



# E-Verify Enrollment Process

## E-Verify Enrollment Process

The following information was taken from the E-Verify Public Website. Other general information related to E-Verify can be found at the Website.

### The Enrollment Process

When you enroll your company in E-Verify, you need to tell us some basic information about your company and agree to the rules of our program. During the enrollment process, you will:

- Answer four yes/no questions to determine your access method
- Select your organization designation if your company is a federal contractor or other special category
- Review, acknowledge, and agree to the memorandum of understanding (MOU)
- Enter your company details
- Enter your North American Industry Classification System (NAICS) Code
- Provide hiring site information
- Register E-Verify program administrator(s)
- Review and certify the information you entered
- Print your electronically signed MOU

# Process flow for E-Verify company enrollment:

Process flow for E-Verify company enrollment:





# E-Verify Screen Shots

June 6, 2011



# Read and agree to terms of E-Verify website

\*See Note on slide 16

**E-Verify** Employment Eligibility Verification

OMB Control No. 1615-0092  
Expiration Date 04/30/2015

**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.

**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 eight minutes per response. Send comments regarding this burden estimate or any other aspect of this information collection, including suggestions for reducing this burden, to U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue NW, Washington, DC 20529-2020.  
**Do not mail your application to this address.**

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

I agree

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# Review enrollment checklist and collect needed information

Employment Eligibility Verification

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## E-Verify Enrollment: Checklist

Deciding to enroll in E-Verify is the first step toward supporting a legal workforce. E-Verify will guide you through the enrollment process by asking several questions. Use the checklist below to ensure you have all of the information you will need to complete the enrollment process. You must complete the enrollment process in a single website session, so be sure you have time to complete the process since you will not be able to save your progress and return at a later time to complete.

For more information, visit the [Getting Started](#) section of the E-Verify website or consult our [Quick Reference Guide for E-Verify Enrollment](#) to learn how to enroll and start using E-Verify.

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Need help? Click on any question mark icon  to get more information.

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### Before you enroll, you must decide:

- Who will electronically sign the E-Verify memorandum of understanding (MOU) on behalf of your company?
- Which [hiring sites](#) will participate in E-Verify?
- If you are a [federal contractor](#) with the FAR E-Verify clause, which employees will you verify?
- Which company location(s) will access E-Verify?
- Who in your company will have access to E-Verify?
- Who in your company should be a program administrator? 

### To enroll, you will need to know:

- Contact information for your company's E-Verify memorandum of understanding (MOU) signatory (name, phone number, fax number and e-mail address)
- Company name
- 'Doing business as' name (optional) 
- Data Universal Numbering System (DUNS) number (optional) 
- The physical address of the location from which your company will access E-Verify (including county)
- Company mailing address (if different from the physical address)
- Employer identification number (also called a Federal Tax ID Number) 
- Total number of employees for all of your company's hiring sites that will participate in E-Verify (you'll choose from a range of numbers)
- Parent organization (optional) 
- Administrator name (E-Verify corporate account) (optional) 
- The first three digits of your company's primary North American Industry Classification System (NAICS) code (if you don't know it, we'll help you find it when you enroll)
- The number of hiring sites that will participate in E-Verify in each state

### For all registering users, you must provide:

- Name
- Phone Number
- Fax Number (optional)
- E-mail Address

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[Accessibility](#) [Download Viewers](#)

# Determine Access Method (choose company type)

**E-Verify** Employment Eligibility Verification 

## E-Verify Enrollment: Start Here

**Welcome aboard!** We know you're looking forward to getting started, but before you do, please read this page. We've kept it short and simple, but we need to tell you some important information before you enroll.

### Step 1: Read This Before You Enroll in E-Verify

Before you can start using E-Verify, you need to enroll your company or organization in the program. The term "company" means any business, non-profit organization or government agency, whether it's a small family-owned pizza shop or a multinational corporation. When you enroll your company, you need to tell us some basic information and agree to follow the rules of our program. You'll enroll your company just once and after you do, you can register yourself and others to actually use the system.

If your company is already enrolled in E-Verify and you just need to register yourself as a user, you shouldn't enroll here. Just ask your company's E-Verify program administrator to add you as a user to your company's account. Also, before you continue, you'll want to check with others within your company to be sure your company isn't already enrolled in the program.

