



E-Verify Screen Shots

June 6, 2011



Log on Screen for E-Verify



OMB Control No. 1615-0092
Expiration Date XX/XX/201X

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I agree

Continue

Paperwork Reduction Act

Paperwork Reduction Act

An agency may not conduct or sponsor information collection, and a person is not required to respond to a collection of information, unless it displays a valid Office of Management and Budget (OMB) control number. The public reporting burden for this information collection is estimated as follows: New Enrollment Activities at 136 minutes per response; Yearly Training to learn of changes to the process at 60 minutes per response; Queries into the system at 8 minutes per response. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestion for reducing this burden, to U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue, N.W., Washington, DC 20529-2020. **Do not mail your application to this address.**

[Continue](#)

Log in screen

A screenshot of the E-Verify login interface. The page features the E-Verify logo and "Employment Eligibility Verification" text at the top left. On the right, there are logos for the U.S. Department of Homeland Security and the Social Security Administration. A navigation menu on the left includes "E-Verify Information" and "Enroll". The main content area has a background image of the Statue of Liberty. A "Log In" form is centered, containing fields for "User ID" and "Password", each with a "Forgot your [field]" link below it. A green "Log In" button is at the bottom of the form. The footer contains links for "U.S. Department of Homeland Security - www.dhs.gov", "U.S. Citizenship and Immigration Services - www.uscis.gov", "Accessibility", and "Download Viewers".

E-Verify
Employment Eligibility Verification

E-Verify Information
Enroll

Log In

* User ID:

[Forgot your User ID?](#)

* Password:

[Forgot your password?](#)

Log In

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Home Page

New features:

- Search case
- Help text call out
- Case alerts

E-Verify
Employment Eligibility Verification

Welcome User ID Last Login 01:50 PM - 05/25/2011 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.

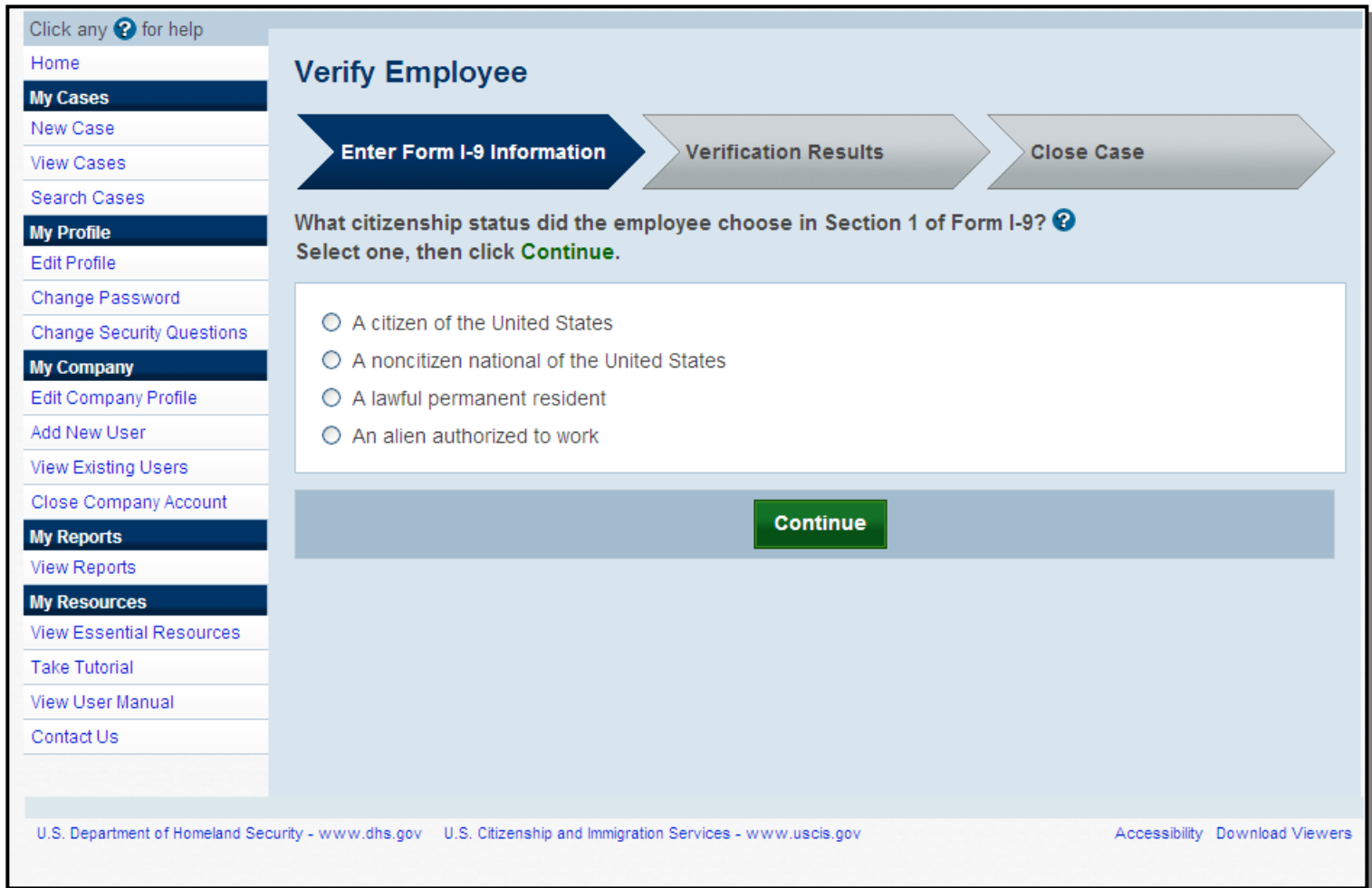
E-Verify News View All >
Federal contractor rule delayed until May 21, 2009 05/26/2011
The effective date of the final rule requiring certain Federal Co... read more >

Case Alerts: You Must Take Action!

