



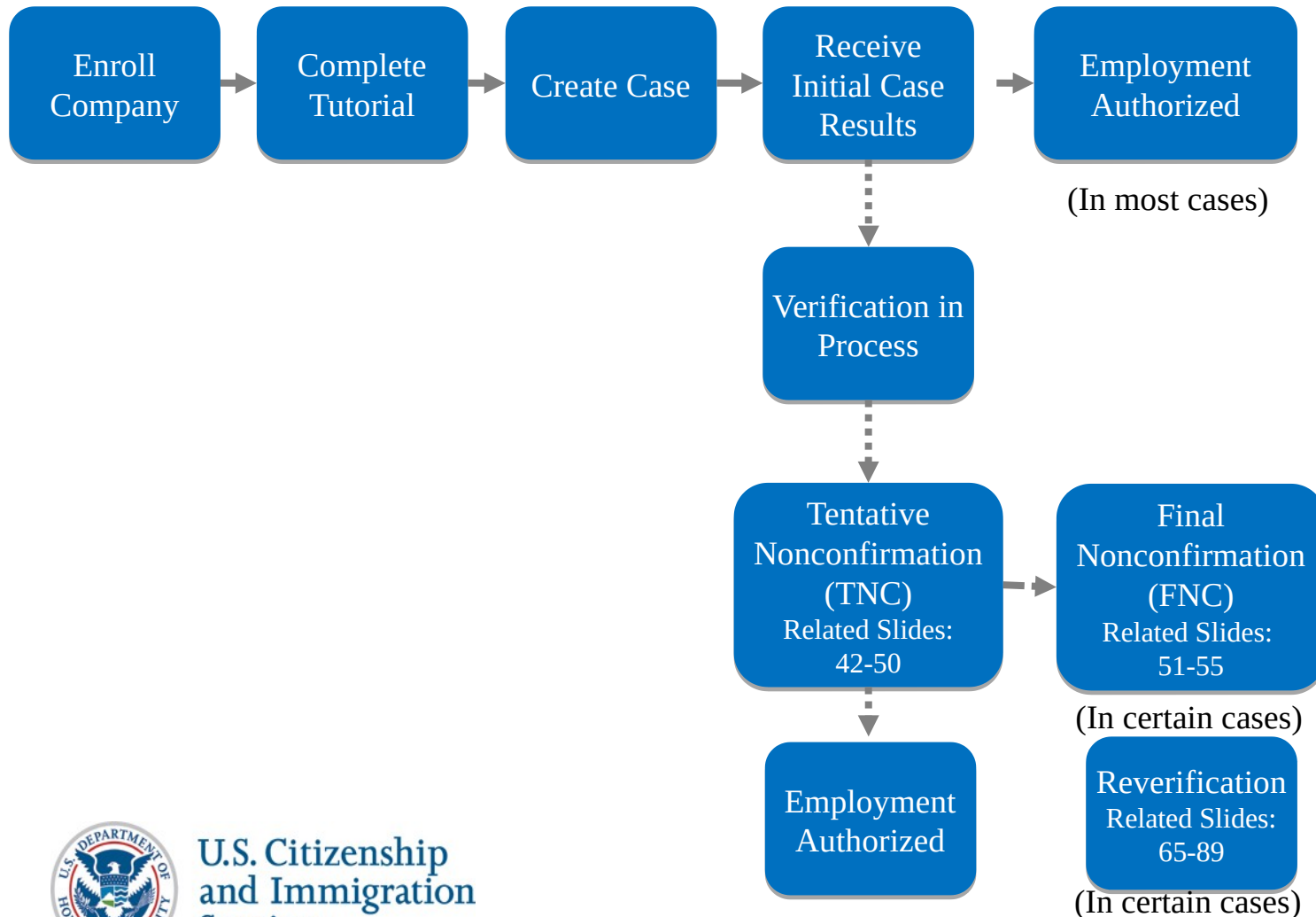
U.S. Citizenship and Immigration Services



Enterprise Services Directorate | Verification Division

E-Verify PRA Submission
September 2016 | Version 5

E-Verify High Level Process Flow



U.S. Citizenship
and Immigration
Services

Enroll Company

Steps:


- Access E-Verify Enrollment Website
- Read and Agree to Terms to Access the E-Verify Website
- Review Enrollment Checklist and Collect Needed Information (offline)
- Determine Access Method (choose company type)
- Select Organization Designation and Applicable Federal Contractor Category
- Select Option for reverification
- Sign MOU
- Enter Company Information
- Register Users
- Review and Certify Information
- Print MOU