### Step 2: Choose Your E-Verify Access Method

We offer several ways to access E-Verify and your answers to the questions below will help us determine the right access method for your company. Read carefully because errors here can delay us from approving your company's enrollment in E-Verify. Each access method includes an explanation and a question for you to answer. You must answer all four questions and then click on the "Next" button at the bottom of this page to begin the enrollment process.

- "My company plans to use E-Verify to verify our employees."**

Employer access allows you to use E-Verify to verify the employment eligibility of your company's employees. If your company has multiple locations, this type of access also allows you to choose to use E-Verify for some or all of your locations (which you can add and remove as needed). In nearly all cases, no matter how big or small your organization is, you'll want to choose this method for using E-Verify. [More information...](#)

If this describes your organization, answer YES to question #1 below. If none of the other three statements below applies to your company, also answer NO to the other three questions.

**Question 1: Does your company need to verify its employees?** 

Yes  No
- "My company plans to use E-Verify on behalf of our clients to verify their employees."**

E-Verify employer agents, formerly called "designated agents," use E-Verify to verify the employment eligibility of their clients' employees. [More information...](#)

If you require this type of access, be sure to read our [additional information about E-Verify employer agents](#) before you answer the questions on this page.

**Question 2: Does your company have clients and need to verify their employees?** 

Yes  No
- "My company has a central office that needs to manage E-Verify use for all of our locations that access E-Verify."**

Corporate administrator access is used only for managing multiple employer accounts and doesn't allow you to create and manage E-Verify cases. With this setup, each company location where E-Verify users create and manage E-Verify cases enrolls in employer access and the corporate administrator account links these employer accounts together. [More information...](#)

Most companies don't need corporate administrator access so before you answer question #3, ask yourself:

  - Does your company have more than one location where its E-Verify users will create and manage E-Verify cases?
  - Does your company need each location to have its own employer account to keep its E-Verify users and cases separate from other locations?

You should answer YES to question #3 only if you answered YES to both questions above. If you have multiple sites, but create and manage E-Verify cases from a single location, answer NO to question #3.

If you require this type of access, be sure to read our [additional information about corporate administrator accounts](#) before you answer the questions on this page.

**Question 3: Does your company have a central office that needs to manage E-Verify use for multiple locations that access E-Verify?** 

Yes  No
- "My company plans to develop our own software to access E-Verify."**

If your company plans to develop its own software or hire another company to develop software to access E-Verify instead of using the E-Verify website, then selecting this access method will get you the information you need to begin development. [More information...](#)

Developing software to access E-Verify through Web services requires a large commitment as the development, testing and certification process can take several months and you must prepare new updates each time we release a new version of E-Verify.

If you require this type of access, be sure to read our [additional information about Web services](#) before you answer the questions on this page.

**Question 4: Does your company plan to develop its own software to use E-Verify?** 

Yes  No

### Step 3: Begin Your E-Verify Enrollment

Have you answered all four questions? If so, you're one step closer to enrolling in E-Verify. Now click on the "Next" button to continue to the next page.

If you're not sure how to answer the questions, we're here to help! Call E-Verify Customer Support at 888-464-4218 or e-mail us at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov) and we'll guide you through the process.

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# Select Organization designation and Federal Contractor Category

The image displays three sequential screenshots of the E-Verify Enrollment process. Each screenshot features the E-Verify logo and the text 'Employment Eligibility Verification' at the top. The first screenshot, titled 'E-Verify Enrollment: Organization Designation', explains that organizations from large federal agencies to small local businesses use E-Verify and asks the user to identify their organization's category. The second screenshot, titled 'E-Verify Enrollment: Federal Contractor Employee Verification', asks the user to identify which employees will be verified. The third screenshot, titled 'E-Verify Enrollment: Federal Contractor Category', explains that federal contractors have additional options for choosing which employees to verify. Each screenshot includes a dropdown menu for selection, a help icon, and 'Back', 'Next', or 'Cancel' buttons. The footer of each screenshot contains the text 'U.S. Department of Homeland Security | U.S. Citizenship and Immigration Services' and 'Accessibility Download Viewers'.

**E-Verify Enrollment: Organization Designation**

Lots of organizations, from large federal agencies to small local businesses, use E-Verify. Choosing the right category for your organization ensures that we provide you with the right information you need to use E-Verify.

Identify whether your organization is part of the federal government, state government, local government, or a federal contractor with or without the FAR E-Verify clause. If your organization does not fall within any of these categories, select 'None of these categories apply'.

You can change your organization designation at any time by updating your company profile in E-Verify.