- Open Cases to be Closed **15**
- Cases with New Updates **1**
- Work Authorization Docs Expiring

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“Employment Authorized” case example



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

Verify Employee

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

What citizenship status did the employee choose in Section 1 of Form I-9? [?](#)
Select one, then click **Continue**.

- A citizen of the United States
- A noncitizen national of the United States
- A lawful permanent resident
- An alien authorized to work

Continue

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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

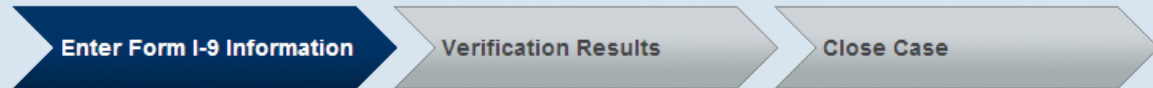
[View Essential Resources](#)

[Take Tutorial](#)

[View User Manual](#)

[Contact Us](#)

Verify Employee



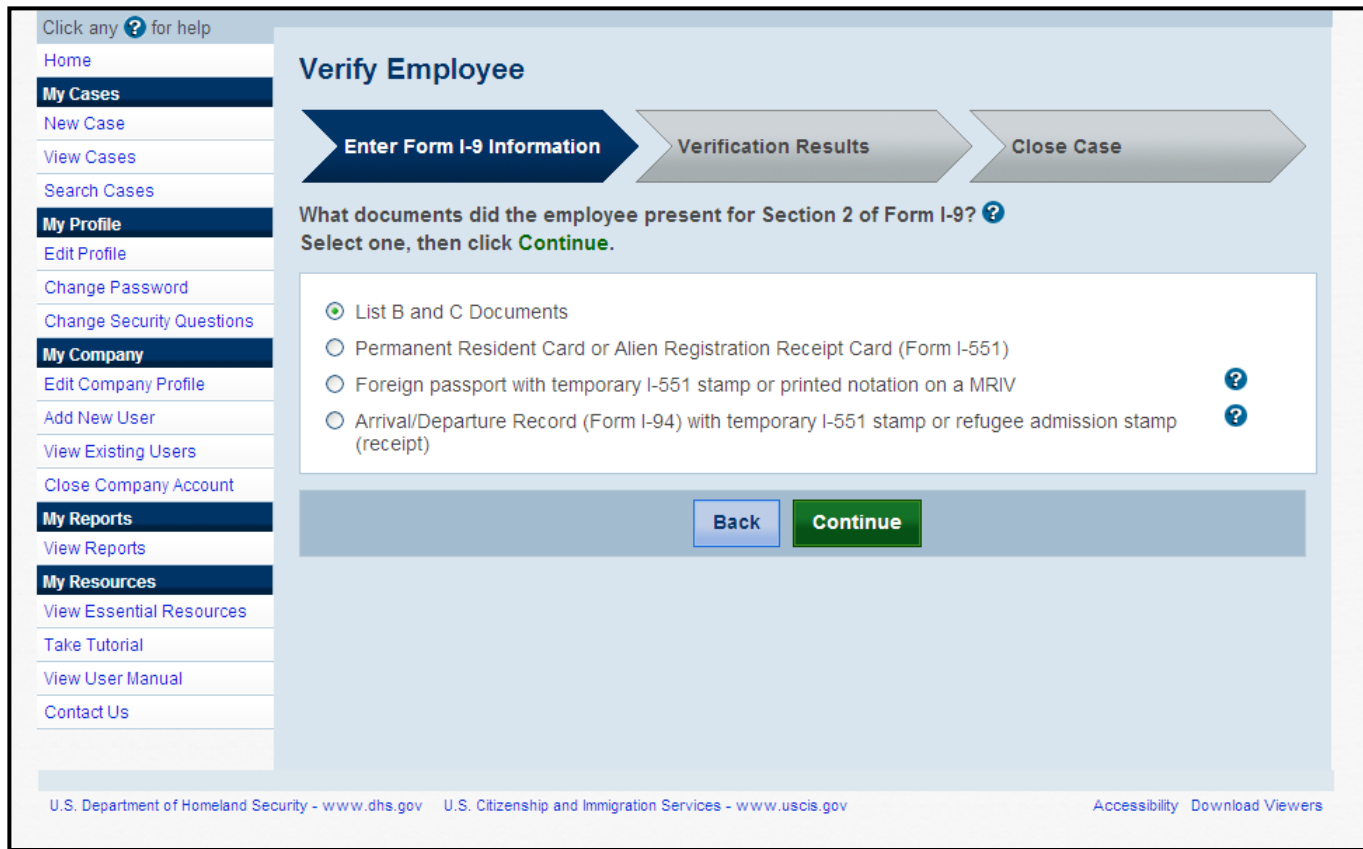
What documents did the employee present for Section 2 of Form I-9? [?](#)
Select one, then click **Continue**.

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

[Back](#)

[Continue](#)

Alternate screen based on different citizenship status attestation



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

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**.