Privacy Statement

E-Verify Employment Eligibility Verification

OMB Control No. 1615-0092
Expiration Date 08/31/2016

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I agree

Continue

Paperwork Reduction Act



and Immigration
Services

Paperwork Reduction Act Help



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 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.**

[Close Window](#)


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Review Enrollment Checklist



The image shows a screenshot of the E-Verify website's enrollment checklist. The page has a blue header with the E-Verify logo and the text 'Employment Eligibility Verification'. On the right side of the header, there are two circular logos: one for the U.S. Department of Homeland Security and another for the U.S. Social Security Administration. The main content area is white with a light blue background. It features a section titled 'E-Verify Enrollment: Checklist' with an introductory paragraph explaining the enrollment process. Below this, there are links for 'Getting Started' and a 'Quick Reference Guide for E-Verify Enrollment'. A question mark icon is used to indicate where users can find more help. The checklist is divided into two main sections: 'Before you enroll, you must decide:' and 'To enroll, you will need to know:'. Each section contains a bulleted list of requirements and questions. The 'Before you enroll' section includes questions about who will sign the MOU, hiring sites, federal contractors, company locations, and access to E-Verify. The 'To enroll' section lists required information such as contact details for the MOU signatory, company name, DUNS number, physical and mailing addresses, employer ID number, total number of employees, parent organization, administrator name, NAICS code, and the number of hiring sites. At the bottom of the checklist, there is a button labeled 'Begin E-Verify Enrollment'. The footer of the page includes the U.S. Department of Homeland Security and U.S. Citizenship and Immigration Services logos, along with links for 'Accessibility' and 'Download Viewers'.

E-Verify Employment Eligibility Verification

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.

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

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? 
- If you will create reverification cases for employees without existing cases in E-Verify

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

[Begin E-Verify Enrollment](#)

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



Determine Access Method

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.

1. **"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

2. **"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

3. **"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

4. **"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 888-454-4218 or email us at E-Verify@dhs.gov and we'll guide you through the process.



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Select Organization Designation



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.

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Select Federal Contractor Category

E-Verify Employment Eligibility Verification

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.

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E-Verify Employment Eligibility Verification

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?

* ?

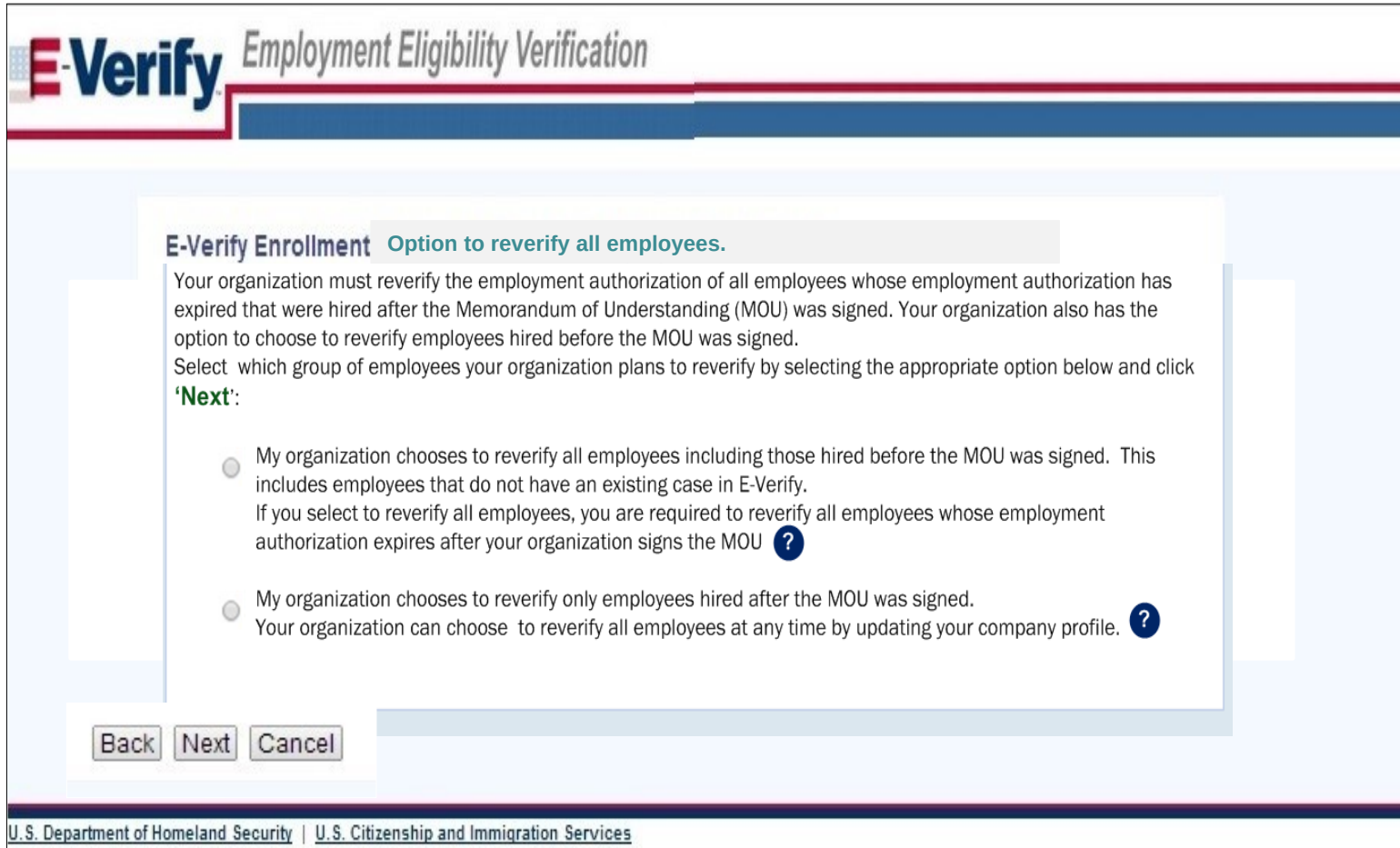
We're here to help! If you are unsure [which category to select](#), click on the help icon above or contact E-Verify Customer Support at 888-464-4218 or E-Verify@dhs.gov.

