E-Verify Screen Shots

June 6, 2011

Log on Screen for E-Verify

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

WARNING - You are about to access a Department of Homeland Security (DHS) computer system. This DHS computer system and the data therein are property of the U.S. Government and provided for official U.S. Government information and use. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this computer system or of the data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other federal or state criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds his or her access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to administrative penalties, fines or imprisonment.

This DHS computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. As part of this monitoring, DHS may acquire, access, retain, intercept, capture, retrieve, record, read, inspect, analyze, audit, copy and disclose any information processed, transmitted, received, communicated, and stored within the computer system. If monitoring reveals possible misuse or criminal activity, notice of such may be provided to appropriate supervisory personnel and law enforcement officials. DHS may conduct these activities in any manner without further notice.

Accordingly, there can be no expectation of privacy in the course of your use of this computer system. The use of a password or any other security measure does not establish an expectation of privacy. There is no expectation of privacy in any media, peripherals or other devices placed in or connected to the computer system.

By clicking "I agree" below or by using this system, you consent to the terms set forth in this notice.

☐ **I agree**

Continue Paperwork Reduction Act

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Paperwork Reduction Act Page

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

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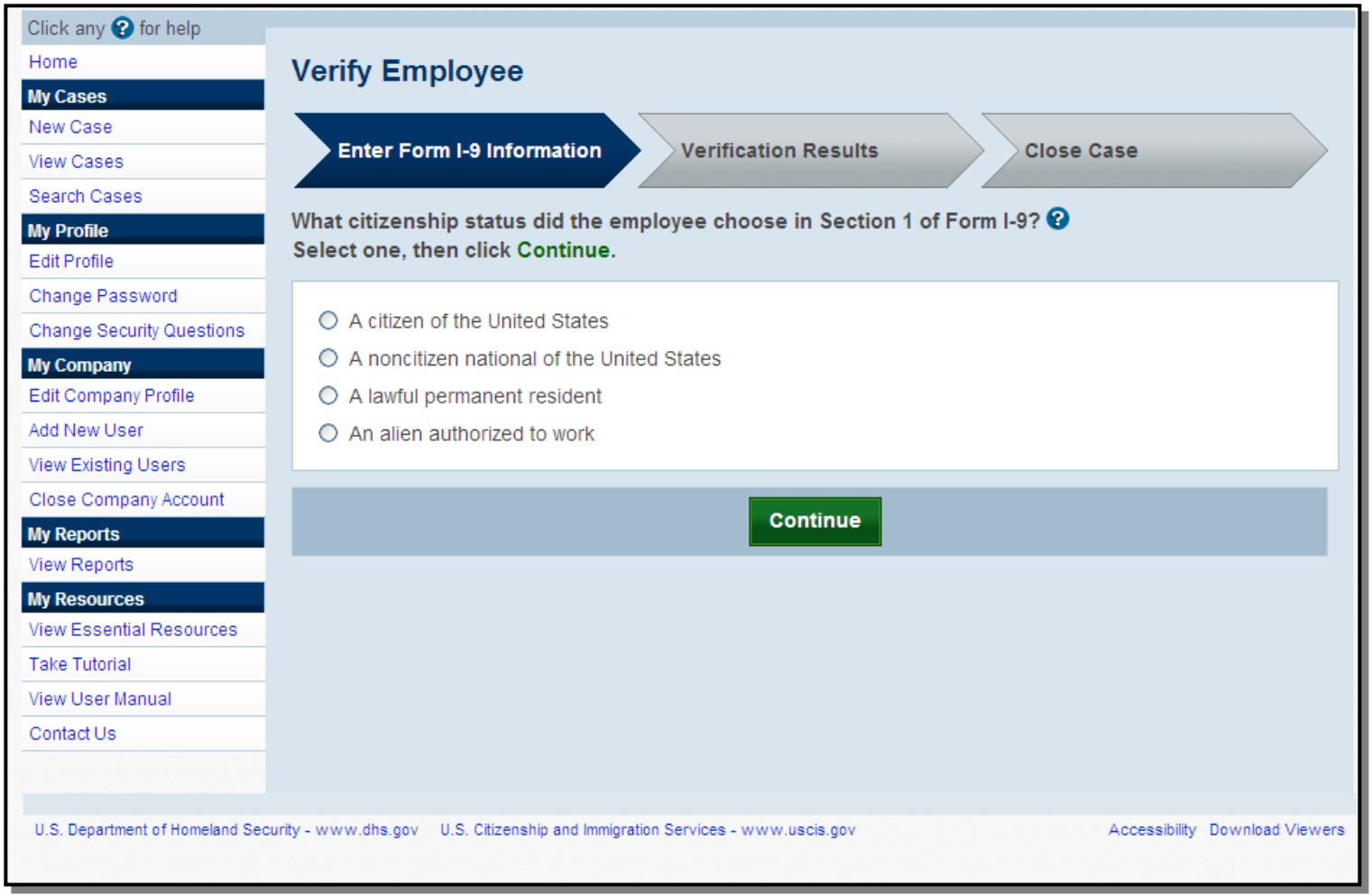
Log in screen

Home Page

New features:

- Search case
- Help text call out
- Case alerts

“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 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
U.S. Department of Homeland Security - www.dhs.gov
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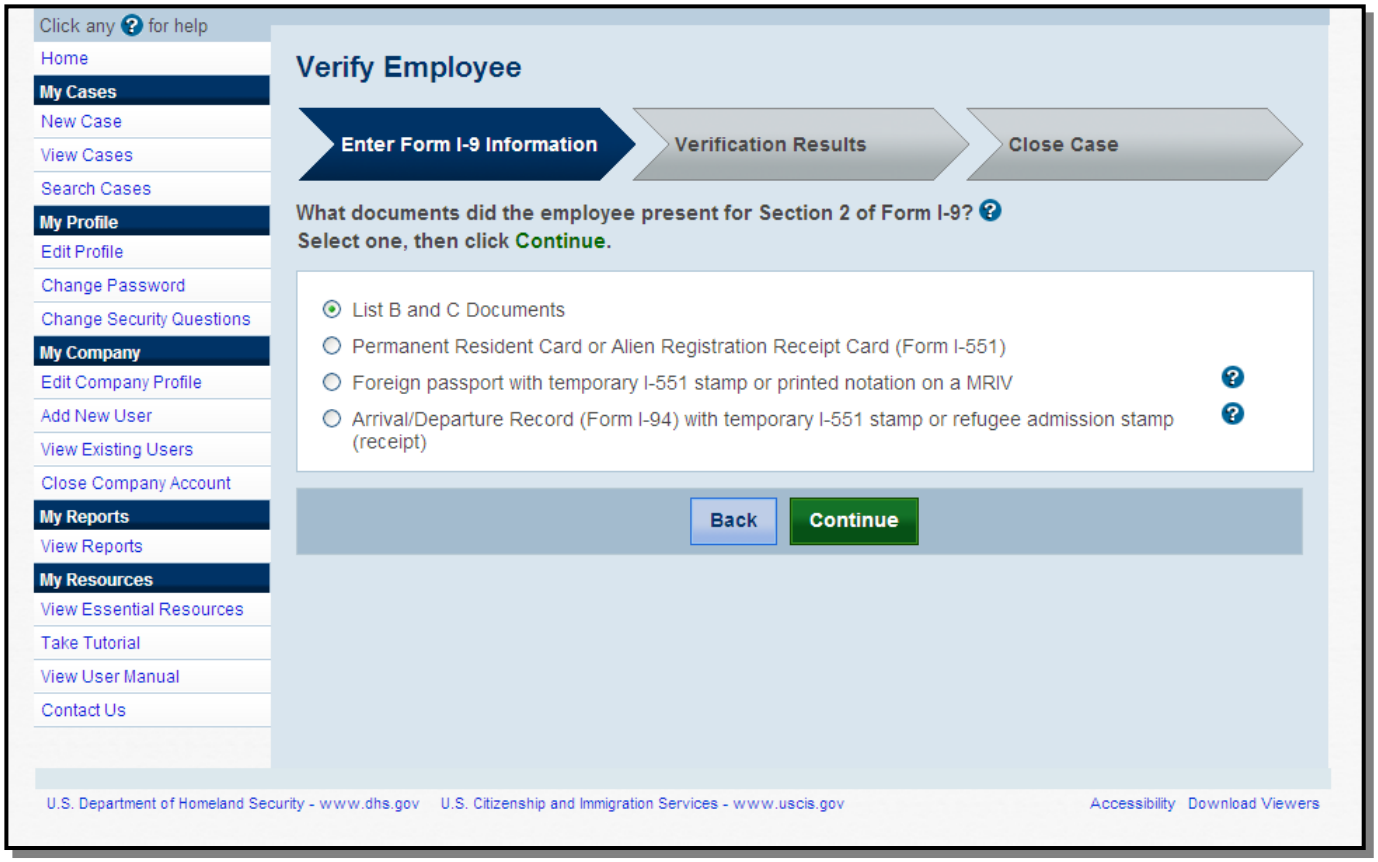
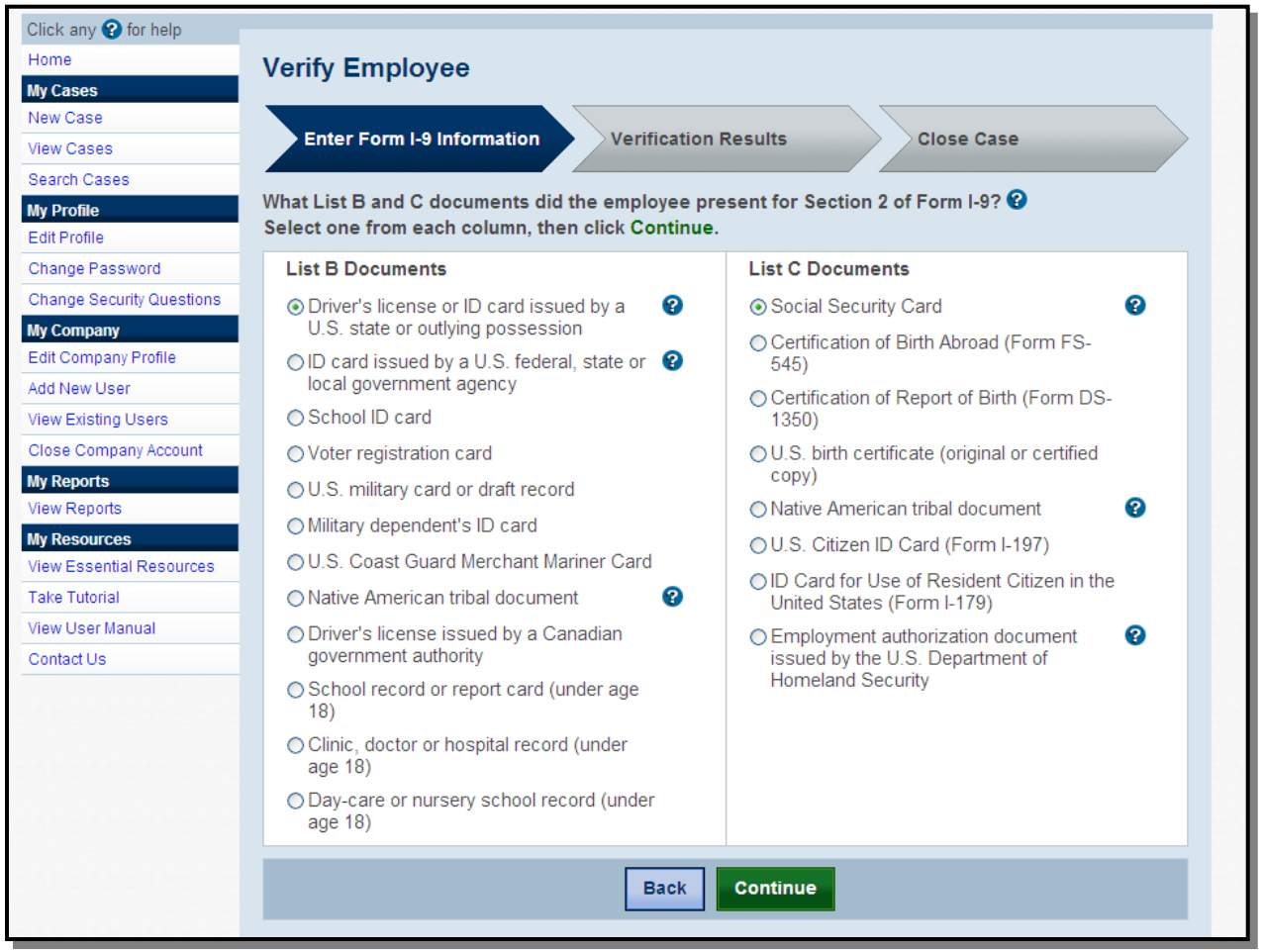
Alternate screen based on different citizenship status attestation