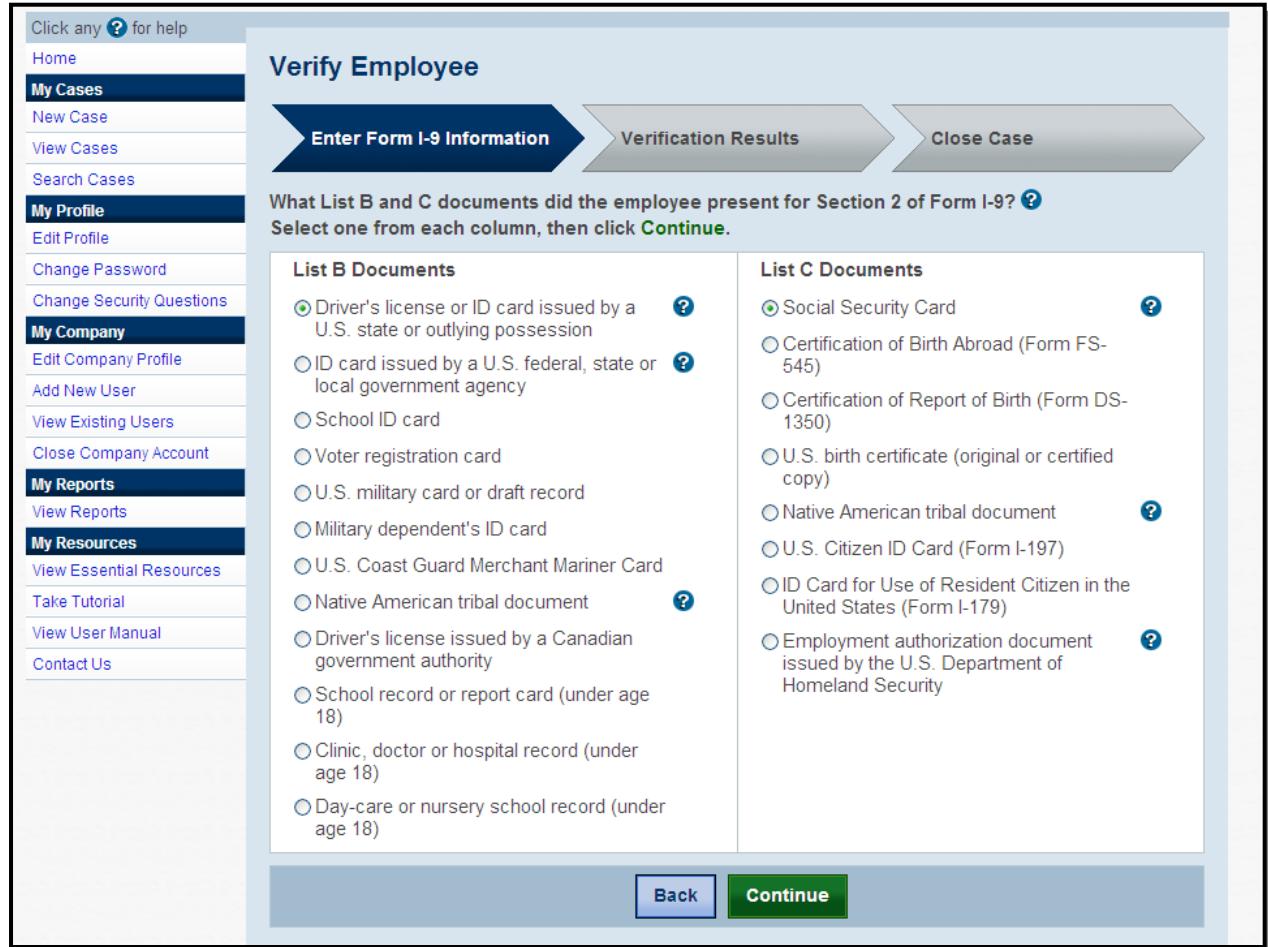
- List B and C Documents
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- Foreign passport with temporary I-551 stamp or printed notation on a MRIV [?](#)
- Arrival/Departure Record (Form I-94) with temporary I-551 stamp or refugee admission stamp (receipt) [?](#)

[Back](#) [Continue](#)

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If “List B and C documents” selection is made

New screen – As of June 12, 2011, E-Verify will collect the types of documents presented for List B and List C



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](#)

Verify Employee

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

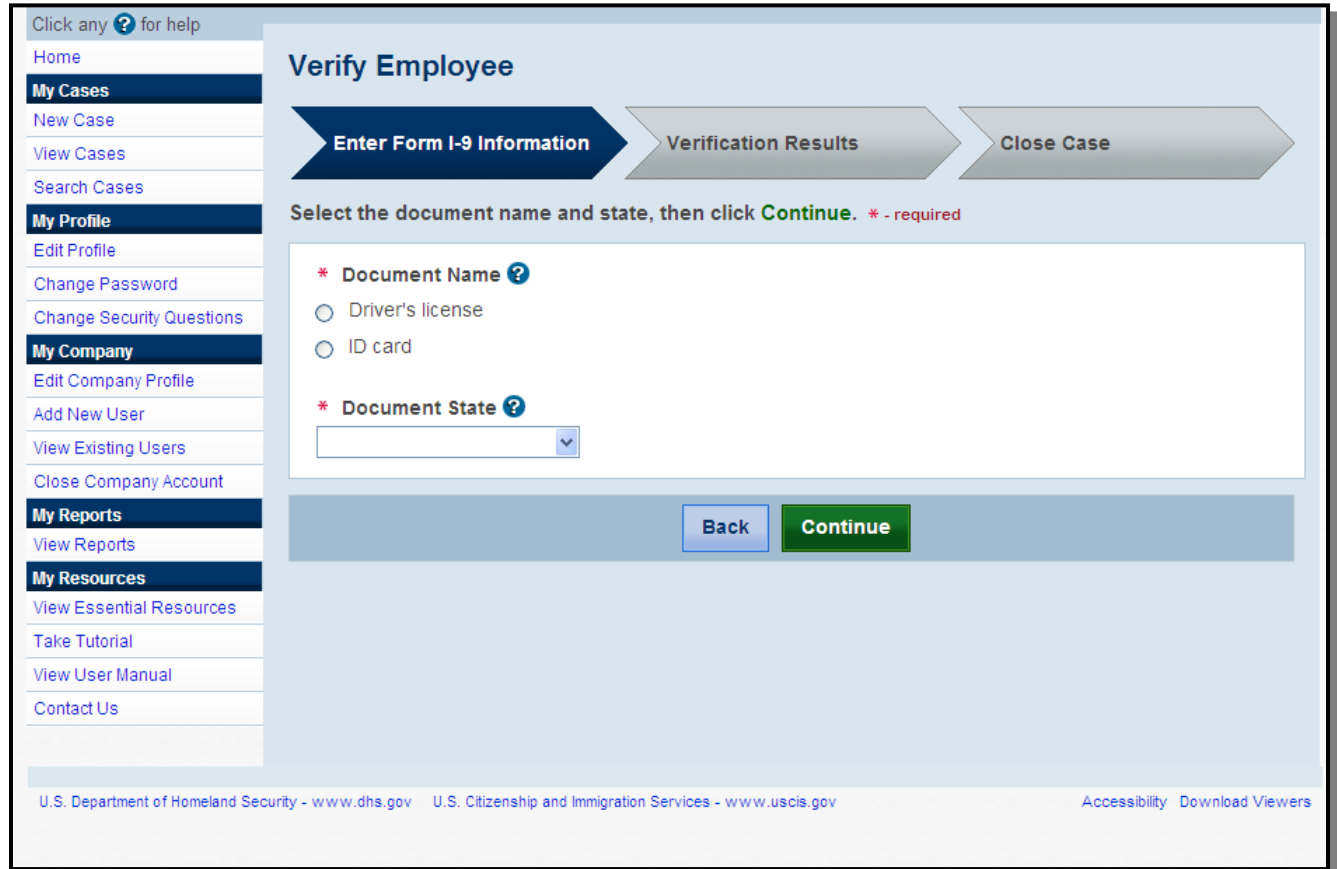
What List B and C documents did the employee present for Section 2 of Form I-9? [?](#)
Select one from each column, then click **Continue**.

