Enter Form I-9 Information
- Review Case
- Case Results

Employee Information and Attestation

Last Name ⓘ Looney <small>Family name or surname</small>	First Name Tunes <small>Given name</small>	Middle Initial MI
---	---	-----------------------------

Other Last Names Used

Smith ⓘ Platt ⓘ Heart

If multiple last names, type each one and hit 'Enter' to submit and 'Backspace' to remove

Date of Birth
01/31/1958

U.S. Social Security Number
556-88-7741

E-Verify Case Processing

E-mail Address

Date of Birth
01/31/1958

U.S. Social Security Number
123-45-6789

Employee's E-mail Address
looneytunes@gmail.com

No email address provided.

If the employee provided an e-mail address, you MUST enter that address here.

Continue

Section 2: Employer Certification of Document Review

- EMPLOYER completes Section 2 no later than **3 business days** after the employee begins work for pay.
- The person that examines the **original, unexpired documents** in the presence of the employee **MUST** fill out, sign and date Section 2.
- Date fields
 - Today's date
 - First day of employment

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) ^(?) Washington	First Name (Given Name) ^(?) George	M.I. ^(?) A	Citizenship/Immigration Status ^(?) A
------------------------------	--	--	--------------------------	--

List A	OR	List B	AND	List C
Identity and Employment Authorization		Identity		Employment Authorization
Document Title ^(?) U.S. Passport		Document Title ^(?) N/A		Document Title ^(?) N/A
Issuing Authority ^(?) U.S. Department of State		Issuing Authority ^(?) N/A		Issuing Authority ^(?) N/A
Document Number ^(?)		Document Number ^(?) N/A		Document Number ^(?) N/A
Expiration Date (if any)(mm/dd/yyyy) ^(?)		Expiration Date (if any)(mm/dd/yyyy) ^(?) N/A		Expiration Date (if any)(mm/dd/yyyy) ^(?) N/A
Document Title ^(?) N/A		Additional Information ^(?)		QR Code - Sections 2 & 3 Do Not Write in This Space
Issuing Authority ^(?) N/A				
Document Number ^(?) N/A				
Expiration Date (if any)(mm/dd/yyyy) ^(?) N/A				
Document Title ^(?) N/A				
Issuing Authority ^(?) N/A				
Document Number ^(?) N/A				
Expiration Date (if any)(mm/dd/yyyy) ^(?) N/A				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): (See instructions for exemptions)

Signature of Employer or Authorized Representative ^(?)	Today's Date(mm/dd/yyyy) ^(?)	Title of Employer or Authorized Representative ^(?)
Last Name of Employer or Authorized Representative ^(?)	First Name of Employer or Authorized Representative ^(?)	Employer's Business or Organization Name ^(?)
Employer's Business or Organization Address (Street Number and Name) ^(?)		City or Town ^(?)
		State ^(?)
		ZIP Code ^(?)

Click to Finish



Section 2: Examining Documents

You must accept a document presented by an employee if it reasonably appears to be:

- Genuine; *and*
- Relates to the individual presenting it.



The document must be original – photocopies are NOT acceptable, except for a [certified](#) copy of a birth certificate.



Section 2: Receipt Rule

A receipt showing that your employee has applied to replace a document that was **lost, stolen** or **damaged**.

- The receipt must be issued by the originating agency.
- Employee must present a replacement document within 90 days of the hire date.

*Receipts are never acceptable if employment will last less than 3 business days.

E-Verify cases should be delayed until the replacement receipt is provided.

Section 2: Copying Documents

You may choose to make copies documents employees present for Section 2.

- If you choose to photocopy documents:
 - You must do so for **ALL** employees,
 - Be consistent and copy **all** documents employees provide



E-Verify employers must photocopy the following documents if voluntarily provided by the employee for Section 2:

I-551 Lawful Permanent Resident Card, I-766 Employment Authorization Document, or US Passport or Passport Card

E-Verify Case Processing

Attestation and Documents



Help: Employment Authorization Document (Form I-766)



The Employment Authorization Document (Form I-766) contains the bearer's name, photo, document/card number, alien/USCIS number, birth date and card expiration date.

Document Number: The document number, also called a card number, is printed on the front and back of the card.