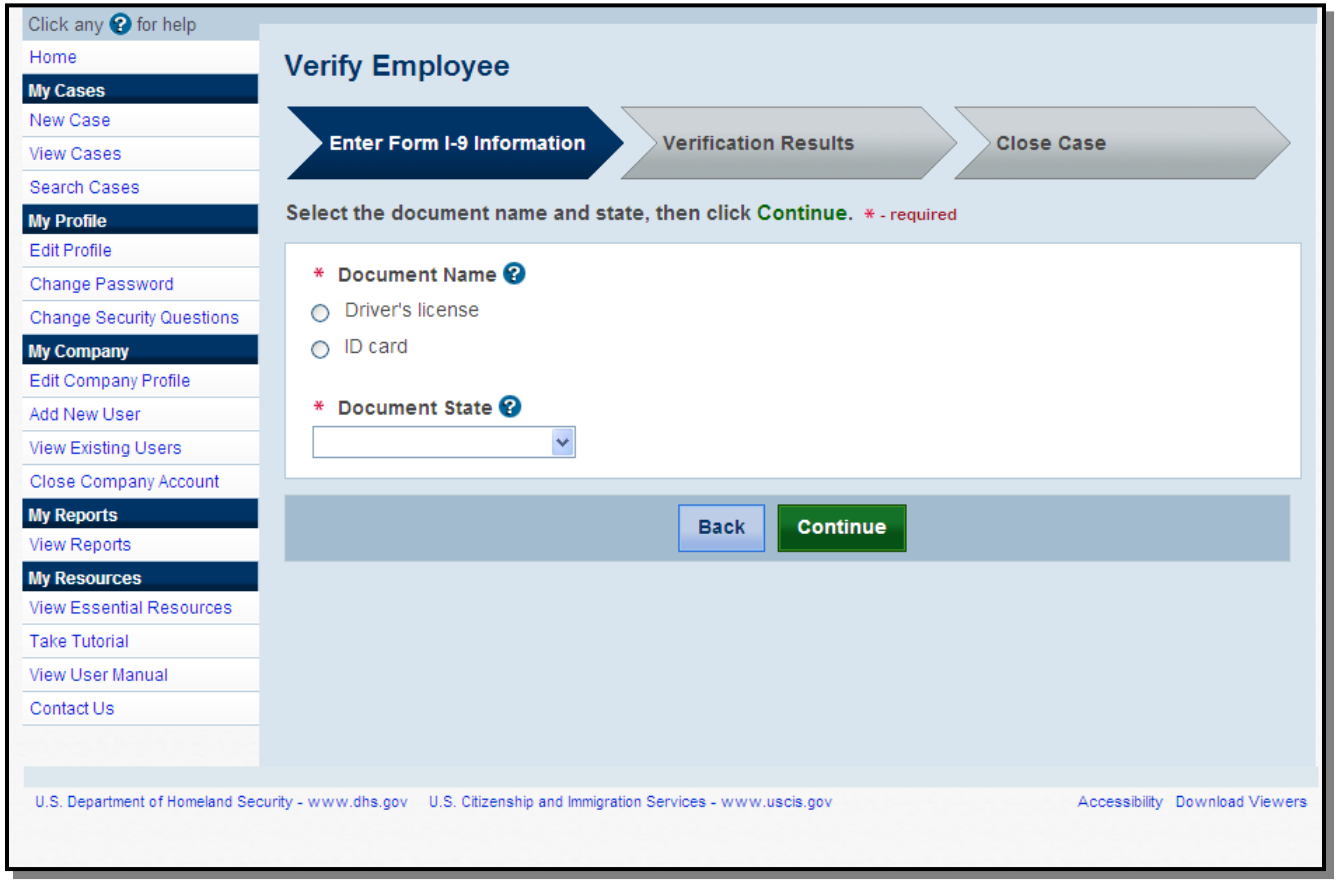
If “List B and C documents” selection is made

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



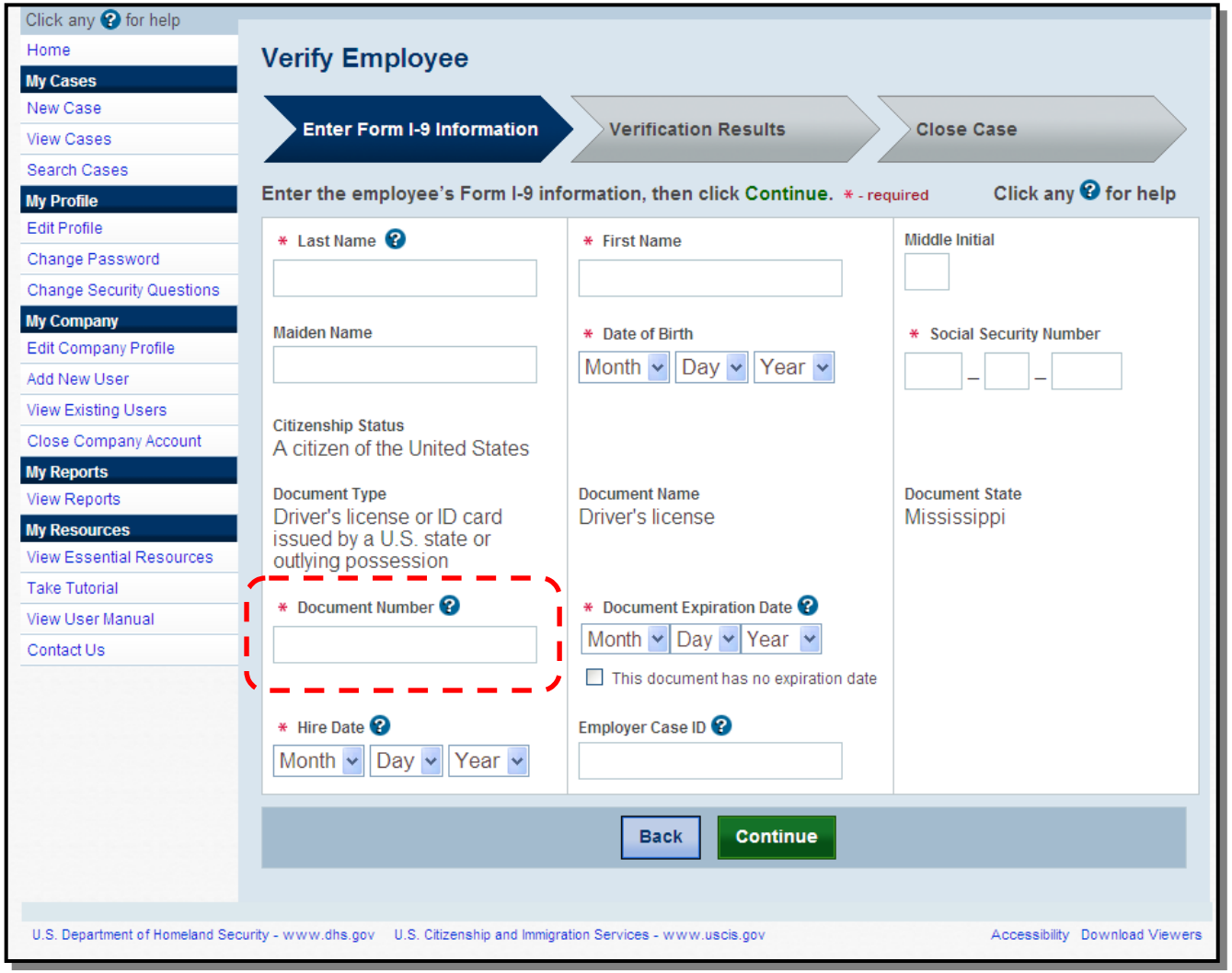
If driver's license is selected from List B

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.



If “Driver’s License” from Mississippi is chosen

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



If U.S. Passport is presented

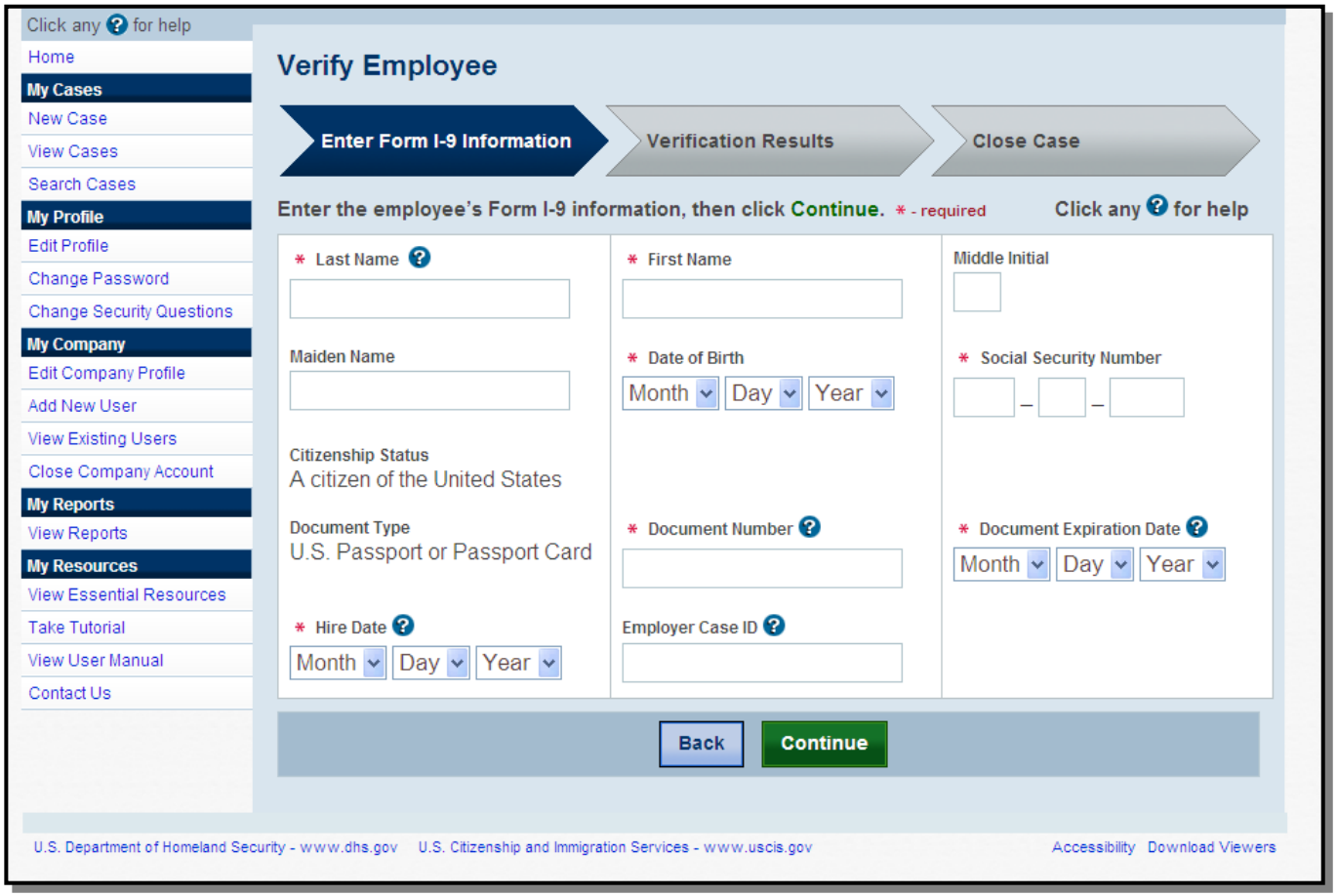
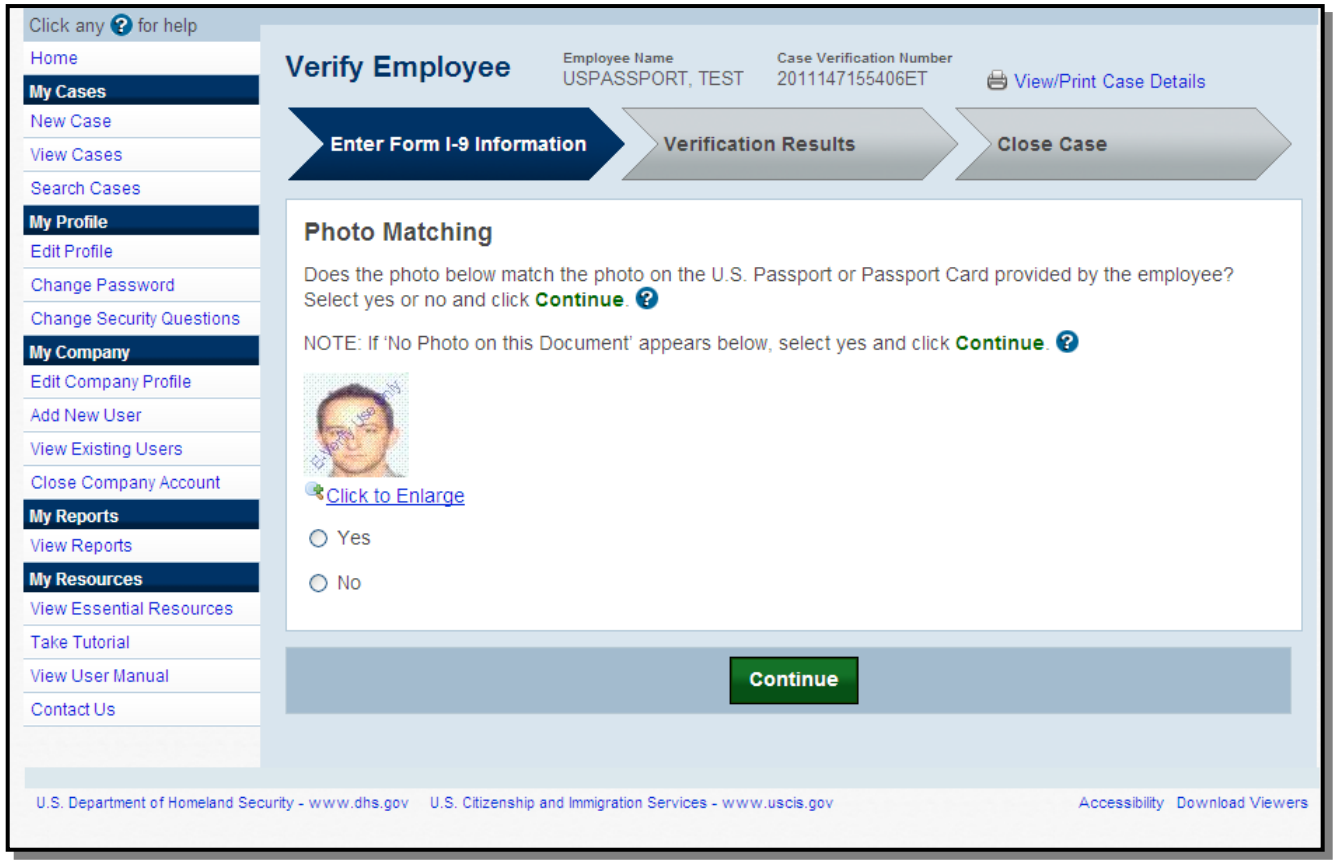