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Select Reverification Opt-in



E-Verify Employment Eligibility Verification

E-Verify Enrollment Option to reverify all employees.

Your organization must reverify the employment authorization of all employees whose employment authorization has expired that were hired after the Memorandum of Understanding (MOU) was signed. Your organization also has the option to choose to reverify employees hired before the MOU was signed.

Select which group of employees your organization plans to reverify by selecting the appropriate option below and click **'Next'**:



- My organization chooses to reverify all employees including those hired before the MOU was signed. This includes employees that do not have an existing case in E-Verify. If you select to reverify all employees, you are required to reverify all employees whose employment authorization expires after your organization signs the MOU **?**
- My organization chooses to reverify only employees hired after the MOU was signed. Your organization can choose to reverify all employees at any time by updating your company profile. **?**

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Sign MOU

E-Verify Employment Eligibility Verification Exit

**THE E-VERIFY
MEMORANDUM OF UNDERSTANDING
FOR EMPLOYERS**

ARTICLE I

PURPOSE AND AUTHORITY

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

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

[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

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Enter Company Information – MOU Signatory

E-Verify Employment Eligibility Verification Exit  

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 Company Information

E-Verify Employment Eligibility Verification Exit  

Company Information

Company Name: *

Doing Business As (DBA) Name: ?

DUNS Number: ?

Physical Location (This is not the mailing address. This is the location where the verification queries will be performed.)

Address 1: *

Address 2:

City: *

State: *

Zip Code: *

County / Parish: *

Mailing Address (Provide if different from physical location.)

Address 1:

Address 2:

City:

State:

Zip Code:

Additional Information

Employer Identification Number: * ?
(also known as Federal Tax ID Number)

Total Number of Employees: *
(including full-time, part-time, and seasonal employees of the site(s) being verified for)

Parent Organization: ?

Administrator: ?


How did you hear about E-Verify? ?

Other Marketing Channel:

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Enter NAICS Code


E-Verify Employment Eligibility Verification Exit 

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:


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E-Verify Employment Eligibility Verification Exit 

Enter NAICS Code - Sector

Sector:

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E-Verify Employment Eligibility Verification Exit 

Enter NAICS Code - Subsector

NAICS Code: 61

Sector: EDUCATIONAL SERVICES (61)



Subsector:

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Enter Hiring Site Information

E-Verify Employment Eligibility Verification Exit  

? 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
VIRGINIA <input type="button" value="v"/>	<input type="text" value="1"/>
<input type="button" value="v"/>	<input type="text"/>
<input type="button" value="v"/>	<input type="text"/>

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Register E-Verify Users

E-Verify *Employment Eligibility Verification*

Enter information for each E-Verify User. Each user added here will receive a user name and password through email. You may also add or delete users at any time after registration is complete. Users for the same company account must not register separately.