Which category best describes your organization?

We're here to help! If you are unsure which category to select, click on the help icon above or contact E-Verify Customer Support at 888-464-4218 or E-Verify@dhs.gov.

**E-Verify Enrollment: Federal Contractor Employee Verification**

As a federal contractor with the FAR E-Verify clause, you have options regarding how your organization will use E-Verify. Identify which employees you will verify.

Which employees will your company verify?

We're here to help! If you are unsure which category to select, click on the help icon above or contact E-Verify Customer Support at 888-464-4218 or E-Verify@dhs.gov.

**E-Verify Enrollment: Federal Contractor Category**

You selected that your organization is a federal contractor with the FAR E-Verify clause. Some types of federal contractors have additional options for choosing which employees to verify. Choosing the right category for your organization ensures that we provide you with the options that are applicable to you.

Identify whether your organization is covered by a federal contractor rule exception by selecting the appropriate category. If your organization does not fall within any of these categories, select 'None of these categories apply'.

Which federal contractor category best describes your organization?

We're here to help! If you are unsure which category to select, click on the help icon above or contact E-Verify Customer Support at 888-464-4218 or E-Verify@dhs.gov.

# Sign MOU

**E-Verify** Employment Eligibility Verification Exit  

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**THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION  
MEMORANDUM OF UNDERSTANDING**

**ARTICLE I**

**PURPOSE AND AUTHORITY**

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Department of Homeland Security (DHS) and \_\_\_\_\_ (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). This MOU explains certain features of the E-Verify program and enumerates specific responsibilities of DHS, the Social Security Administration (SSA), and the Employer. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (Form I-9). For covered government contractors, E-Verify is used to verify the employment eligibility of all newly hired employees and all existing employees assigned to Federal contracts or to verify the entire workforce if the contractor so chooses.

[Printer Friendly Version](#)

I agree that I have read and agree with the terms and conditions of the MOU, and am authorized by my company to act on its behalf with respect to the E-Verify program. I understand that I must complete the electronic registration in order for the MOU to take effect.

**IMPORTANT:** The MOU sets forth my company's responsibilities under the E-Verify program. Failure to comply with the MOU may lead to legal liability for my company under federal and state law, including the payment of back pay, civil monetary penalties, and other damages under Title VII of the Civil Rights Act of 1964 and the anti-discrimination provision of the Immigration and Nationality Act. You should print the MOU, and share it with your Human Resources Manager, legal counsel, and other appropriate staff.

I do not agree to the terms and conditions of the MOU

Note: This is where the revised MOU text will appear. This is the only change to the E-Verify system due to the revised MOUs. This screen is a representative of 1 of 6 MOUs that E-Verify enrollees will see.

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# Enter company information

**E-Verify** *Employment Eligibility Verification* Exit  

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### MOU Signatory

Please enter point of contact information for the person who has signature authority and whose name will appear on the Memorandum of Understanding. This person may also become an E-Verify User by selecting "yes" to the question below.

Last Name:  \*

First Name:  \*

M.I.:

Phone Number: (  )  -  ext.  \*

Fax Number: (  )  -

E-mail Address:  \*

Confirm E-mail Address:  \*

Does this person need Program Administrator access to E-Verify? Yes  ?

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# Enter NAICS code



**i** If you know your company's 3-digit North American Industry Classification System (NAICS) code, please enter it and click 'Accept NAICS Code and Continue'.  
If you do not know your NAICS code, you must generate a NAICS code that is 3-digits. To generate a 3-digit NAICS code, click on 'Generate NAICS Code'. You must select your Sector and Subsector from the drop-down lists provided. If there is not a code specific to your type of business, select the industry that best fits your company's type of work. Once the 3-digit NAICS code is generated, click 'Accept NAICS Code and Continue' to continue with the Registration process.

NAICS Code:



## Enter NAICS Code - Sector

Sector:



## Enter NAICS Code - Subsector

NAICS Code: 61

Sector: EDUCATIONAL SERVICES (61)

Subsector:

# Enter hiring site information



**?** Will your company verify employees hired at a single location? If so, select "Next."

If your company will verify employees hired at multiple locations, these are called "Hiring Sites." Enter the number of hiring sites per state and then click "Next."

| State            | Number of Hiring Sites |
|------------------|------------------------|
| MARSHALL ISLANDS | 1                      |
|                  |                        |
|                  |                        |

Add Additional Hiring Sites

Back Next

# Register Program Administrator



## MOU Signatory

Please enter point of contact information for the person who has signature authority and whose name will appear on the Memorandum of Understanding. This person may also become an E-Verify User by selecting "yes" to the question below.