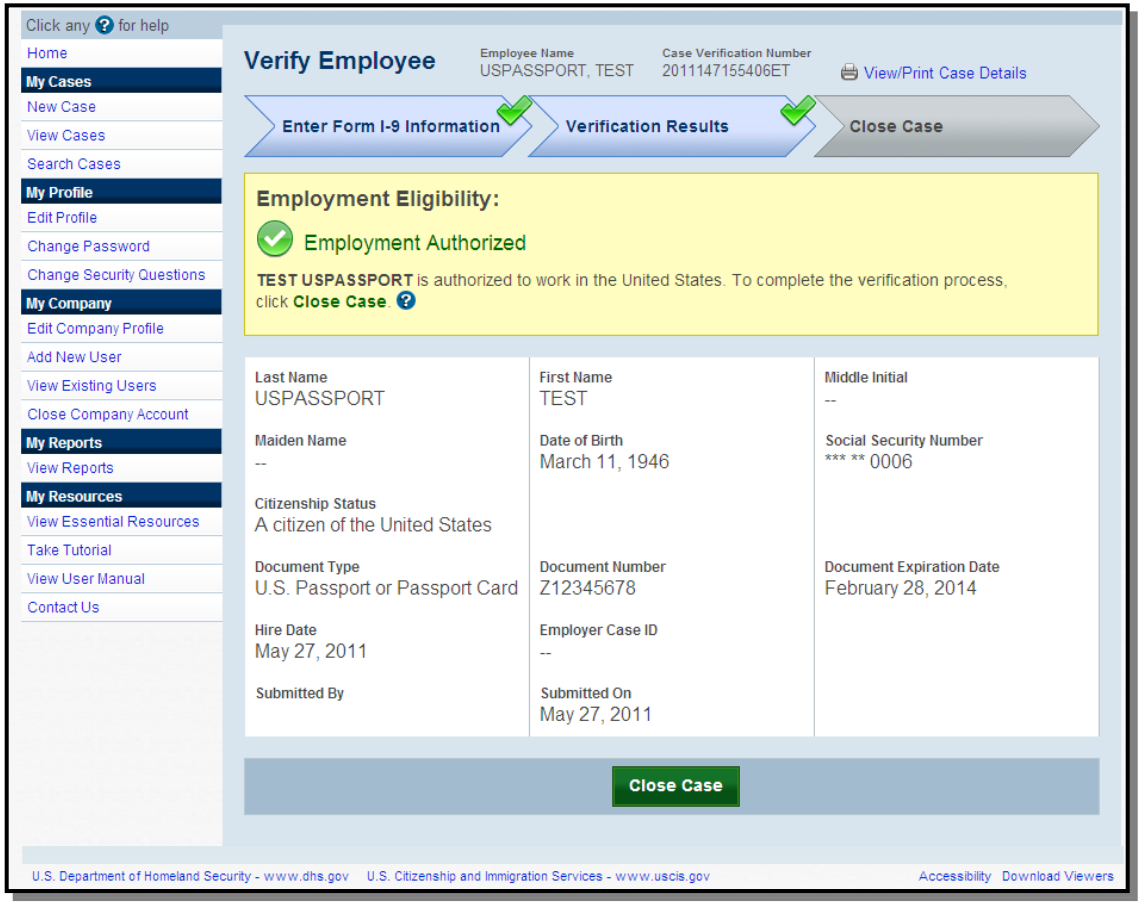
Photo Matching

May occur if any of the following documents are presented:

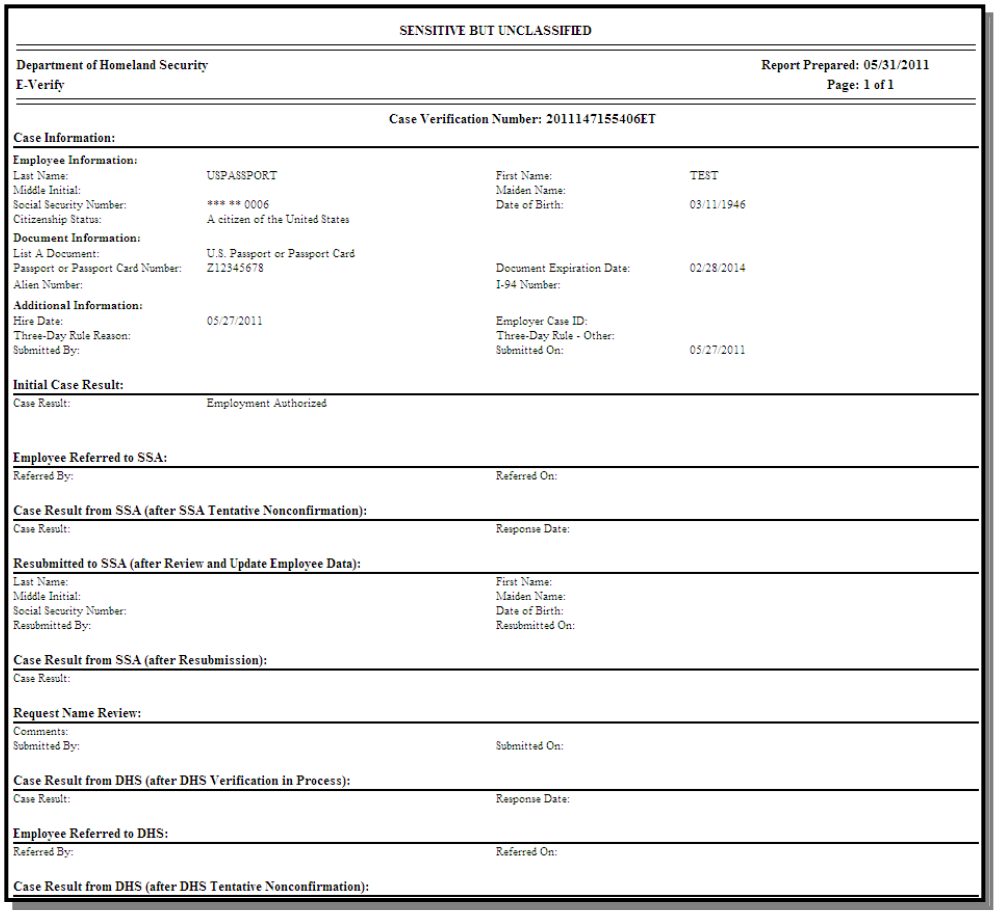
- U.S. Passport
- Form I-551
- Form I-766



“Employment Authorized” case result



“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):

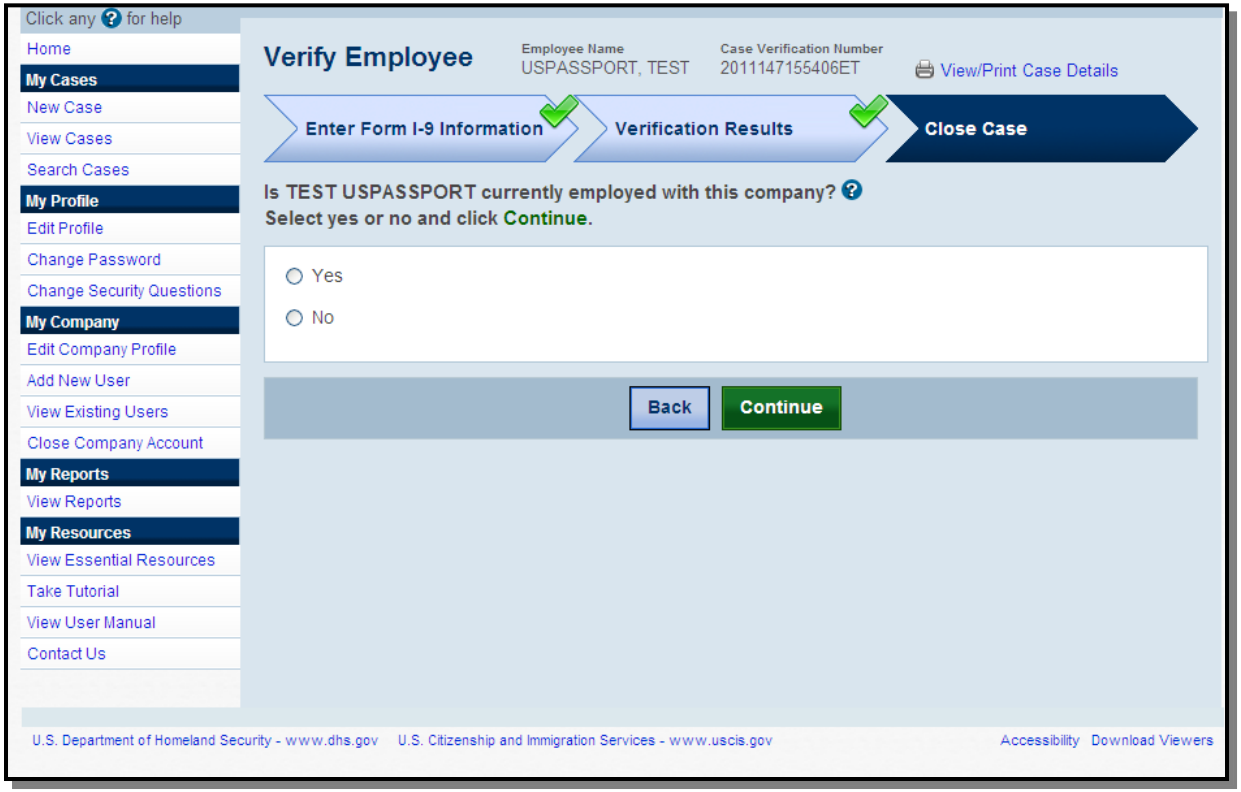
Case Result: Response Date:

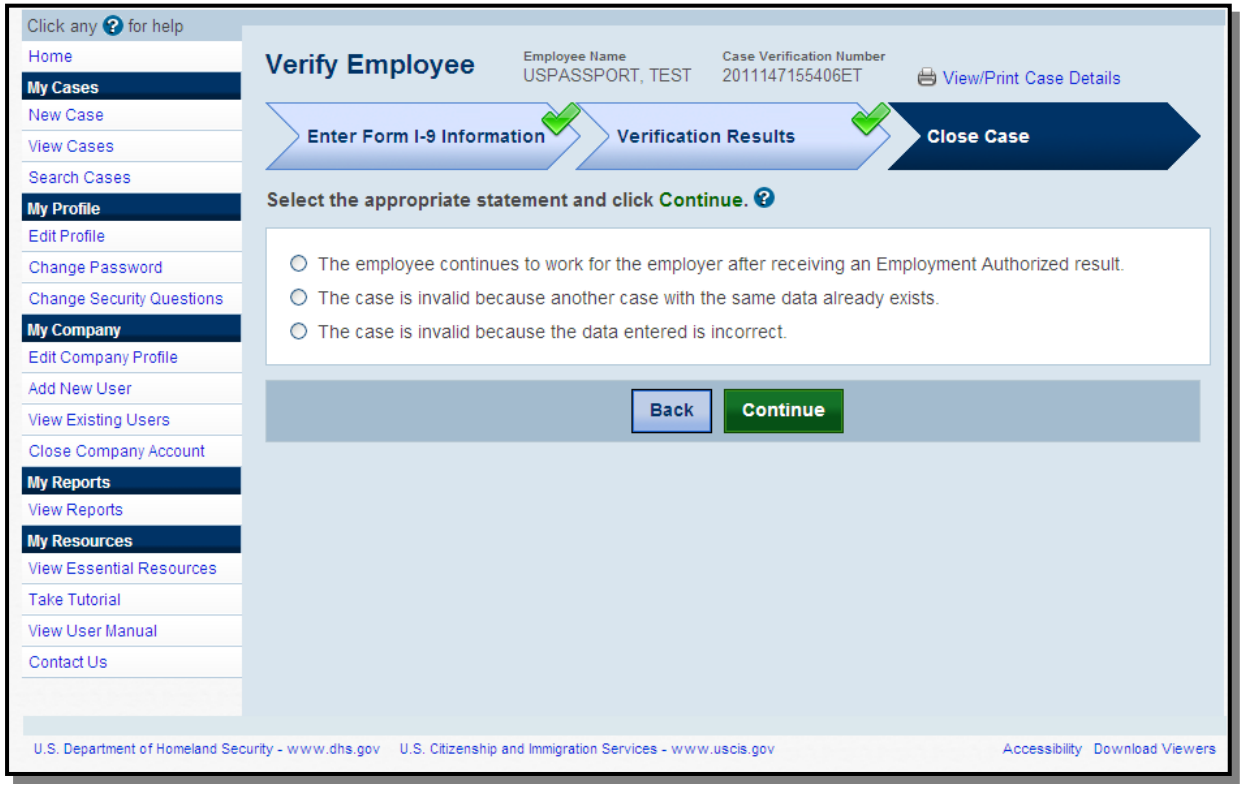
Employee Referred to DHS:

Referred By: Referred On:

Case Result from DHS (after DHS Tentative Nonconfirmation):

Close Case process

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My Cases
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View Cases
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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
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
U.S. Department of Homeland Security - www.dhs.gov
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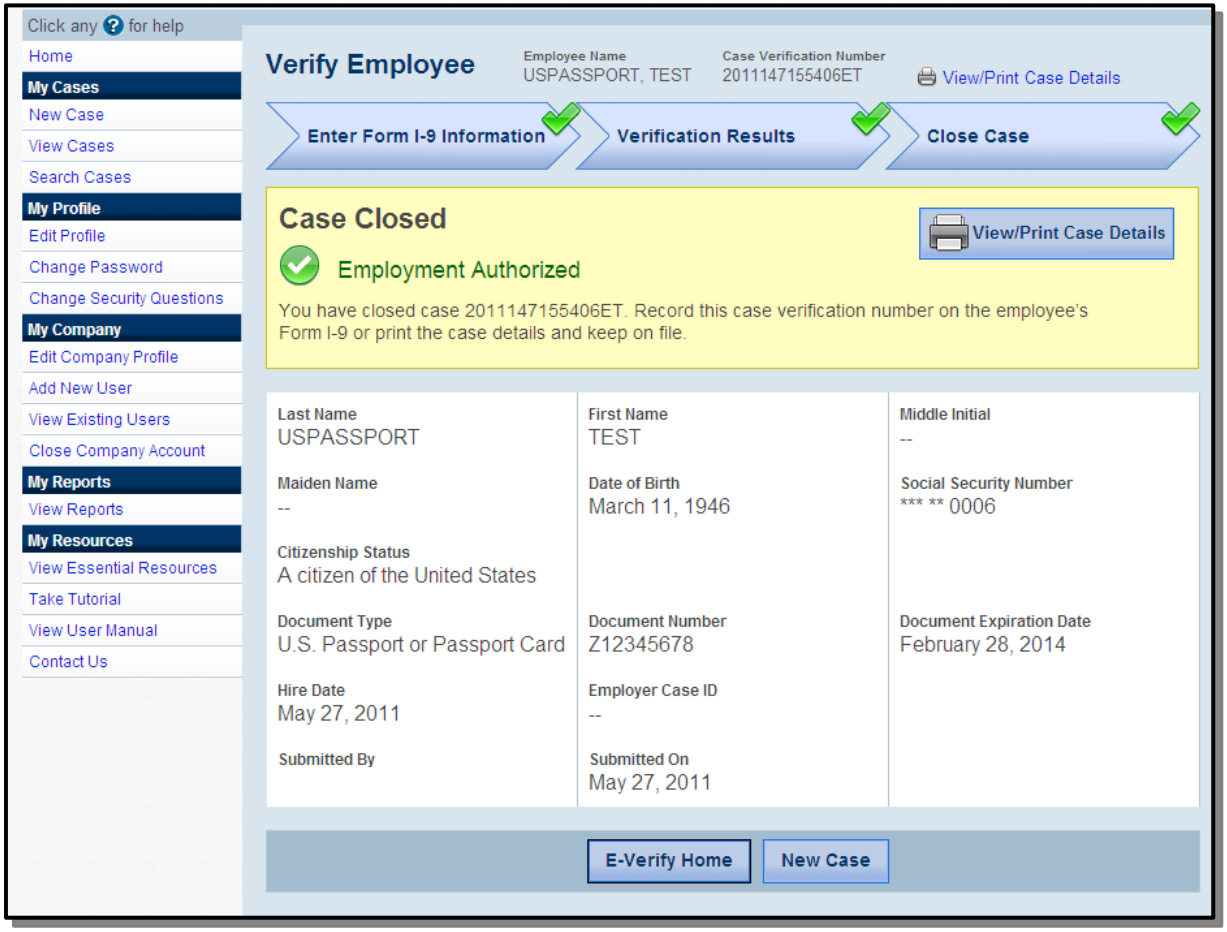
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Edit Profile
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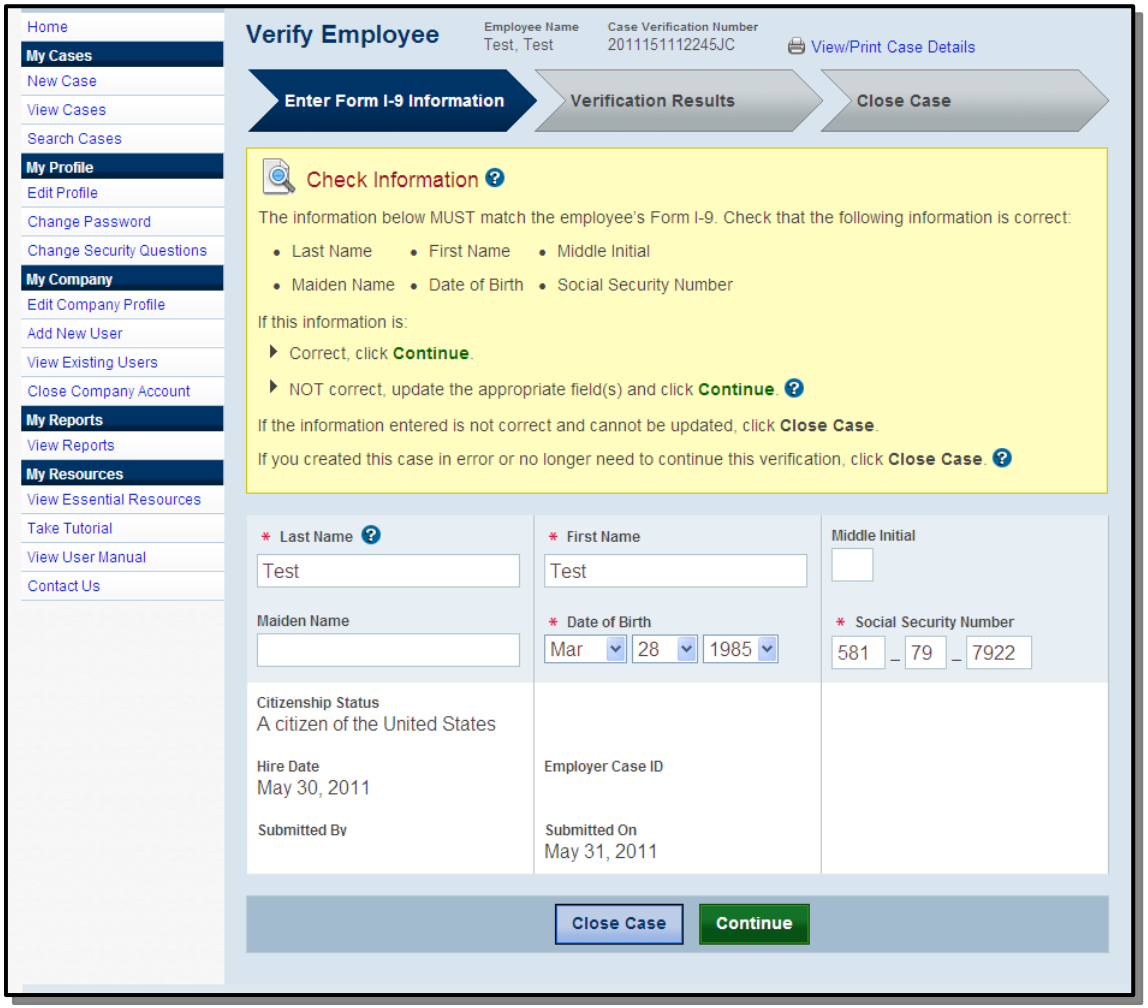
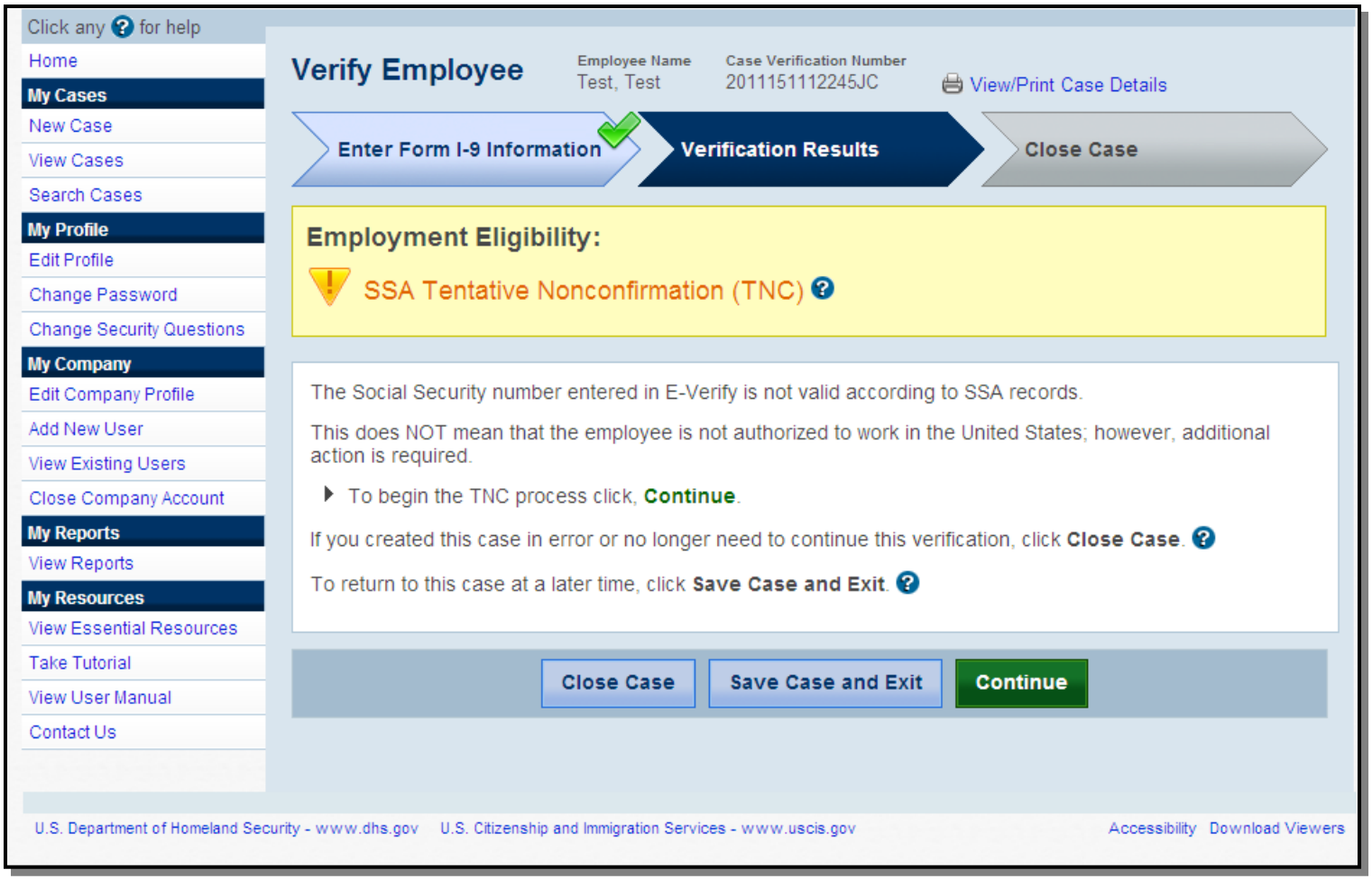
Change Security Questions
My Company
Edit Company Profile
Add New User
View Existing Users
Close Company Account
My Reports
View Reports
My Resources
View Essential Resources
Take Tutorial
View User Manual
Contact Us
Verify Employee
Employee Name
USPASSPORT, TEST
Case Verification Number
2011147155406ET
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.
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 Type
U.S. Passport or Passport Card
Document Number
Z12345678
Document Expiration Date
February 28, 2014
Hire Date
May 27, 2011
Employer Case ID
--
Submitted By
Submitted On
May 27, 2011
E-Verify Home
New Case