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"/> Employment authorization document issued by the U.S. Department of Homeland Security ?
<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](#)

If driver's license is selected from List B

New screen – E-Verify collects the document name and issuing authority if user selects “driver’s license or ID card issued by U.S. state or outlying possession” on previous screen.



The screenshot displays the 'Verify Employee' interface. On the left is a navigation menu with categories: 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), and My Resources (View Essential Resources, Take Tutorial, View User Manual, Contact Us). The main content area is titled 'Verify Employee' and features a progress bar with three steps: 'Enter Form I-9 Information' (active), 'Verification Results', and 'Close Case'. Below the progress bar, a red asterisk indicates required fields: '* Document Name' and '* Document State'. The 'Document Name' field has two radio button options: 'Driver's license' and 'ID card'. The 'Document State' field is a dropdown menu. At the bottom of the form area are 'Back' and 'Continue' buttons. The footer contains the text: 'U.S. Department of Homeland Security - www.dhs.gov U.S. Citizenship and Immigration Services - www.uscis.gov Accessibility Download Viewers'.

If "Driver's License" from Mississippi is chosen

If a driver's license from Mississippi is chosen, E-Verify will collect the document number.

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

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 Name Driver's license	Document State Mississippi
Document Type Driver's license or ID card issued by a U.S. state or outlying possession	* 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 Number ? <input type="text"/>	Employer Case ID ? <input type="text"/>	
* Hire Date ? Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>		

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If U.S. Passport is presented

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](#)

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](#)

<p>* Last Name ?</p> <input type="text"/>	<p>* First Name</p> <input type="text"/>	<p>Middle Initial</p> <input type="text"/>
<p>Maiden Name</p> <input type="text"/>	<p>* Date of Birth</p> <p>Month <input type="text"/> Day <input type="text"/> Year <input type="text"/></p>	<p>* Social Security Number</p> <p><input type="text"/> - <input type="text"/> - <input type="text"/></p>
<p>Citizenship Status</p> <p>A citizen of the United States</p>	<p>* Document Number ?</p> <input type="text"/>	<p>* Document Expiration Date ?</p> <p>Month <input type="text"/> Day <input type="text"/> Year <input type="text"/></p>
<p>Document Type</p> <p>U.S. Passport or Passport Card</p>	<p>* Hire Date ?</p> <p>Month <input type="text"/> Day <input type="text"/> Year <input type="text"/></p>	<p>Employer Case ID ?</p> <input type="text"/>