Last Name:  \*

First Name:  \*

M.I.:

Phone Number: (  )  -  ext.  \*

Fax Number: (  )  -

E-mail Address:  \*

Confirm E-mail Address:  \*

Does this person need Program Administrator access to E-Verify? Yes  ?

# Review and certify information



## Company Information

Company Name: test [View / Edit](#)  
Doing Business As (DBA) Name:  
DUNS Number:

| Physical Location: |                  | Mailing Address: |  |
|--------------------|------------------|------------------|--|
| Address 1:         | test             | Address 1:       |  |
| Address 2:         |                  | Address 2:       |  |
| City:              | test             | City:            |  |
| State:             | MH               | State:           |  |
| Zip Code:          | 00000            | Zip Code:        |  |
| County:            | MARSHALL ISLANDS |                  |  |

## Additional Information:

Employer Identification Number: 00000  
Total Number of Employees: 5 to 9  
Parent Organization:  
Administrator:  
How did you hear about E-Verify?  
Other Marketing Channel:

## Organization Designation:

Employer Category: Federal Government

NAICS Code: 611 - EDUCATIONAL SERVICES (611) [View / Edit](#)

Hiring Sites: [View / Edit](#)  
MARSHALL ISLANDS 1

E-Verify Users: [View / Edit](#)

| Last Name | First Name | M.I. | Phone            | E-mail                      |
|-----------|------------|------|------------------|-----------------------------|
| test      | test       |      | (000) 000 - 0000 | test@test.com MOU Signatory |

I certify that the information provided for this registration is correct. I am aware that Federal law provides for imprisonment and/or fines for knowing false statements or other fraudulent conduct in connection with this registration. I am aware that providing any false information may be grounds for terminating participation in E-Verify.

I agree

[Register Employer](#)

# Print MOU

## E-Verify Enrollment: You're Finished

Your enrollment is pending review. A USCIS representative may contact you if further information is required to process your enrollment.

In the meantime, if you'd like to contact us regarding your enrollment or any other questions you may have, please call our Customer Support line at 1-888-464-4218. **Do not enroll your company again in E-Verify.** If you attempt to reenroll, your enrollment may be delayed.

Once your enrollment is complete, the people you signed up as users will receive an email with their user names and passwords.

**Before you go, click on the "View Memorandum of Understanding" button and print a copy of the Memorandum of Understanding you electronically signed.** Be sure to share it with your human resources manager, legal counsel and other appropriate staff.

Thanks for signing up. Your participation is vital in ensuring a legal United States workforce. If you ever have any questions, we're here to help – just give us a call at 1-888-464-4218 or e-mail us at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov).

[View Memorandum of Understanding](#)

## Please note: E-Verify release planned

- E-Verify has an upcoming release which will affect this process flow: Slide Number 3 will be replaced by slides 14 and 15 once E-Verify has a release.
  - This change will make the Paperwork Reduction Act information more prominent.



# E-Verify Screen Shots

July 2, 2012



# 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**



Employment Eligibility Verification



## 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 the text "Employment Eligibility Verification" at the top left. On the right, there are logos for the U.S. Department of Homeland Security and the Social Security Administration. The main content area has a background image of the Statue of Liberty. On the left side, there is a navigation menu with "E-Verify Information" and "Enroll" options. The central focus is a "Log In" form with two input fields: one for "User ID" and one for "Password". Below each field is a red link for "Forgot your User ID?" and "Forgot your password?" respectively. A green "Log In" button is positioned at the bottom of the form. At the bottom of the page, there is a footer with the following text: "U.S. Department of Homeland Security - www.dhs.gov U.S. Citizenship and Immigration Services - www.uscis.gov" on the left, and "Accessibility Download Viewers" on the right.