“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.




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)
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
U.S. Department of Homeland Security - www.dhs.gov
U.S. Citizenship and Immigration Services - www.uscis.gov
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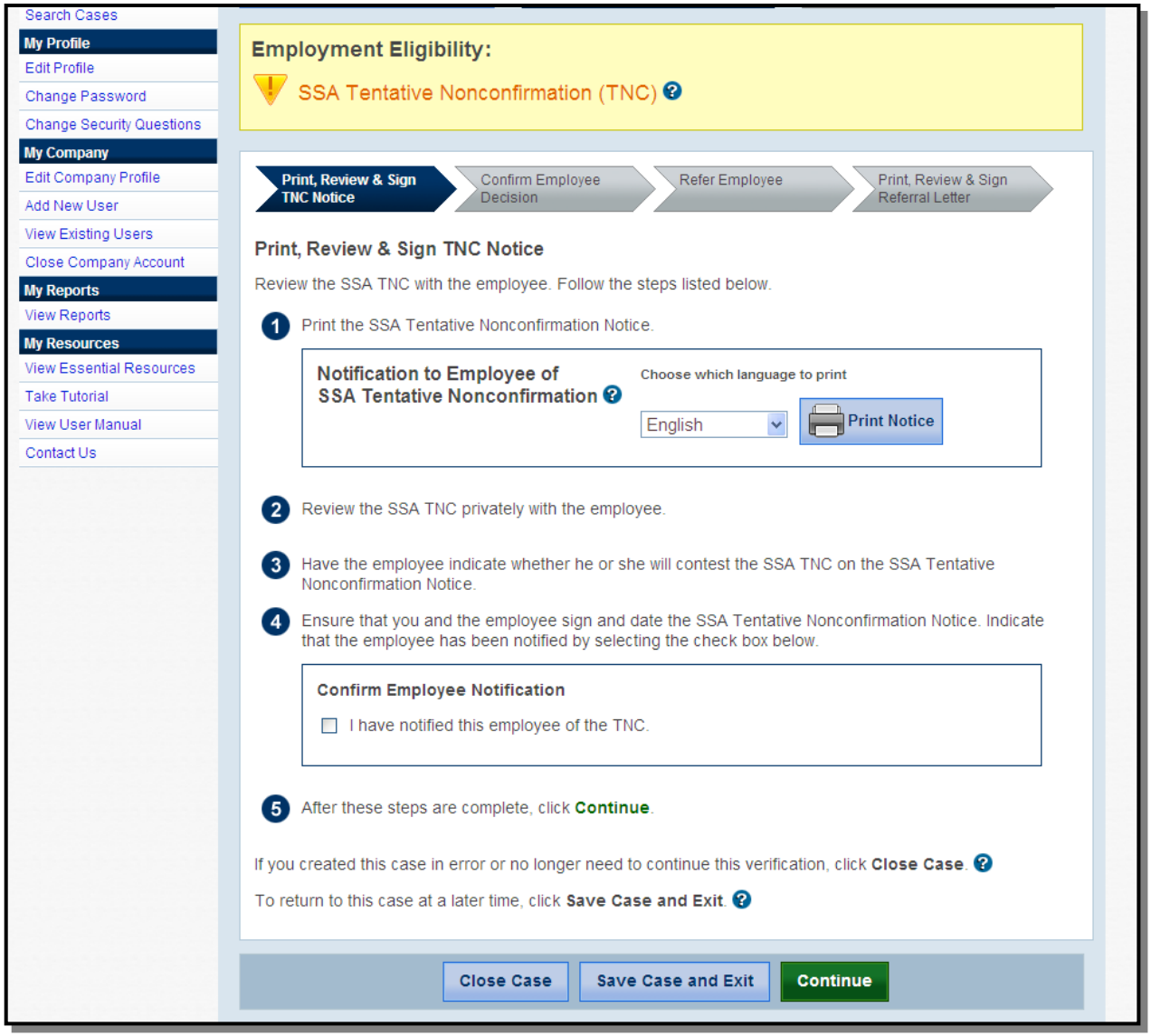
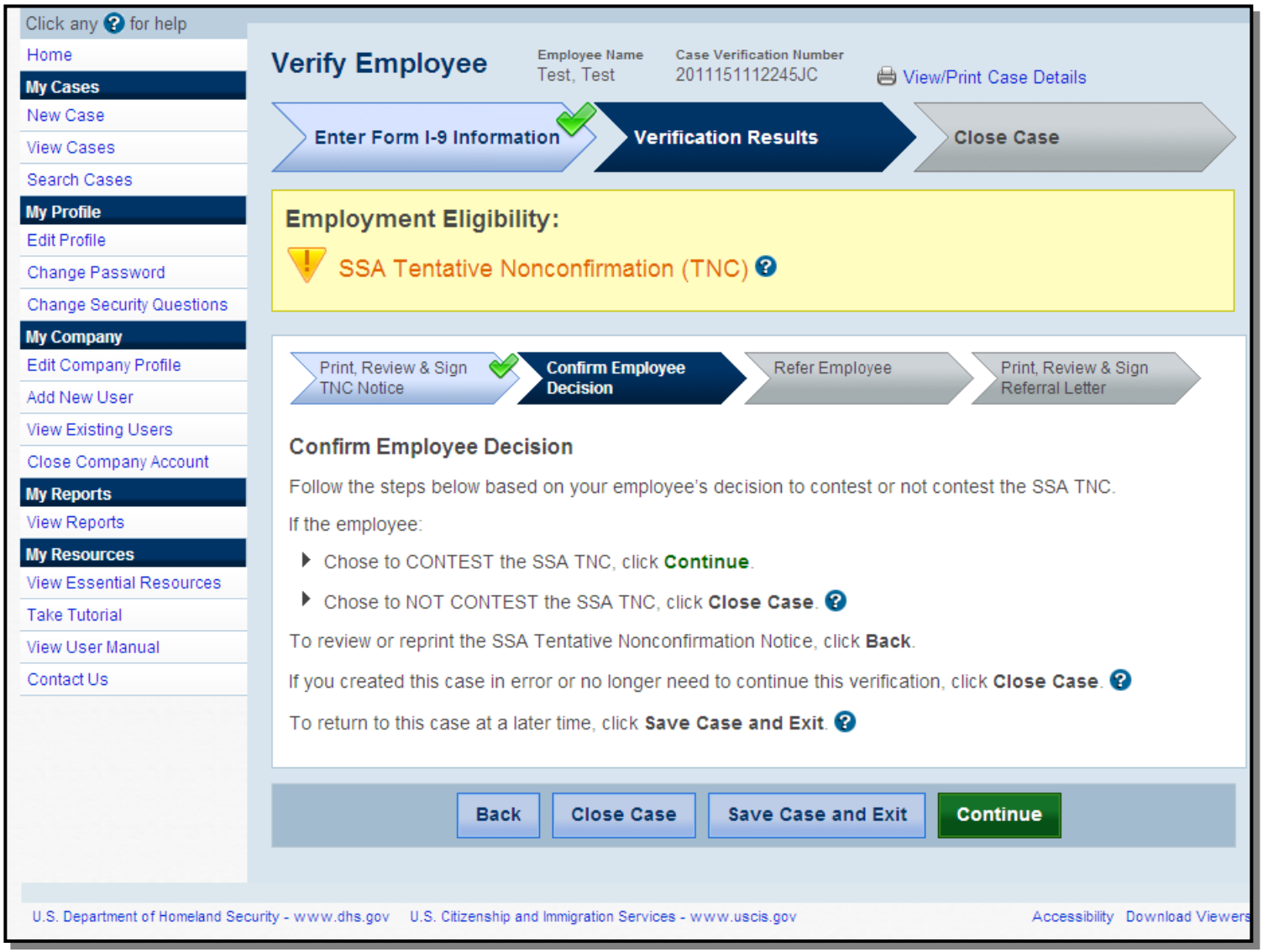

Search Cases
My Profile
Edit Profile
Change Password
Change Security Questions
My Company
Edit Company Profile
Add New User
View Existing Users
Close Company Account
My Reports
View Reports
My Resources
View Essential Resources
Take Tutorial
View User Manual
Contact Us
Employment Eligibility:
SSA Tentative 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
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.
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