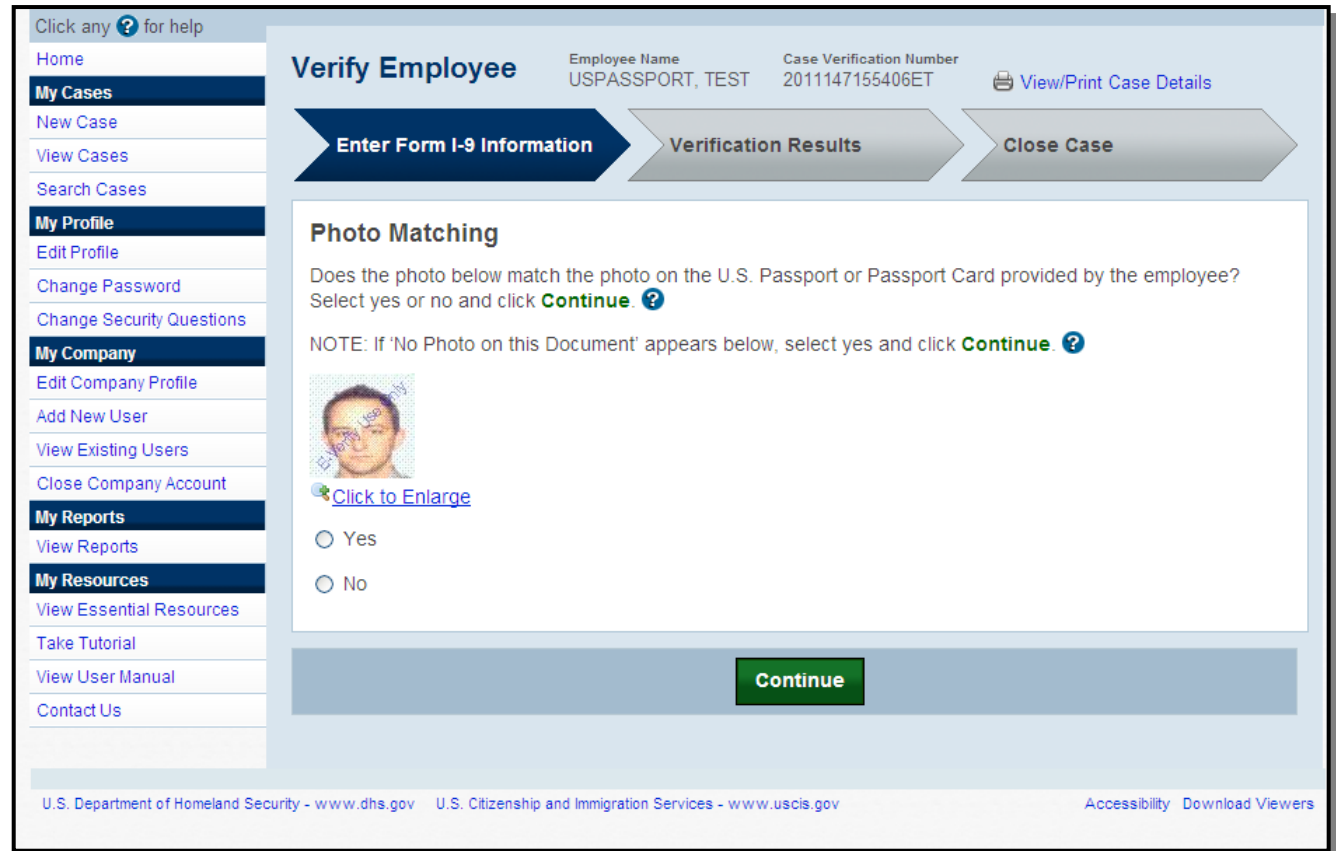
[Back](#) [Continue](#)

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Photo Matching

May occur if any of the following documents are presented:

- U.S. Passport
- Form I-551
- Form I-766



The screenshot shows the 'Verify Employee' interface. At the top, it displays the employee name 'USPASSPORT, TEST' and the case verification number '2011147155406ET'. A navigation bar contains three steps: 'Enter Form I-9 Information' (active), 'Verification Results', and 'Close Case'. The main content area is titled 'Photo Matching' and asks: 'Does the photo below match the photo on the U.S. Passport or Passport Card provided by the employee? Select yes or no and click **Continue**.' Below this is a note: 'NOTE: If 'No Photo on this Document' appears below, select yes and click **Continue**.' A small photo of a man is shown with a 'Click to Enlarge' link. There are two radio button options: 'Yes' and 'No'. A large green 'Continue' button is at the bottom of the form. The footer contains the text: 'U.S. Department of Homeland Security - www.dhs.gov U.S. Citizenship and Immigration Services - www.uscis.gov Accessibility Download Viewers'.

“Employment Authorized” case result

Click any for help

Verify Employee Employee Name: USPASSPORT, TEST Case Verification Number: 2011147155406ET [View/Print Case Details](#)

Enter Form I-9 Information Verification Results Close Case

Employment Eligibility:

Employment Authorized

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

Last Name USPASSPORT	First Name TEST	Middle Initial --
Maiden Name --	Date of Birth March 11, 1946	Social Security Number *** ** 0006
Citizenship Status A citizen of the United States	Document Number Z12345678	Document Expiration Date February 28, 2014
Document Type U.S. Passport or Passport Card	Hire Date May 27, 2011	Employer Case ID --
Hire Date May 27, 2011	Submitted By	Submitted On May 27, 2011

Close Case

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“Case Details” page

SENSITIVE BUT UNCLASSIFIED			
Department of Homeland Security E-Verify		Report Prepared: 05/31/2011 Page: 1 of 1	
Case Verification Number: 2011147155406ET			
Case Information:			
Employee Information:			
Last Name:	USPASSPORT	First Name:	TEST
Middle Initial:		Maiden Name:	
Social Security Number:	*** ** 0006	Date of Birth:	03/11/1946
Citizenship Status:	A citizen of the United States		
Document Information:			
List A Document:	U.S. Passport or Passport Card		
Passport or Passport Card Number:	Z12345678	Document Expiration Date:	02/28/2014
Alien Number:		I-94 Number:	
Additional Information:			
Hire Date:	05/27/2011	Employer Case ID:	
Three-Day Rule Reason:		Three-Day Rule - Other:	
Submitted By:		Submitted On:	05/27/2011
Initial Case Result:			
Case Result:	Employment Authorized		
Employee Referred to SSA:			
Referred By:		Referred On:	
Case Result from SSA (after SSA Tentative Nonconfirmation):			
Case Result:		Response Date:	
Resubmitted to SSA (after Review and Update Employee Data):			
Last Name:		First Name:	
Middle Initial:		Maiden Name:	
Social Security Number:		Date of Birth:	
Resubmitted By:		Resubmitted On:	
Case Result from SSA (after Resubmission):			
Case Result:			
Request Name Review:			
Comments:			
Submitted By:		Submitted On:	
Case Result from DHS (after DHS Verification in Process):			
Case Result:		Response Date:	
Employee Referred to DHS:			
Referred By:		Referred On:	
Case Result from DHS (after DHS Tentative Nonconfirmation):			

Close Case process

Click any [?](#) for help

Verify Employee Employee Name: USPASSPORT, TEST Case Verification Number: 2011147155406ET [View/Print Case Details](#)

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

Is TEST USPASSPORT currently employed with this company? [?](#)
Select yes or no and click **Continue**.