# 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



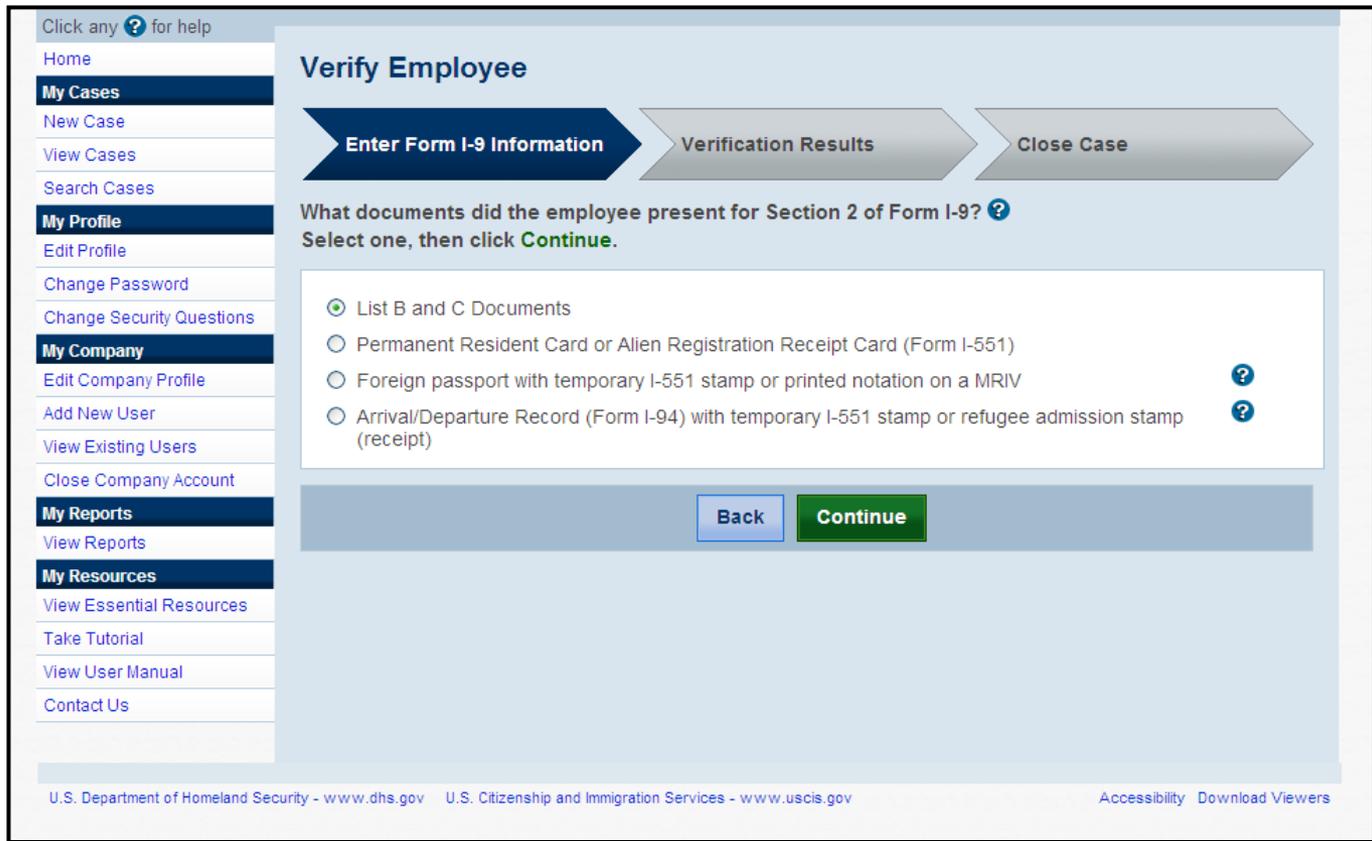
What documents did the employee present for Section 2 of Form I-9? [?](#)  
Select one, then click **Continue**.