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
U.S. Department of Homeland Security - www.dhs.gov
U.S. Citizenship and Immigration Services - www.uscis.gov
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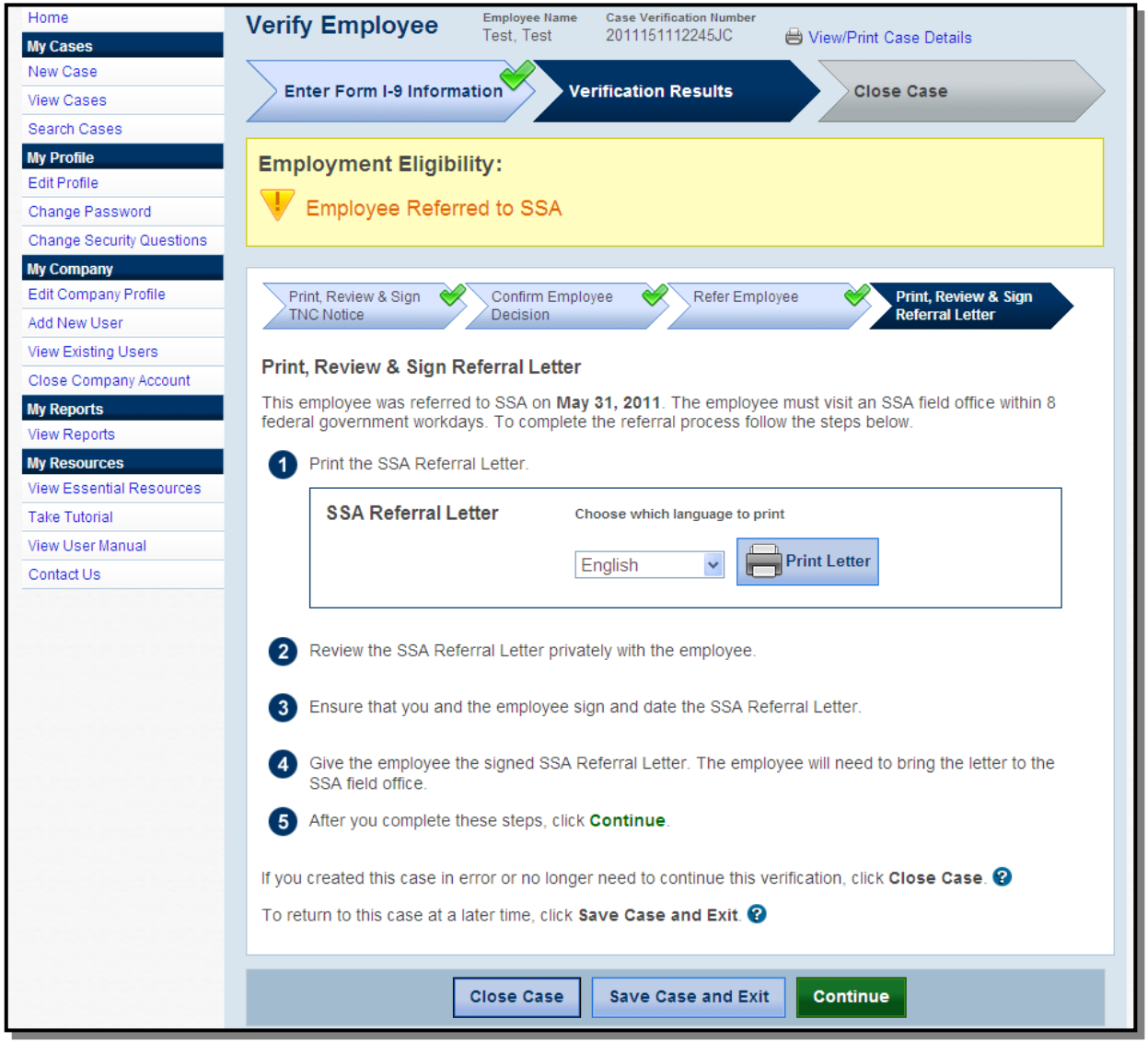
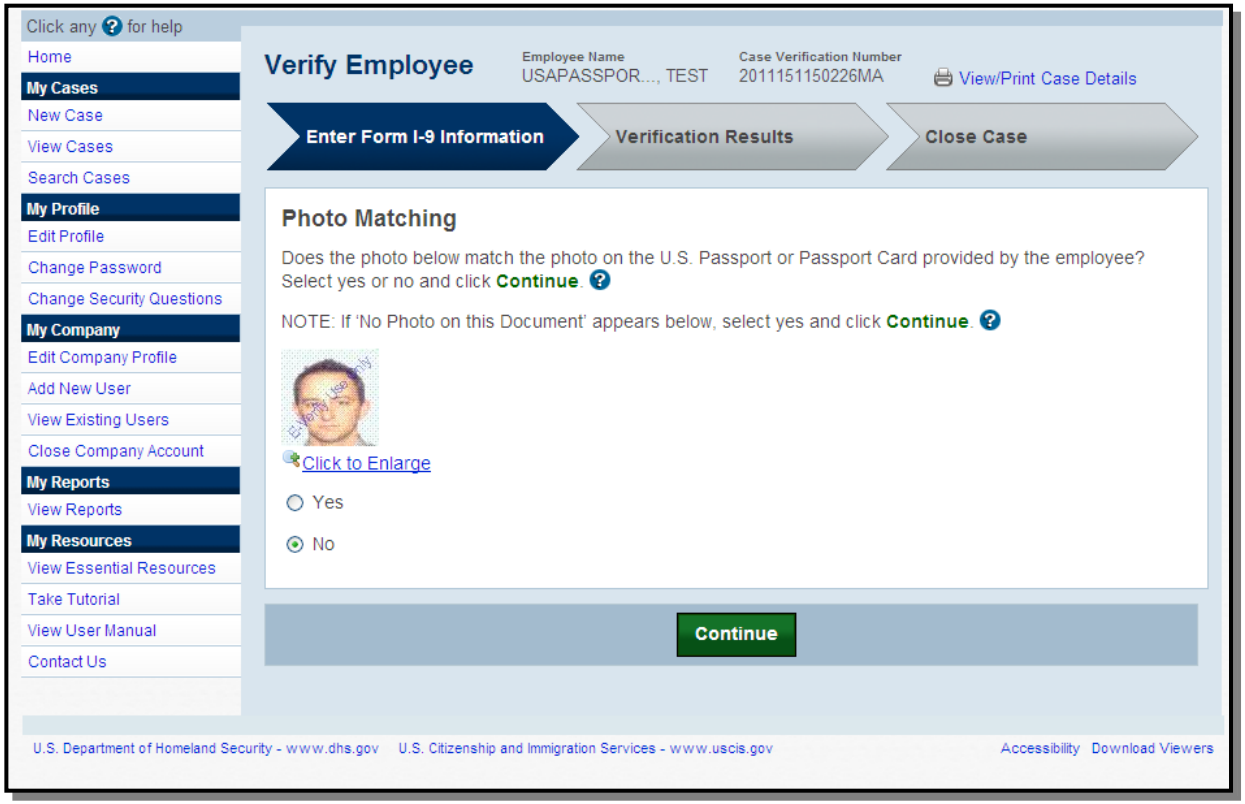
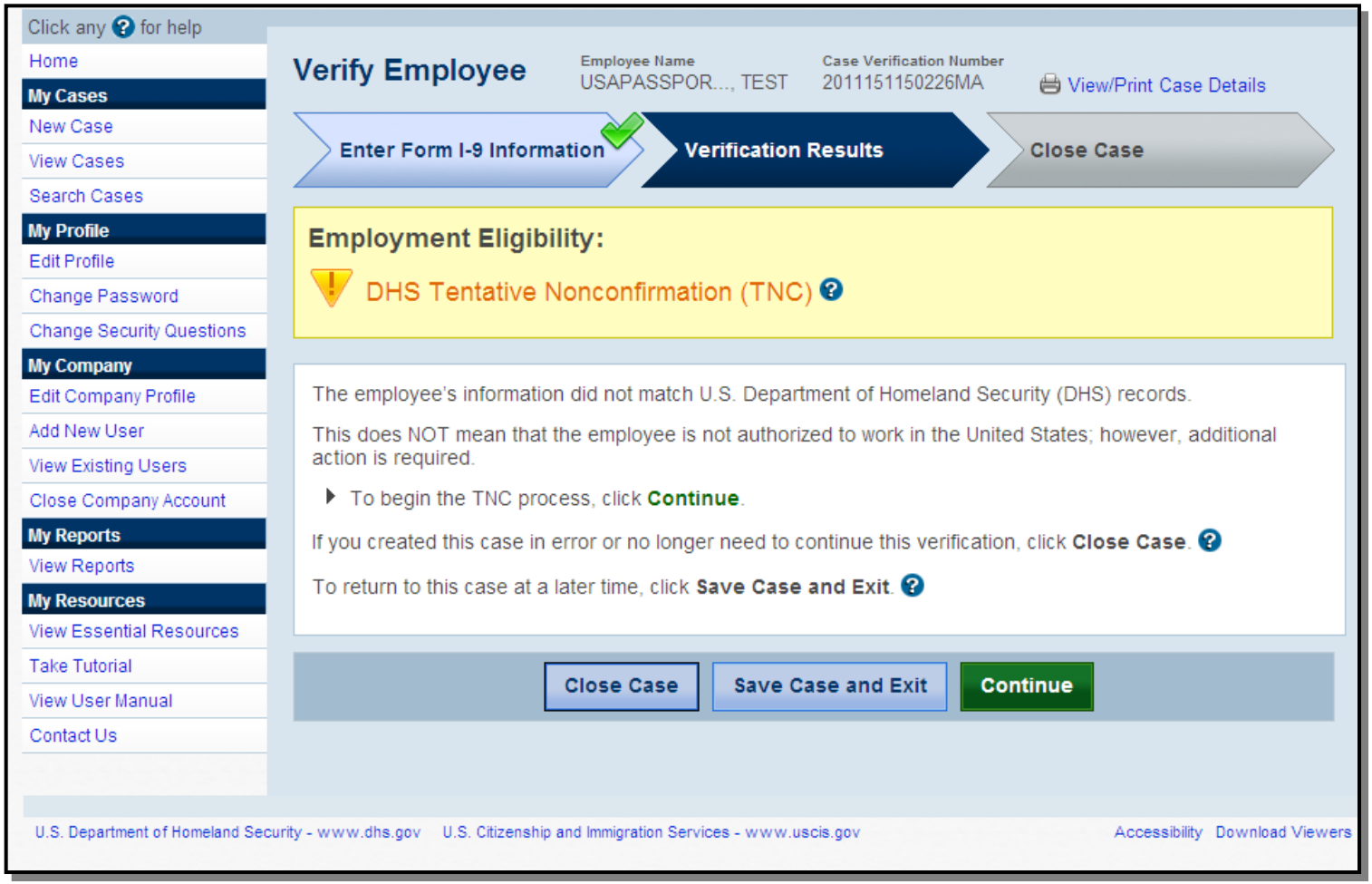
Referral process