Yes
 No

[Back](#) [Continue](#)

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Click any [?](#) for help

Verify Employee Employee Name: USPASSPORT, TEST Case Verification Number: 2011147155406ET [View/Print Case Details](#)

Enter Form I-9 Information Verification Results Close Case

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](#)

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Click any for help

Employee Name
 USPASSPORT, TEST

Case Verification Number
 2011147155406ET

[View/Print Case Details](#)

Enter Form I-9 Information

Verification Results

Close Case

Case Closed

[View/Print Case Details](#)

Employment Authorized

You have closed case 2011147155406ET. Record this case verification number on the employee's Form I-9 or print the case details and keep on file.

<p>Last Name USPASSPORT</p> <p>Maiden Name --</p> <p>Citizenship Status A citizen of the United States</p> <p>Document Type U.S. Passport or Passport Card</p> <p>Hire Date May 27, 2011</p> <p>Submitted By</p>	<p>First Name TEST</p> <p>Date of Birth March 11, 1946</p> <p>Document Number Z12345678</p> <p>Employer Case ID --</p> <p>Submitted On May 27, 2011</p>	<p>Middle Initial --</p> <p>Social Security Number *** ** 0006</p> <p>Document Expiration Date February 28, 2014</p>
--	--	---

E-Verify Home

New Case

[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](#)

“SSA Tentative Nonconfirmation” case example

This is what’s known as the “pre-TNC” page. This gives the employer an opportunity to make any data corrections before a case result is returned.

Verify Employee Employee Name: Test, Test Case Verification Number: 2011151112245JC [View/Print Case Details](#)

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

Check Information ?

The information below MUST match the employee's Form I-9. Check that the following information is correct:

- Last Name
- First Name
- Middle Initial
- Maiden Name
- Date of Birth
- Social Security Number

If this information is:

- ▶ Correct, click **Continue**.
- ▶ NOT correct, update the appropriate field(s) and click **Continue** ?

If the information entered is not correct and cannot be updated, click **Close Case**.

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

* Last Name ? Test	* First Name Test	Middle Initial <input type="text"/>
Maiden Name <input type="text"/>	* Date of Birth Mar 28 1985	* Social Security Number 581 - 79 - 7922
Citizenship Status A citizen of the United States	Employer Case ID	
Hire Date May 30, 2011	Submitted On May 31, 2011	
Submitted By		

[Close Case](#) [Continue](#)

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](#)

Verify Employee

Employee Name
Test, Test

Case Verification Number
2011151112245JC

[View/Print Case Details](#)



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 the 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](#)

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

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
- 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.

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**. ?

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

Verify Employee

Employee Name: Test, Test Case Verification Number: 2011151112245JC [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**

Confirm Employee Decision

Follow the steps below based on your employee's decision to contest or not contest the SSA TNC.

If the employee:

- ▶ Chose to CONTEST the SSA TNC, click **Continue**.
- ▶ Chose to NOT CONTEST the SSA TNC, click **Close Case** .

To review or reprint the SSA Tentative Nonconfirmation Notice, click **Back**.

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** .

Back **Close Case** **Save Case and Exit** **Continue**

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Referral process

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

Verify Employee

Employee Name: Test, Test Case Verification Number: 2011151112245JC [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

Refer Employee

You indicated that the employee chose to contest the SSA TNC. The next step is to refer the employee to SSA. To refer the employee to SSA, click **Refer Case**.

When you click **Refer Case** it starts the 8 federal government workdays that the employee has to visit SSA. 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](#) [Refer Case](#)

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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

Verify Employee

Employee Name: Test, Test Case Verification Number: 2011151112245JC [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

Print, Review & Sign Referral Letter

This employee was referred to SSA on **May 31, 2011**. The employee must visit an 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

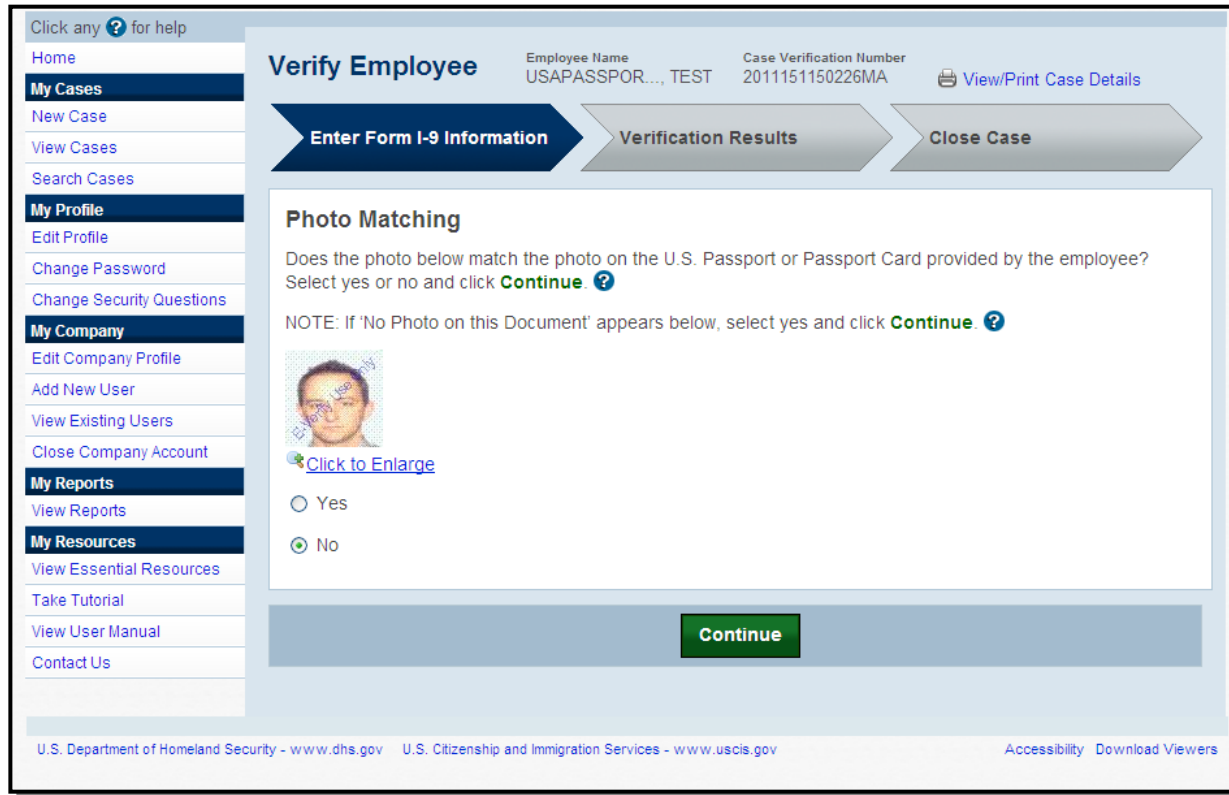
- 2 Review the SSA Referral Letter privately with the employee.
- 3 Ensure that you and the employee sign and date the SSA Referral Letter.
- 4 Give the employee the signed SSA Referral Letter. The employee will need to bring the letter to the SSA field office.
- 5 After you complete these steps, click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