The person(s) entered here will automatically be Program Administrator(s) for the site registering for E-Verify. The Program Administrator has the ability to create user accounts, performs queries, view reports, update account information and unlock user accounts.

MOU Signatory (also an E-Verify User)

Last Name: Smith
First Name: John
M. I.:
Phone Number: (111) 111 - 1111 ext. 1111
Fax Number:
E-mail Address: john.smith@anywhere.com

E-Verify Users

Last Name:
First Name:
M.I.:
Phone Number: () - ext.
Fax Number: () -
E-mail Address:
Confirm E-mail Address:

Last Name:
First Name:
M.I.:
Phone Number: () - ext.
Fax Number: () -
E-mail Address:
Confirm E-mail Address:

Last Name:
First Name:
M.I.:
Phone Number: () - ext.
Fax Number: () -
E-mail Address:
Confirm E-mail Address:

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Print MOU

E-Verify Enrollment: You're Finished

You have enrolled your company in E-Verify. Your E-Verify program administrators will receive their user IDs and passwords by e-mail.

Most people receive our confirmation e-mail within a few minutes. You should check your e-mail inbox as well as your spam or junk mail folders because sometimes our e-mails are mistakenly marked as spam.

If the e-mail is not received within 48 hours, call E-Verify Customer Support at 888-464-4218 for assistance. Do not enroll your company again in E-Verify. If you attempt to re-enroll, your enrollment may be delayed.

Before you go, click on 'View Memorandum of Understanding' and print a copy of the memorandum of understanding (MOU) you electronically signed. Be sure to share it with your human resources manager, legal counsel and other appropriate staff.

If you have trouble viewing your MOU, make sure you have disabled any pop-up blockers and are using the latest version of your [Portable Document Format \(PDF\) viewer](#) software.

Thanks for signing up. Your participation is vital in ensuring a legal U.S. workforce. If you ever have any questions, we're here to help—just give us a call at 888-464-4218 or e-mail us at E-Verify@dhs.gov.

[View Memorandum of Understanding](#)



Complete Tutorial

Steps:

- Log into E-Verify
- Receive Required Tutorial Notification
- Complete Tutorial
- Pass Knowledge Test



Access E-Verify Website



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Expiration Date 08/31/2016

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I agree

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E-Verify Log-in Screen

E-Verify
Employment Eligibility Verification

U.S. DEPARTMENT OF HOMELAND SECURITY SOCIAL SECURITY ADMINISTRATION

E-Verify Information
Enroll

Log In

* User ID:

[Forgot your User ID?](#)

* Password:

[Forgot your password?](#)