- 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

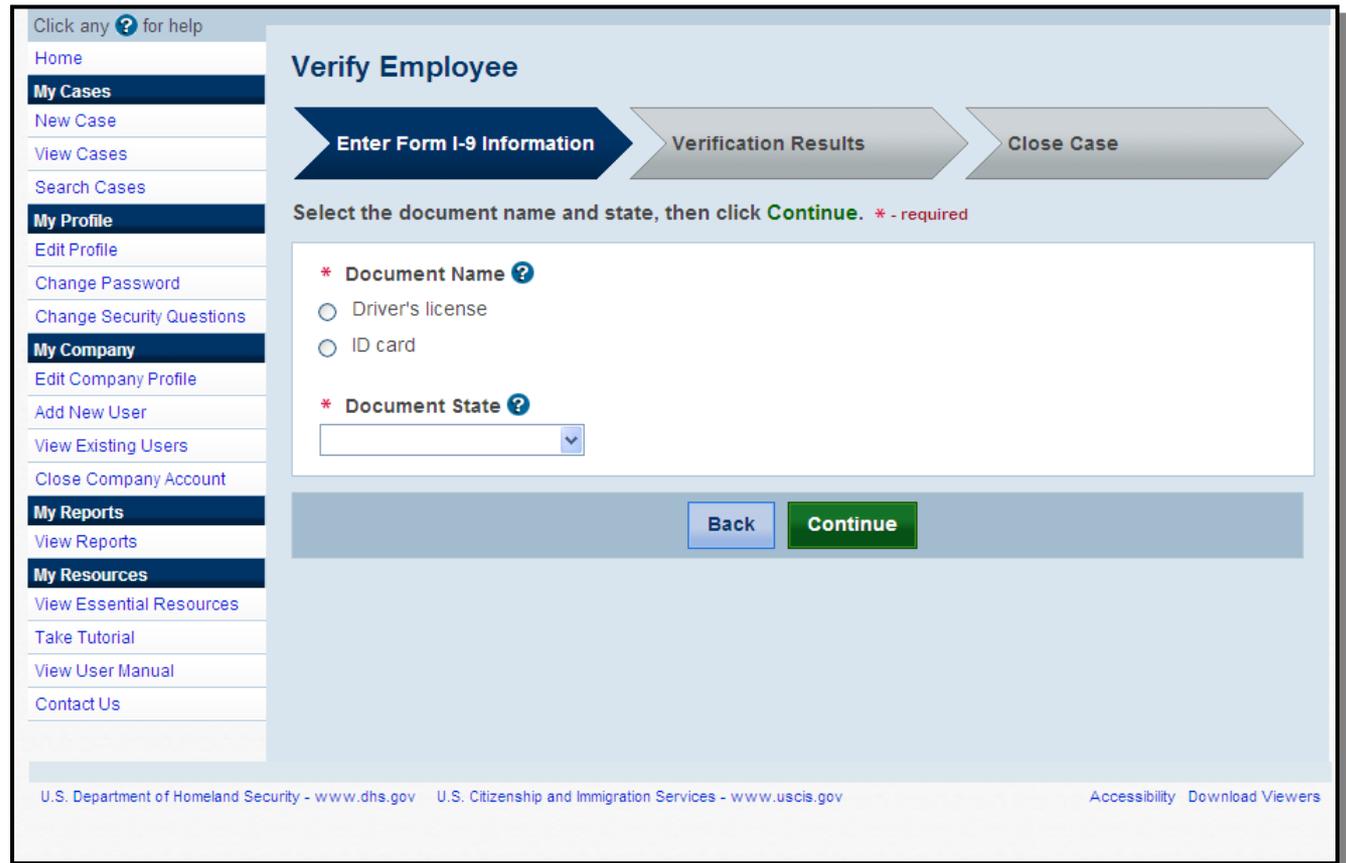
What List B and C documents did the employee present for Section 2 of Form I-9? [?](#)  
Select one from each column, then click **Continue**.

| 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 <a href="#">?</a> | <input checked="" type="radio"/> Social Security Card <a href="#">?</a>  |
| <input type="radio"/> ID card issued by a U.S. federal, state or local government agency <a href="#">?</a>                   | <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 <a href="#">?</a>  |
| <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 <a href="#">?</a>  | <input type="radio"/> Employment authorization document issued by the U.S. Department of Homeland Security <a href="#">?</a> |
| <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.



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### Verify Employee

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

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

\* Document Name [?](#)

Driver's license

ID card

\* Document State [?](#)

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# If "Driver's License" from Mississippi is chosen

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

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

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## 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