Enter the document number exactly as it appears on the document. The document number, circled below in red, is exactly 13 alphanumeric characters (letters and numbers). You must enter three letters followed by 10 numeric characters. Do not enter any special characters.

Document Expiration Number: The expiration date is located at the front on the bottom of the card.

Document Number

Enter the document number exactly as it appears on the document your employee provided you. The first 3 digits must be alphabetic characters followed by 10 numeric characters.

Continue

Cancel



E-Verify Case Processing

First Day of Employment

Additional Case Details

Select the Employee's First Day of Employment

Today

1 Day Ago

2 Days Ago

Employee's First Day of Employment

04/08/2019

Employees must be verified within three business days of their first day of employment.

Employee ID (Optional)

An optional, 40-character field that you may create to easily identify and locate your employee's E-Verify case.

Continue

E-Verify Case Processing

Entering a delayed case

Additional Case Details

Select the Employee's First Day of Employment

Today

1 Day Ago

2 Days Ago

Employee's First Day of Employment

03/01/2019

Employees must be verified within three business days of their first day of employment.

Case has not been submitted within three business days of their first day of employment.

You must submit a case no later than the end of three business days after a new hire has begun work for pay. You may still submit the case beyond the three-day deadline, but you must state a reason why you submitted the case late.

Select an option...

Awaiting Social Security Number

Technical Problems

Audit Revealed that New Hire Was Not Run

Other

Federal Contractor with E-Verify Clause verifying an existing employee

Reason for Delay

Awaiting the replacement document for a receipt

Photo Match

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Review Case

Photo Match

Does the photo displayed match the photo displayed on Test Test's U.S. Passport or Passport Card?

Yes, this photo matches

No, this photo does not match

No photo displayed

Continue to Case Results

Save & Exit

Allows you to match the photo on a document to the photo that DHS has on file for that employee, and is activated automatically if an employee has presented:

- I-551, (Permanent Resident Card)
- Form I-766, (Employment Authorization Document), or
- U.S. passport or passport card

E-Verify Case Processing

Submit Case

Citizenship Status
Lawful Permanent Resident

Alien Number
A458744555

Employee or Authorized Representative Review and Verification

List A Document
Permanent Resident Card or Alien Registration Receipt Card (Form I-551)

Document Number
LIN455555555

Additional Case Details

Employee's First Day of Employment
02/27/2018

[Edit Case Details](#)

By clicking 'Submit Case' I confirm that the case information accurately reflects the information on the employee's Form I-9.

[Submit Case](#) [Save & Exit](#)

[Print Case Details](#)

Enter Form I-9 Information

Review Case

Case Results

Employment authorized - Case 2018123162 **Closed**

is authorized to work in the United States and the case has been automatically closed.

[View/Print Case Details](#)

[View All Cases](#)

Section 3: Reverification

Employee Name from Section 1:		Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?
Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)				
A. New Name (if applicable) ?			B. Date of Rehire (if applicable)	
Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?	Date (mm/dd/yyyy) ?	
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.				
Document Title ?	Document Number ?	Expiration Date (if any) (mm/dd/yyyy) ?		
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 ?	Today's Date (mm/dd/yyyy) ?	Name of Employer or Authorized Representative ?		

Employers **MUST** reverify an employee using [Section 3](#) if his or her temporary employment authorization has expired.

Employers will not create a new **E-Verify** case for an employee being reverified.