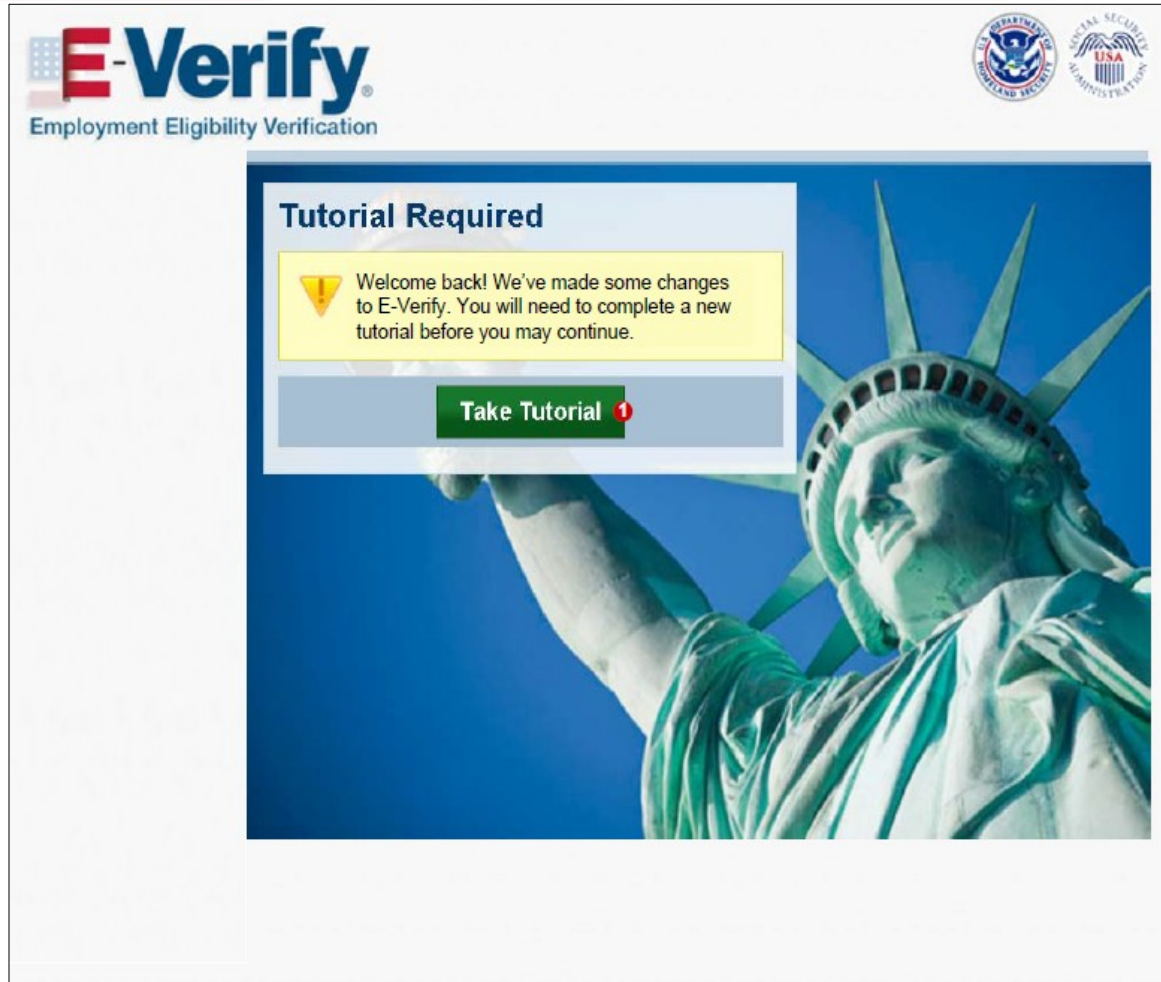
Log In

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Services




Tutorial Required



The screenshot shows the E-Verify website interface. At the top left is the E-Verify logo with the text 'Employment Eligibility Verification'. At the top right are the seals of the U.S. Department of Homeland Security and the U.S. Citizenship and Immigration Administration. The main content area features a blue background with a large image of the Statue of Liberty. A white box with a blue header titled 'Tutorial Required' is centered on the page. Inside this box, a yellow warning icon is followed by the text: 'Welcome back! We've made some changes to E-Verify. You will need to complete a new tutorial before you may continue.' Below this text is a green button with the text 'Take Tutorial' and a small red notification icon.



Tutorial Completion Screen



Employment Eligibility Verification Tutorial

[Exit Tutorial](#) [Log Out](#)

Conclusion

Congratulations! You have completed all of the lessons in the E-Verify Program Administrator Tutorial for Employers. You must now complete and pass the Knowledge Test.

After you successfully complete the Knowledge Test, you can begin using E-Verify. If you do not score 70% or above, you will be prompted to review the lessons and retake the Knowledge Test.

Good luck!

Lesson 1: Introduction

- Background and Overview
- Privacy Statement and Guidelines
- Rules and Responsibilities
- Civil Rights and Civil Liberties
- Form I-9 and E-Verify
- Verification Process Overview

Lesson 2: Initial Verification

- E-Verify Home Page
- Enter Form I-9 Information
- Initial Verification Results

Lesson 3: Interim Case Results

- Interim Case Results
- SSA and DHS Tentative Nonconfirmation
- Review and Update Employee Data
- DHS Verification in Process
- SSA/DHS Case in Continuance

Lesson 4: Complete the Verification Process

- Final Case Results
- Close Case
- Case Alerts

Lesson 5: Program Administrator Account Administration

- Overview of User Roles
- Create a Password
- Navigation Menu
- Manage My Company
- Reports

Knowledge Test

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Knowledge Test Completed



Congratulations!