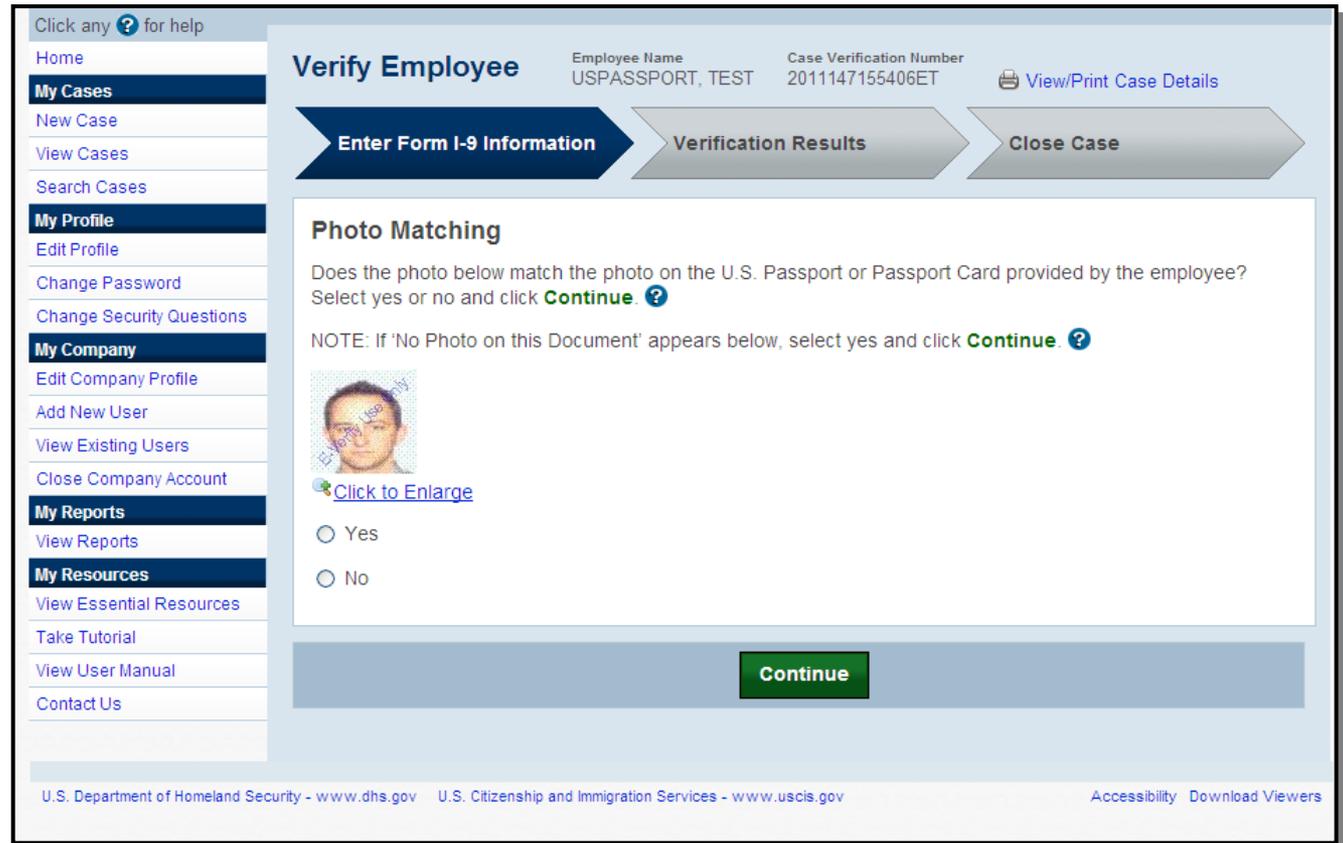
|   |  |  |
|---|--|--|
| <p>* Last Name </p> <input type="text"/>  | <p>* First Name</p> <input type="text"/>   | Middle Initial<br><input type="text"/>   |
| Maiden Name<br><input type="text"/>   | <p>* Date of Birth</p> Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>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

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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 E-Verify 'Verify Employee' page. At the top, it displays the employee name 'USPASSPORT, TEST' and the case verification number '2011147155406ET'. A navigation bar contains three buttons: 'Enter Form I-9 Information' (highlighted in dark blue), 'Verification Results', and 'Close Case'. Below this is the 'Photo Matching' section, which 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**.' A small photo of a man is shown with a 'Click to Enlarge' link. Below the photo 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

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

[Close Case](#)