[Close Case](#) [Save Case and Exit](#) [Continue](#)

“DHS Tentative Nonconfirmation” due to photo mismatch



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](#)

Verify Employee


Employee Name: USAPASSPOR..., TEST Case Verification Number: 2011151150226MA [View/Print Case Details](#)

Enter Form I-9 Information Verification Results Close Case

Photo Matching

Does the photo below match the photo on the U.S. Passport or Passport Card provided by the employee? Select yes or no and click **Continue**.

NOTE: If 'No Photo on this Document' appears below, select yes and click **Continue**.



[Click to Enlarge](#)

Yes

No

Continue

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[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](#)

Verify Employee

Employee Name
USAPASSPOR..., TEST

Case Verification Number
2011151150226MA

[View/Print Case Details](#)



Employment Eligibility:

DHS Tentative Nonconfirmation (TNC)

The employee's information did not match U.S. Department of Homeland Security (DHS) records.

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

▶ To begin the 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](#)

- 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

Employment Eligibility:

DHS Tentative Nonconfirmation (TNC) ?



Print, Review & Sign TNC Notice

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

- 1 Print the DHS Tentative Nonconfirmation Notice.

Notification to Employee of DHS Tentative Nonconfirmation ? Choose which language to print

English

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

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** ?



TNC Notice

U.S. Department of Homeland Security (DHS) Notice to Employee of Tentative Nonconfirmation (TNC Notice)

USAPASSPORT, TEST	0006
Employee's Last Name, First Name	Last Four Digits of Employee's Social Security Number
	U.S. Passport: Z12345678
Employee's A-Number	Employee's Document Number(s)
05/31/2011	2011151150226MA
Date of Tentative Nonconfirmation	Case Verification Number

Reason for this TNC Notice:

DHS Tentative Nonconfirmation. The information entered for this employee does not match U.S. Department of Homeland Security records.

Photo Mismatch Resulting in DHS Tentative Nonconfirmation. The photograph on the document this employee provided for Form I-9, Employment Eligibility Verification does not match with the photograph in U.S. Department of Homeland Security records.

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 (SSN), U.S. Passport number, A-number, I-94 number and/or driver's license number or state ID card number 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 DHS 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 DHS 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 DHS Tentative Nonconfirmation was of his/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 DHS 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.

E-Verify Enhanced Pre-Testing	Anderson Jones
Employer's Name	Employer Representative's Name
Date	Employer Representative's Signature

Page 1 of 3 | DHS Notice to Employee of Tentative Nonconfirmation | Revision Date 01/06/11 www.dhs.gov/E-Verify

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](#)

Verify Employee

Employee Name: USAPASSPOR..., TEST Case Verification Number: 2011151150226MA [View/Print Case Details](#)

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

Employment Eligibility:

DHS Tentative Nonconfirmation (TNC)

Print, Review & Sign TNC Notice **Confirm Employee Decision** Refer Employee Print, Review & Sign Referral Letter

Confirm Employee Decision

Follow the steps below based on your employee's decision to contest or not contest the DHS TNC.

If the employee:

- ▶ Chose to **CONTEST** the DHS TNC, click **Continue**.
- ▶ Chose to **NOT CONTEST** the DHS TNC, click **Close Case** .

To review or reprint the DHS Tentative Nonconfirmation Notice, click **Back**.

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** .

Back **Close Case** **Save Case and Exit** **Continue**

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Referral process

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

Employment Eligibility:

⚠ DHS Tentative Nonconfirmation (TNC) ?

Print, Review & Sign TNC Notice → Confirm Employee Decision → **Refer Employee** → Print, Review & Sign Referral Letter

Refer Employee

You indicated that the employee chose to contest the DHS TNC. The next step is to submit a copy of the employee's photo document and refer the employee to DHS.

You may attach an electronic copy of the photo document on this page or send a paper copy to DHS via express mail.

To submit a copy of the employee's photo document, select one of the options below, follow the instructions, then click **Refer Case**.

When you click **Refer Case** it starts the 8 federal government workdays that the employee has to contact DHS.

Attach and Submit Copy of Employee's Photo Document

- ▶ Make a digital copy of the employee's photo document and save it to your computer. For example, you may choose to scan or take a digital photo of the document.
- ▶ Use the **Browse** button to select the file. Files must be in the .GIF format and no larger than 1.5 MB.