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
Print Letter
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
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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)
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
U.S. Department of Homeland Security - www.dhs.gov
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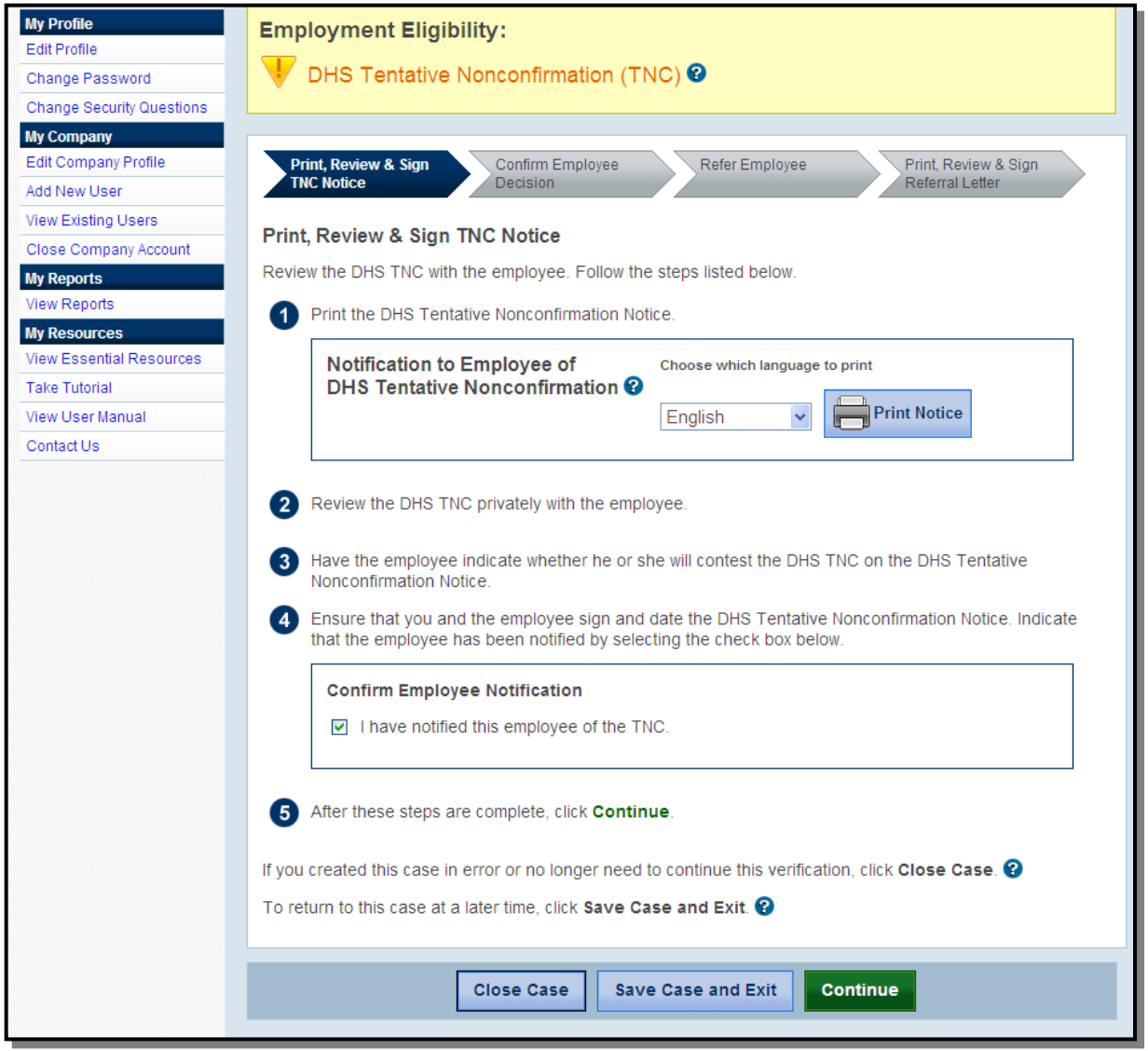
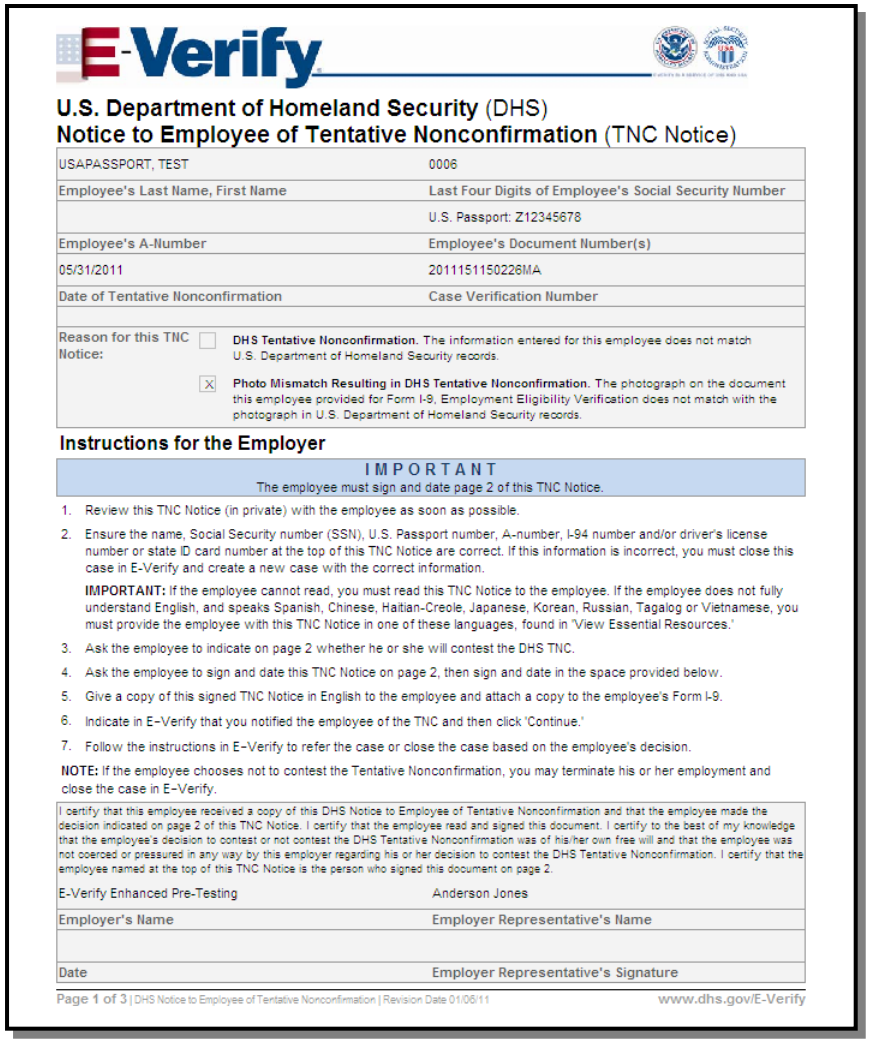

My Profile
Edit Profile
Change Password
Change Security Questions
My Company
Edit Company Profile
Add New User
View Existing Users
Close Company Account
My Reports
View Reports
My Resources
View Essential Resources
Take Tutorial
View User Manual
Contact Us
Employment Eligibility:
DHS Tentative Nonconfirmation (TNC)
Print, Review & Sign TNC Notice
Confirm Employee Decision
Refer Employee
Print, Review & Sign Referral Letter
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
Print Notice
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.
Close Case
Save Case and Exit
Continue

TNC Notice



E-Verify

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.

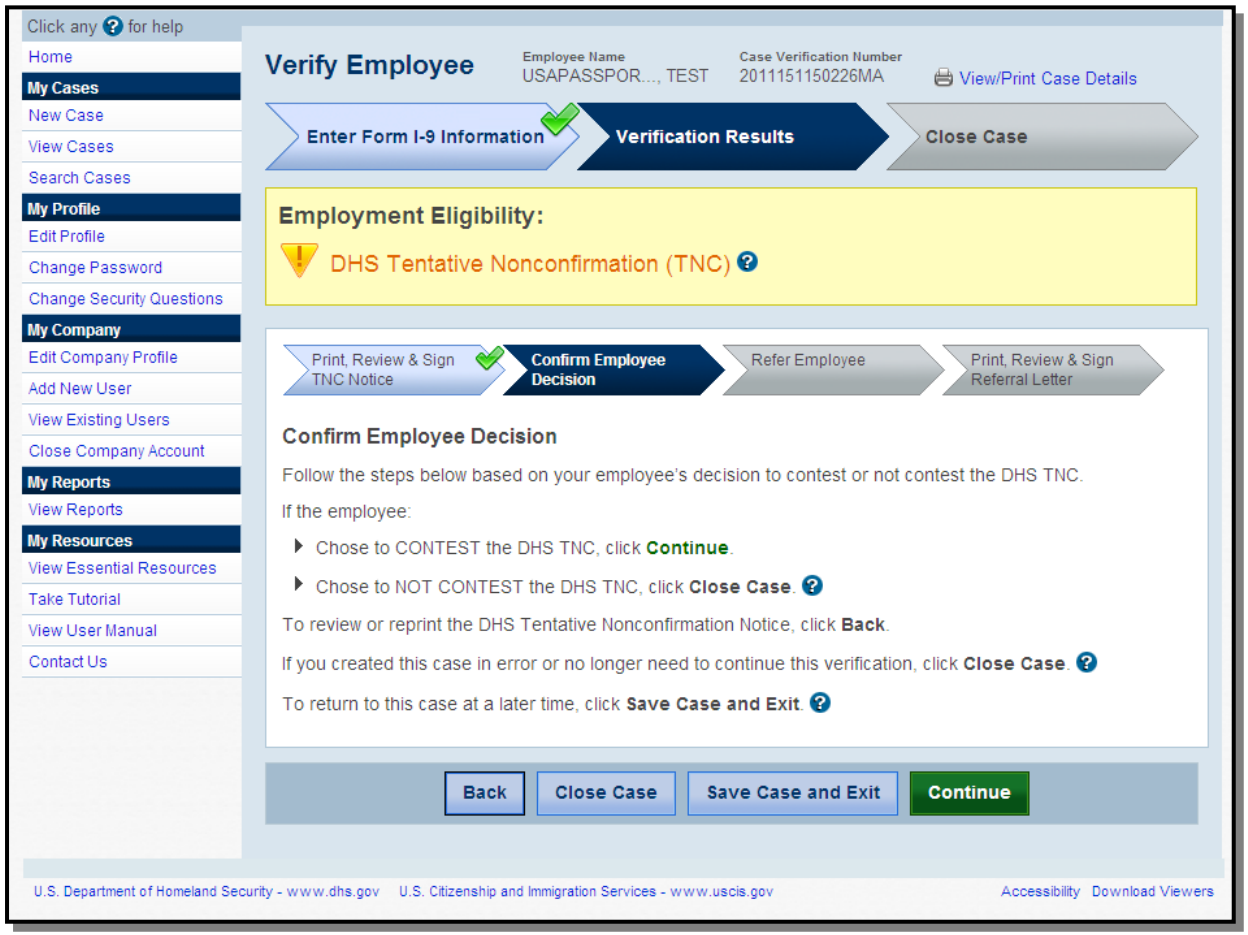
1. Review this TNC Notice (in private) with the employee as soon as possible.
2. Ensure the name, Social Security number (SSN), U.S. Passport number, A-number, I-94 number and/or driver's license number or state ID card number at the top of this TNC Notice are correct. If this information is incorrect, 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.'
3. Ask the employee to indicate on page 2 whether he or she will contest the DHS TNC.
4. Ask the employee to sign and date this TNC Notice on page 2, then sign and date in the space provided below.
5. Give a copy of this signed TNC Notice in English to the employee and attach a copy to the employee's Form I-9.
6. Indicate in E-Verify that you notified the employee of the TNC and then click 'Continue.'
7. Follow the instructions in E-Verify to refer the case or close the case based on the employee's decision.

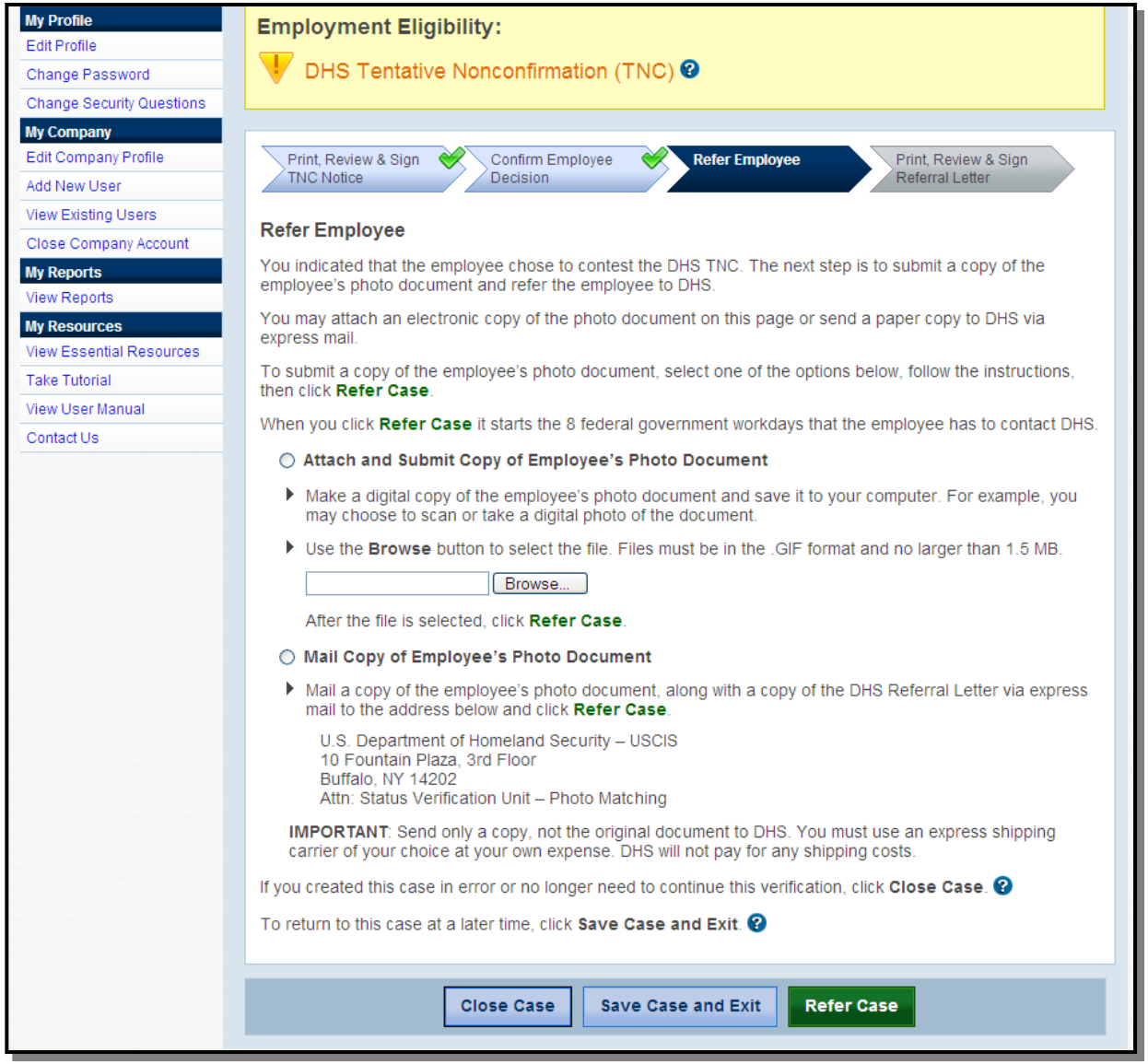
NOTE: If the employee chooses not to contest the Tentative Nonconfirmation, you may terminate his or her employment and close the case in E-Verify.