[User ID], your score is [##]%.
Today is [Current Month Day, Year]

[User ID], you successfully completed this tutorial and passed the E-Verify Knowledge Test.
Use your browser's print capability to obtain a copy of this page for your records.

To use E-Verify, click 'Exit Tutorial.'



REMINDER: You must visit 'View Essential Resources' to read the E-Verify User Manual, and you must print and clearly display the English and Spanish versions of the 'Notice of E-Verify Participation' and 'Right to Work' posters.



U.S. Citizenship
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Create Case

Steps:

- Log into E-Verify
- Select Create New Case
- Select and Enter Form I-9 Information
- Submit Case to E-Verify
- Check Case Information (Pre-TNC Check)



Access E-Verify Website



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E-Verify Log-in Screen

E-Verify
Employment Eligibility Verification

U.S. DEPARTMENT OF HOMELAND SECURITY | SOCIAL SECURITY ADMINISTRATION

[E-Verify Information](#)
[Enroll](#)

Log In

* User ID:

[Forgot your User ID?](#)

* Password:

[Forgot your password?](#)

Log In

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U.S. Citizenship
and Immigration
Services

E-Verify Home Screen

The screenshot displays the E-Verify Home Screen. At the top left is the E-Verify logo with the text "Employment Eligibility Verification". To the right are the logos for the U.S. Department of Homeland Security and the Social Security Administration. User information includes "Welcome John Smith", "User ID USER1234", "Last Login 09:50 AM - 05/19/2014", and a "Log Out" link.

A left-hand navigation menu includes sections for "Home", "My Cases" (with sub-links: Create Case, View Cases, Search Cases), "My Profile" (with sub-links: Edit Profile, Change Password, Change Security Questions), "My Company" (with sub-links: Edit Company Profile, Add New User, View Existing Users, Close Company Account), "My Reports" (with sub-link: View Reports), and "My Resources" (with sub-links: View Essential Resources, Take Tutorial, View User Manual, Share Ideas, Contact Us).


The main content area features a "Welcome to E-Verify" banner with a "Verify Employee" button. Below this is a "Need Help?" section with contact information. To the right is an "E-Verify News" section with three news items: "Reminder: E-Verify Posters Display is a Requirement", "U.S. Passport and Passport Card Technical Issue", and "Completing Form I-9 for Remote Hires".

A prominent "Case Alerts: You Must Take Action!" banner at the bottom contains three alert boxes: "Open Cases to be Closed" with a count of 2, "Cases with New Updates" with a count of 1, and "Reverification Required" with a count of 3.

At the bottom of the page are links for "U.S. Department of Homeland Security - www.dhs.gov", "U.S. Citizenship and Immigration Services - www.uscis.gov", "Accessibility", and "Download Viewers".




Case Selection

Verify Employee Employee Name Case Verification Number
<Employee Name> <Verification Number>  [View/Print Case Details](#)


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

New Case

Reverification Case 




Select Citizenship Status

Click any  for help

- Home
- My Cases**
 - Create Case
 - View Cases
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 - Share Ideas
 - 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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Select Document Type

Click any [?](#) for help

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My Profile

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[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](#)

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Select List B and List C Documents

(if “List B and C documents” selection is made)

Click any [?](#) for help

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Verify Employee

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

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

List B Documents	List C Documents
<input checked="" type="radio"/> Driver's license or ID card issued by a U.S. state or outlying possession ?	<input checked="" type="radio"/> Social Security Card ?
<input type="radio"/> ID card issued by a U.S. federal, state or local government agency ?	<input type="radio"/> Certification of Birth Abroad (Form FS-545)
<input type="radio"/> School ID card	<input type="radio"/> Certification of Report of Birth (Form DS-1350)
<input type="radio"/> Voter registration card	<input type="radio"/> U.S. birth certificate (original or certified copy)
<input type="radio"/> U.S. military card or draft record	<input type="radio"/> Native American tribal document ?
<input type="radio"/> Military dependent's ID card	<input type="radio"/> U.S. Citizen ID Card (Form I-197)
<input type="radio"/> U.S. Coast Guard Merchant Mariner Card	<input type="radio"/> ID Card for Use of Resident Citizen in the United States (Form I-179)
<input type="radio"/> Native American tribal document ?	<input type="radio"/> Employment authorization document issued by the U.S. Department of Homeland Security ?
<input type="radio"/> Driver's license issued by a Canadian government authority	
<input type="radio"/> School record or report card (under age 18)	
<input type="radio"/> Clinic, doctor or hospital record (under age 18)	
<input type="radio"/> Day-care or nursery school record (under age 18)	
<input type="radio"/> Minor under age 18 without a List B document	
<input type="radio"/> Special Placement	