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# “Case Details” page

| SENSITIVE BUT UNCLASSIFIED   |                                |   |            |
|--|--------------------------------|---|------------|
| Department of Homeland Security<br>E-Verify                        |                                | Report Prepared: 05/31/2011<br>Page: 1 of 1 |            |
| Case Verification Number: 2011147155406ET                          |                                |   |            |
| <b>Case Information:</b>   |                                |   |            |
| <b>Employee Information:</b>                                       |                                |   |            |
| 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 |   |            |
| <b>Document Information:</b>                                       |                                |   |            |
| 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:                                |            |
| <b>Additional Information:</b>                                     |                                |   |            |
| Hire Date:   | 05/27/2011                     | Employer Case ID:                           |            |
| Three-Day Rule Reason:   |                                | Three-Day Rule - Other:                     |            |
| Submitted By:  |                                | Submitted On:                               | 05/27/2011 |
| <b>Initial Case Result:</b>  |                                |   |            |
| Case Result:   | Employment Authorized          |   |            |
| <b>Employee Referred to SSA:</b>                                   |                                |   |            |
| Referred By:   |                                | Referred On:                                |            |
| <b>Case Result from SSA (after SSA Tentative Nonconfirmation):</b> |                                |   |            |
| Case Result:   |                                | Response Date:                              |            |
| <b>Resubmitted to SSA (after Review and Update Employee Data):</b> |                                |   |            |
| Last Name:   |                                | First Name:                                 |            |
| Middle Initial:  |                                | Maiden Name:                                |            |
| Social Security Number:  |                                | Date of Birth:                              |            |
| Resubmitted By:  |                                | Resubmitted On:                             |            |
| <b>Case Result from SSA (after Resubmission):</b>                  |                                |   |            |
| Case Result:   |                                |   |            |
| <b>Request Name Review:</b>  |                                |   |            |
| Comments:  |                                |   |            |
| Submitted By:  |                                | Submitted On:                               |            |
| <b>Case Result from DHS (after DHS Verification in Process):</b>   |                                |   |            |
| Case Result:   |                                | Response Date:                              |            |
| <b>Employee Referred to DHS:</b>                                   |                                |   |            |
| Referred By:   |                                | Referred On:                                |            |
| <b>Case Result from DHS (after DHS Tentative Nonconfirmation):</b> |                                |   |            |

# 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

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## 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.

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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

Employment Authorized
 View/Print Case Details

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.

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

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# “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.

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

[Close Case](#)    [Continue](#)

Click any for help

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## 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](#)

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### 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**. [?](#)

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## 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

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## 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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## 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

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## 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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## 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](#)

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### 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

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**My Reports**

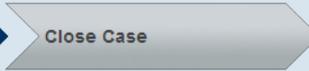
- [View Reports](#)

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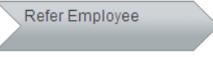
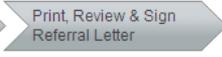
## Verify Employee

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](http://www.dhs.gov)   U.S. Citizenship and Immigration Services - [www.uscis.gov](http://www.uscis.gov)   [Accessibility](#)   [Download Viewers](#)

# Referral process

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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** ?

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### 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
- 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** .

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



# TNC Referral Letter

|   |  |   |  |
|---|--|---|--|
|   |  |   |  |
| <b>Referral Letter to the U.S. Department of Homeland Security (DHS)</b>  |  |   |  |
| 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"/> <b>DHS Tentative Nonconfirmation.</b> The information entered for this employee does not match U.S. Department of Homeland Security records.<br><input checked="" type="checkbox"/> <b>Photo Mismatch Resulting in DHS Tentative Nonconfirmation.</b> 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. |   |  |
| <b>Instructions for the Employer</b>  |  |   |  |
| <b>IMPORTANT</b>  |  |   |  |
| The employee must sign and date below.  |  |   |  |
| <ol style="list-style-type: none"> <li>Review this Referral Letter (in private) with the employee as soon as possible.</li> <li>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.<br/><br/><b>IMPORTANT:</b> 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.'</li> <li>You and the employee must sign and date this Referral Letter in the space provided below.</li> <li>Give a copy of this signed Referral Letter in English to the employee and attach a copy to the employee's Form I-9.</li> </ol> |  |   |  |
| 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   |   |  |
| <b>For Photo Mismatch ONLY</b>  |  |   |  |
| 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.  |  |   |  |
| <b>Express Shipping Carrier Address</b>   |  | <b>Attach and Submit</b>  |  |
| U.S. Department of Homeland Security- USCIS<br>10 Fountain Plaza, 3rd Floor<br>Buffalo, NY 14202<br>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

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## 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.

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

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# Essential Resources

A screenshot of the E-Verify website's "Essential Resources" page. The page has a light blue header and a white main content area. On the left is a vertical navigation menu with various options. The main content area is titled "Essential Resources" and contains a list of resource categories, each with a plus sign icon. At the bottom of the page, there is a footer with links to the U.S. Department of Homeland Security and the U.S. Citizenship and Immigration Services, along with links for "Accessibility" and "Download Viewers".

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## 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.