After the file is selected, click **Refer Case**.

Mail Copy of Employee's Photo Document

- ▶ Mail a copy of the employee's photo document, along with a copy of the DHS Referral Letter via express mail to the address below and click **Refer Case**.

U.S. Department of Homeland Security – USCIS
10 Fountain Plaza, 3rd Floor
Buffalo, NY 14202
Attn: Status Verification Unit – Photo Matching

IMPORTANT: Send only a copy, not the original document to DHS. You must use an express shipping carrier of your choice at your own expense. DHS will not pay for any shipping costs.

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** ?

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

Employment Eligibility:
 Employee Referred to DHS

Print, Review & Sign TNC Notice → Confirm Employee Decision → Refer Employee → **Print, Review & Sign Referral Letter**

Print, Review & Sign Referral Letter

This employee was referred to DHS on **May 31, 2011**. The employee must contact DHS within 8 federal government workdays. To complete the referral process follow the steps below.

- 1 Print the DHS Referral Letter.

DHS Referral Letter Choose which language to print

- 2 Review the DHS Referral Letter privately with the employee.
- 3 Ensure that you and the employee sign and date the DHS Referral Letter.
- 4 Give the employee the signed DHS Referral Letter. The employee will need to have the letter when contacting DHS.
- 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** .

Close Case Save Case and Exit Continue

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TNC Referral Letter

Referral Letter to the U.S. Department of Homeland Security (DHS)			
USAPASSPORT, TEST	000-00-0006		
Employee's Last Name, First Name	Employee's Social Security Number		
	U.S. Passport: Z12345678		
Employee's A-Number	Employee's Document Number(s)		
05/31/2011	2011151150226MA		
Date Referred to DHS	Case Verification Number		
Reason for this Referral Letter:	<input type="checkbox"/> DHS Tentative Nonconfirmation. The information entered for this employee does not match U.S. Department of Homeland Security records. <input checked="" type="checkbox"/> Photo Mismatch Resulting in DHS Tentative Nonconfirmation. The photograph on the document this employee provided for Form I-9, Employment Eligibility Verification does not match with the photograph in U.S. Department of Homeland Security records.		
Instructions for the Employer			
IMPORTANT			
The employee must sign and date below.			
<ol style="list-style-type: none"> Review this Referral Letter (in private) with the employee as soon as possible. Ensure the name, Social Security number (SSN), U.S. Passport number, A-number, I-94 number and/or driver's license number or state ID card number 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 Referral 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. 			
Complete all blank fields below.			
E-Verify Enhanced Pre-Testing			
Employer's Name			
Anderson Jones	(202) 443 - 0193		
Employer Representative's Name	Employer Representative's Phone Number		
Employer Representative's Signature	Date		
Employee's Signature	Date		
For Photo Mismatch ONLY			
You must complete this Referral Letter and send a copy, along with a copy of the employee's photo document, to DHS. You can either attach and submit a digital copy of the photo document in E-Verify or send a paper copy to DHS via an express shipping carrier of your choice. Do NOT send through regular United States Postal Service mail.			
Express Shipping Carrier Address		Attach and Submit	
U.S. Department of Homeland Security- USCIS 10 Fountain Plaza, 3rd Floor Buffalo, NY 14202 Attn: Status Verification Office- Photo Matching		Make a digital copy of the employee's photo document (e.g. with a scanner or a camera) and save it to your computer. Then attach and submit the copy in E-Verify.	
Page 1 of 2 Referral Letter to the U.S. Department of Homeland Security Revision Date 01/06/11		www.dhs.gov/E-Verify	

View Cases

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](#)

View Cases

[Search Cases >](#)

Open Cases (348)
Cases with New Updates (2)
Open Cases to be Closed (17)
Work Authorization Docs Expiring (0)

The **100** cases below are open. Click a case number to return to a case.

We found more than 100 cases that meet your criteria. The first 100 cases are listed below though we recommend you refine your search criteria to narrow down the list.

Page 1 of 10
Results Per Page
Go To Page [Next >](#)

Status	Last Name	First Name	Case Number	SSN	Hire Date
Employee Referred to DHS	USAPASSP...	TEST	2011151150226MA	*** ** 0006	06/28/2011
Employment Authorized	Alexande...	Charles	2011151113413JG	*** ** 0006	05/30/2011
Employee Referred to SSA	Test	Test	2011151112245JC	*** ** 7922	05/30/2011
Employment Authorized	test	test	2011133093002AV	*** ** 9193	05/05/2011
Case Incomplete	Adams	James	2011132163108XC	*** ** 6584	12/27/2011
SSA Tentative Nonconfirmation (TNC)	Test	Test	2011132162617XA	*** ** 0006	09/29/2011
Employee Referred to SSA	Adams	James	2011132155950WV	*** ** 6584	05/26/2011
DHS No Show	Adams	James	2011132154644WP	*** ** 6584	05/26/2011
Employment Authorized	Adams	James	2011132154509WM	*** ** 6584	05/16/2011
Employment Authorized	test	test	2011132144722UH	*** ** 9193	05/18/2011

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Essential Resources

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](#)

Essential Resources

- + [E-Verify Essentials](#)
- + [E-Verify Notices](#)
- + [Form I-9 Resources](#)
- + [Memorandums of Understanding \(MOU\)](#)
- + [Resources for Employers \(Immigration-related\)](#)
- + [System Broadcast Archives](#)

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New Data Elements

- E-Verify collects the types of documents presented for List B and List C.
- E-Verify collects the document name and issuing authority if “driver’s license or ID card issued by U.S. state or outlying possession” is selected by the employer.
- E-Verify collects the document number for driver’s licenses only if a Mississippi driver’s license is selected – the document expiration date is collected regardless of the issuing authority.
- Photo matching now includes U.S. passports.