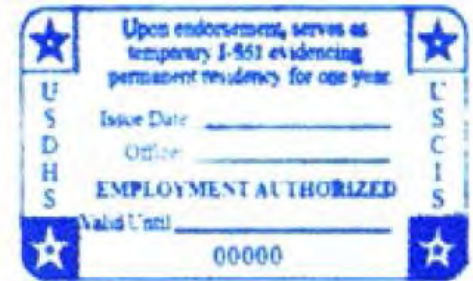
Section 3: When to Reverify

Reverify

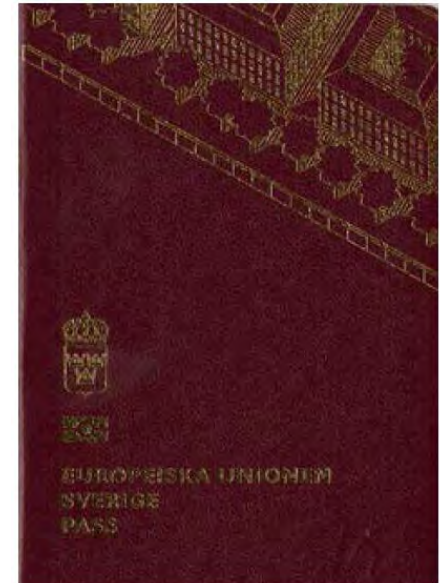
- When employment authorization document (List A or C) has an expiration date
- Form I-94 with a temporary I-551 stamp
- An unexpired foreign passport with a temporary I-551 stamp (on a machine readable immigrant visa (MRIV))
- Expired Permanent Resident Card presented with a Form I-797 (Notice of Action)

Do Not Reverify

- U.S. Passport or Passport Card
- Permanent Resident Card (Form I-551)
- List B documents




I-551 Stamp



Unexpired Foreign Passport with I-551 Stamp

Results after TNC Referral

HOME CASES PROFILE COMPANY REPORTS WEB SERVICES RESOURCES LOG OUT



Visit the **E-Verify Message Center** to get the latest E-Verify News and Information

Message Center

QUICK LINKS

- Verify Employee
- Search Cases
- View Resources
- Contact Us

Alerts: You Must Take Action!

- Open Cases to be Closed **238**
- Cases with New Updates **46**
- Work Authorization Docs Expiring**
- Message Center

What is a Tentative Nonconfirmation (TNC)?

- Information from an employee's Form I-9 did not match government databases
- Employee may still be authorized to work and/or is lawfully present in the United States.
- Common reasons for TNC



Tentative Nonconfirmation Process



Employer notifies employee of TNC



Employee decides whether to contest



Employer refers case to SSA or DHS



Employee visits SSA or calls DHS



Employer receives updated results



Employer closes the case

E-Verify Reminders

- **Create Case within 3 days following first day of work for pay**
- **Do not use E-Verify to prescreen employment**
- **Use only e-mail address provided in Section 1 by the employee**
- **PhotoMatch is a photo-to-photo match**
- **All TNC recipients must be given option to correct**
- **Employee has 8 Federal Government Workdays from referral date to take action**
- **E-Verify will update for the employer within 10 days of referral**

Immigrant and Employee Rights Section (IER)

Employers MUST refrain from discriminating against individuals on the basis of actual or perceived national origin, citizenship or immigration status

The anti-discrimination provisions of the INA are enforced by:

**Department of Justice
Civil Rights Division
Immigrant and Employee Rights Section**



— U.S. DEPARTMENT OF JUSTICE —
IMMIGRANT & EMPLOYEE RIGHTS SECTION
— CIVIL RIGHTS DIVISION —

- Employees may contact the [IER*](#):
1-800-255-7688 (TDD: 1-800-616-5525)
- Employers may also contact [IER*](#):
1-800-255-8155 (TDD: 1-800-362-2735)

*callers may remain anonymous

See [IER's "Employer Dos and Don'ts."](#)

Customer Service

E-Verify received the highest rating for customer service of all federal agencies.

(2013 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**



Feedback

COMMENTS?

QUESTIONS?

Need Additional Training?

Send to:

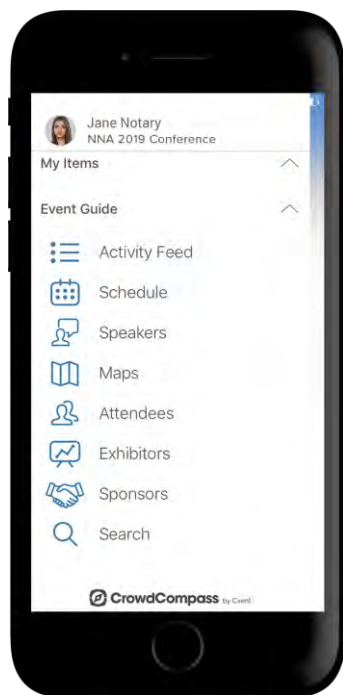
e-verifyoutreachsupport@uscis.dhs.gov

THANK YOU!

www.E-Verify.gov

Questions?





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Thank you for attending!