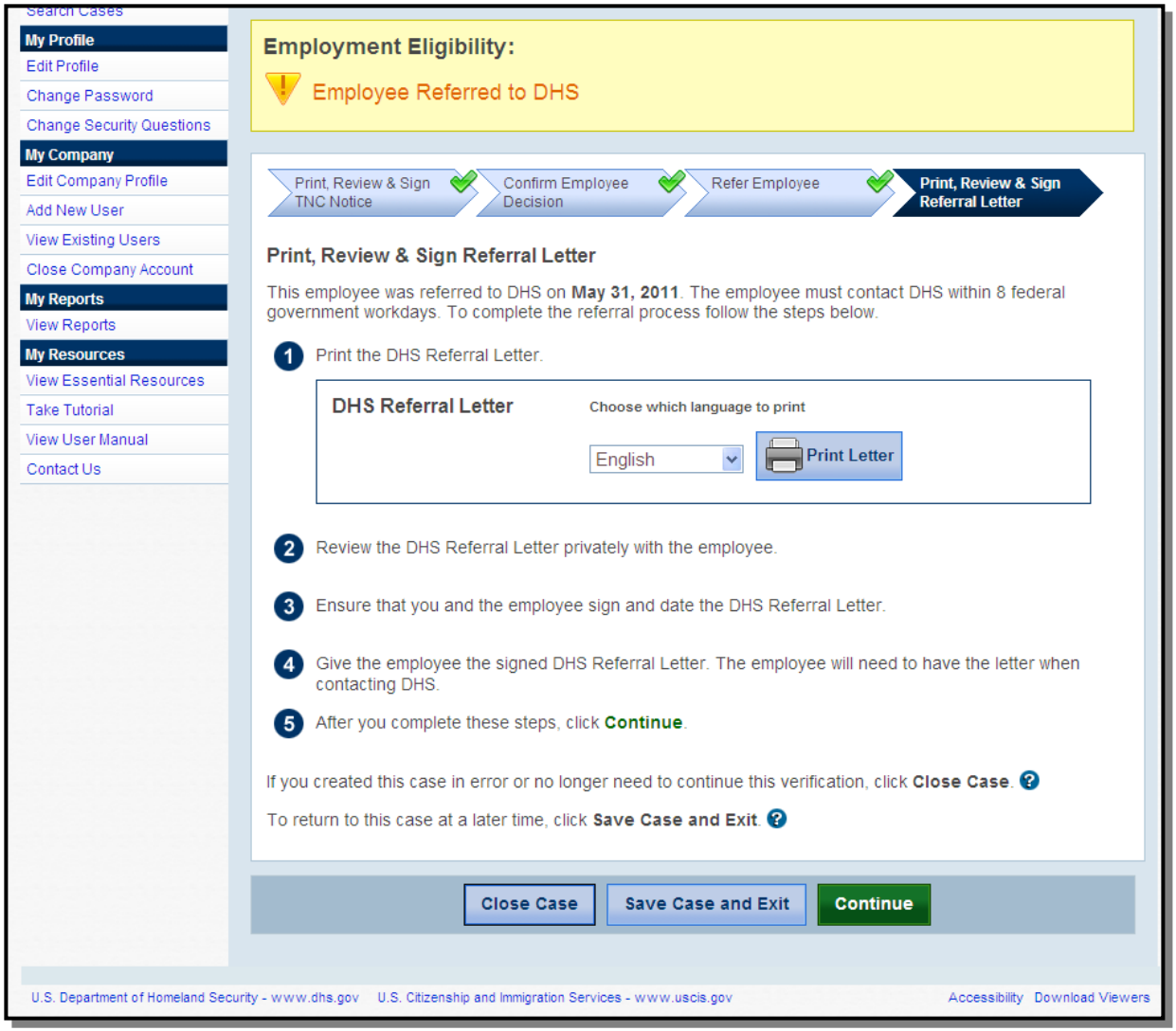
I certify that this employee received a copy of this DHS Notice to Employee of Tentative Nonconfirmation and that the employee made the decision indicated on page 2 of this TNC Notice. I certify that the employee read and signed this document. I certify to the best of my knowledge that the employee's 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

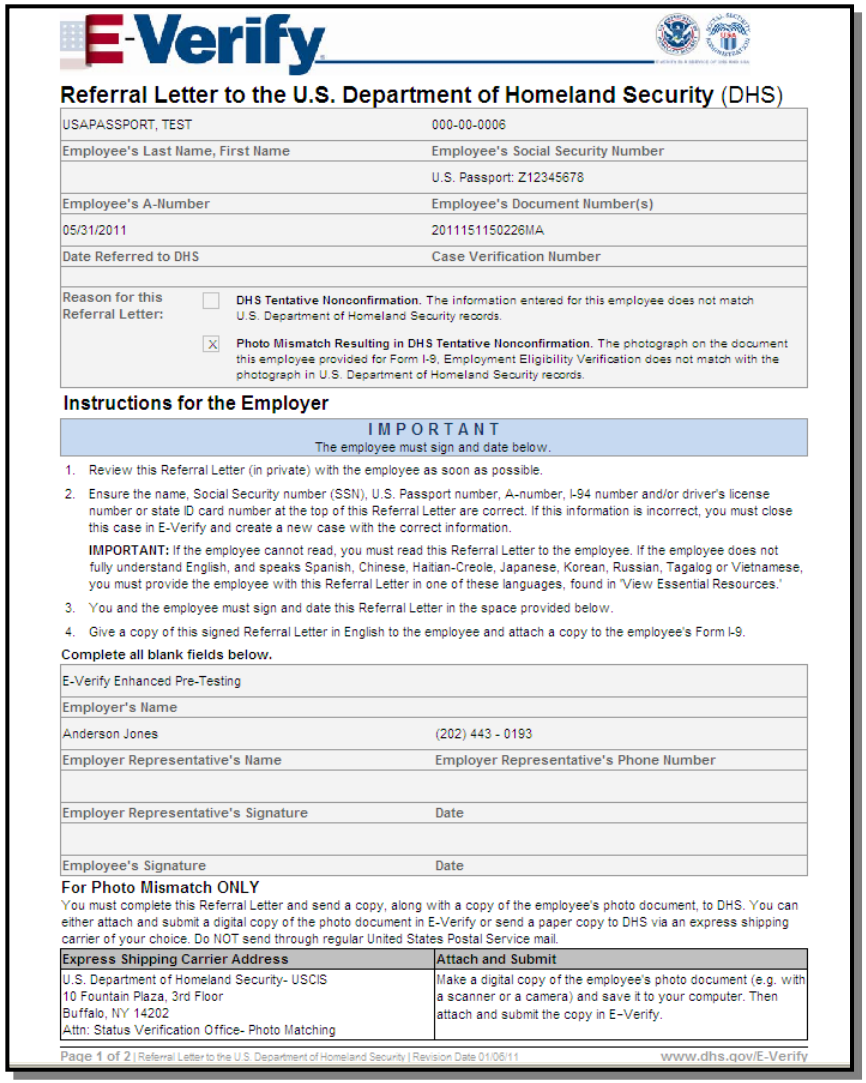

Click any for help
Home
My Cases
New Case
View Cases
Search Cases
My Profile
Edit Profile
Change Password
Change Security Questions
My Company
Edit Company Profile
Add New User
View Existing Users
Close Company Account
My Reports
View Reports
My Resources
View Essential Resources
Take Tutorial
View User 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
U.S. Department of Homeland Security - www.dhs.gov
U.S. Citizenship and Immigration Services - www.uscis.gov
Accessibility
Download Viewers

Referral process




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
English
Print Letter
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
U.S. Department of Homeland Security - www.dhs.gov
U.S. Citizenship and Immigration Services - www.uscis.gov
Accessibility
Download Viewers

TNC Referral Letter



E-Verify

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:

- ☐ **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 below.

1. Review this Referral Letter (in private) with the employee as soon as possible.
2. 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.'
3. You and the employee must sign and date this Referral Letter in the space provided below.
4. 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.

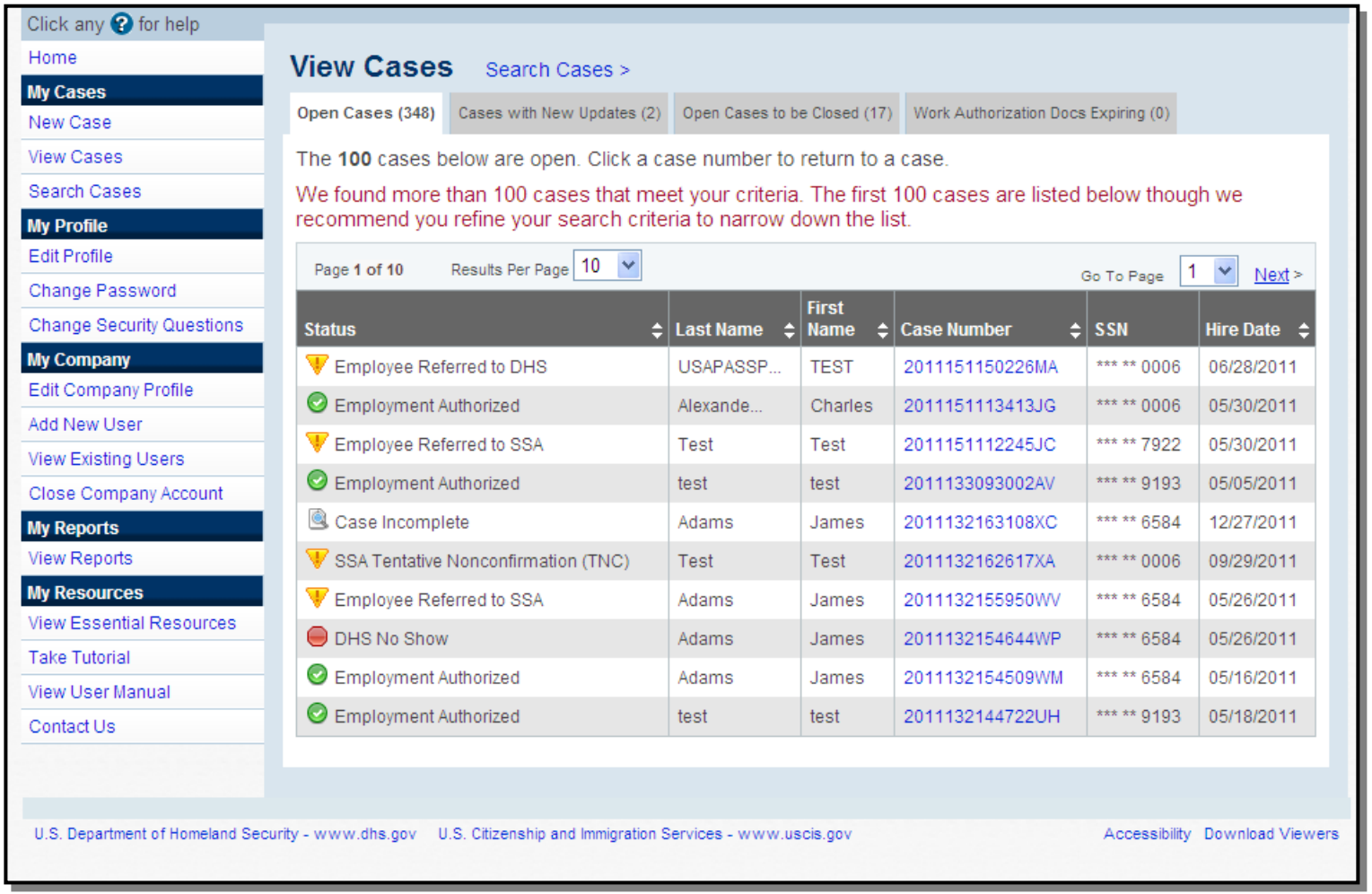
E-Verify Enhanced Pre-Testing	
Employer's Name	
Anderson Jones	(202) 443 - 0193
Employer Representative's Name	Employer Representative's Phone Number
Employer Representative's Signature	Date
Employee's Signature	Date

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.

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 10
Go To Page 1
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
U.S. Department of Homeland Security - www.dhs.gov
U.S. Citizenship and Immigration Services - www.uscis.gov
Accessibility
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Essential Resources

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.