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



Select List B Document

(if Driver's License is selected from List B)

Click any [?](#) for help

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Share Ideas

Contact Us

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** [?](#)

Mississippi ▼

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

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Enter Form I-9 Information

(if Driver's License is selected)

Click any ? for help

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Share Ideas

Contact Us

Verify Employee

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

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

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



Check Case Information (Pre-TNC Check)

Click any [?](#) for help

- Home
- My Cases**
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 - Share Ideas
 - Contact Us

Verify Employee

Employee Name: Test, Test Case Verification Number: 2014157095043XH [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
- Other Names Used • 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**. [?](#)

<p>* Last Name ?</p> <input type="text" value="Test"/>	<p>* First Name</p> <input type="text" value="Test"/>	<p>Middle Initial</p> <input type="text"/>
<p>Other Names Used ?</p> <input type="text"/>	<p>* Date of Birth</p> <p>Jan <input type="text" value="01"/> 1980</p>	<p>* Social Security Number</p> <p>123 - 12 - 3123</p>
<p>Citizenship Status A citizen of the United States</p>	<p>Document Type Driver's license or ID card issued by a U.S. state or outlying possession</p>	<p>Document Name Driver's license</p>
<p>Document Number 123456789</p>	<p>Document Expiration Date January 01, 2015</p>	<p>Document State Mississippi</p>
<p>Hire Date June 06, 2014</p>	<p>Employer Case ID</p>	
<p>Submitted By MROD7562</p>	<p>Submitted On June 06, 2014</p>	

Close Case

Continue





Receive Results – Verification in Process

Steps:

- Receive Verification in Process Response (*if applicable*)



DHS Verification in Process

Verify Employee

Employee Name
Smith, John N

Case Verification Number
2013288110515QY

[View/Print Case Details](#)

Enter Form I-9 Information

Verification Results

Close Case

Employment Eligibility:

⚠ DHS Verification in Process

E-Verify needs additional time to verify the employment eligibility of this employee. This case has been referred to DHS for further verification. No action is necessary at this point.

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

Last Name Smith	First Name John	Middle Initial N	Other Names Used --
Date of Birth April 26, 1987	Social Security Number *** ** 0007	Email Address --	
Citizenship Status A lawful permanent resident	Alien Number 999999901		
Document Type Arrival/Departure Record (Form I-94) with temporary I-551 stamp or refugee admission stamp (receipt)	Document Expiration Date October 20, 2013		
Hire Date October 13, 2013	Employer Case ID --		
Submitted By MROD7562	Submitted On October 15, 2013		

E-Verify Home

New Case



Photo Matching

Steps:

- Compare Employee Photo on Screen to Document Photo
- Indicate if the Photos Match
- ***Receive Results – Employment Authorized (if matched) (see slides 39-40)***
- ***Receive Results – DHS Tentative Nonconfirmation (if not matched) (see slides 45-49)***



Photo Matching

May occur if any of the following documents are presented:

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

Click any [?](#) for help

[Home](#)

My Cases

- [Create Case](#)
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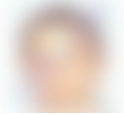
Verify Employee Employee Name: Lin, Su Case Verification Number: 2011325161916CS [View/Print Case Details](#)

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

Photo Matching

Does the photo below match the photo on the Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 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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Receive Results – EA

Steps:

- Receive Employment Authorized (EA) Response
- *Close Case (see slides 57-61)*



Employment Authorized- Initial Case Result

Click any for help

- [Home](#)
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Verify Employee

Employee Name
Test, Test

Case Verification Number
2013241125708EP

[View/Print Case Details](#)

Enter Form I-9 Information

Verification Results

Close Case

Employment Eligibility:

Employment Authorized

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

<p>Last Name Test</p>	<p>First Name Test</p>	<p>Middle Initial --</p>	<p>Other Names Used --</p>
<p>Date of Birth January 23, 1991</p>	<p>Social Security Number *** ** 0006</p>	<p>Email Address --</p>	
<p>Citizenship Status A citizen of the United States</p>	<p>Hire Date August 28, 2013</p>	<p>Employer Case ID --</p>	
<p>Submitted By AJON5022</p>	<p>Submitted On August 29, 2013</p>		

[Close Case](#)



Receive Results – SSA Tentative Nonconfirmation




Steps:

- Receive SSA Tentative Nonconfirmation (TNC) Response
- Review, Print, and Sign Further Action Notice
- Indicate if Employee Chooses to Contest SSA TNC
- Employee Contacts SSA and Resolves TNC (offline)
- ***Receive Results – Employment Authorized (if resolved) (see slides 39-40)***
- ***Receive Results – SSA Final Nonconfirmation (if unresolved) (see slides 50-52)***





SSA Tentative Nonconfirmation

Verify Employee Employee Name: George, Washington Case Verification Number: 2013224163636XA [View/Print Case Details](#)

Enter Form I-9 Information  Verification Results  Close Case 

Employment Eligibility:


 **SSA Tentative Nonconfirmation (TNC)** 


The name and/or date of birth entered for this employee did not match SSA records.

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

Employers must allow the employee to contest a TNC and may not take adverse action against the employee because of the TNC while the employee is contesting the TNC and the E-Verify case is pending.

▶ 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](#)



SSA Tentative Nonconfirmation – Case Referral Process

Verify Employee Employee Name: George, Washington Case Verification Number: 2013224163836XA [View/Print Case Details](#)

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

Employment Eligibility:

SSA Tentative Nonconfirmation (TNC) ?

TNC Process

Review the SSA TNC Further Action Notice with the employee. Follow the steps listed below.

- 1 Print the SSA TNC Further Action Notice.

SSA TNC Further Action Notice ? Choose which language to print

English
- 2 Review the SSA TNC Further Action Notice privately with the employee. Ensure that you and the employee sign and date the SSA TNC Further Action Notice.
- 3 Indicate that the employee has been notified by selecting the check box below.

Confirm Employee Notification

I have notified this employee of the TNC.
- 4 If the employee:
 - ▶ Chose to CONTEST the SSA TNC, click **Refer Case**.
 - ▶ Chose to NOT CONTEST the SSA TNC, click **Close Case**.

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**.



SSA Tentative Nonconfirmation Referred to SSA

Verify Employee Employee Name: George, Washington Case Verification Number: 2013224163636XA [View/Print Case Details](#)

Enter Form I-9 Information Verification Results [Close Case](#)

Referral Date Confirmation Choose which language to print

Employee Referred to SSA English [Print Confirmation](#)

This employee has been referred to SSA on **August 12, 2013**. Select a language and print the Referral Date Confirmation. Provide this to the employee who has contested this SSA TNC. Inform the employee that he or she has until **August 22, 2013** to contact SSA.

Check for Case Status Updates

E-Verify will update the employee's case status by **August 27, 2013**. E-Verify will alert you of an update through the case status alert feature on the E-Verify home page. Be sure to log in to E-Verify periodically — you'll need to close the case once it is updated with a final status.

To reprint the SSA TNC Further Action Notice, click [Reprint Notice](#).

SSA TNC Further Action Notice Choose which language to print

English [Reprint Notice](#)

To return to the E-Verify home page, click [E-Verify Home](#).

If you created this case in error or no longer need to continue this verification, click [Close Case](#).

To begin a new case, click [New Case](#).

[E-Verify Home](#) [Close Case](#) [New Case](#)



Receive Results – DHS Tentative Nonconfirmation


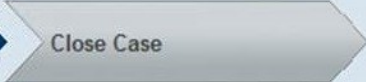
Steps:

- Receive DHS Tentative Nonconfirmation (TNC) Response
- Review, Print, and Sign Further Action Notice
- Indicate if Employee Chooses to Contest DHS TNC
- Attach and Submit Copy of Employee's Photo Document (if photo TNC)
- Employee Contacts DHS and Resolves TNC (offline)
- ***Receive Results – Employment Authorized (if resolved) (see slides 39-40)***
- ***Receive Results – DHS Final Nonconfirmation (if unresolved) (see slide 53-56)***





DHS Tentative Nonconfirmation

Verify Employee Employee Name: Lin, Su Case Verification Number: 2013224164428XC [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 necessarily mean that the employee is not authorized to work in the United States; however, additional action is required.

Employers must allow the employee to contest a TNC and may not take adverse action against the employee because of the TNC while the employee is contesting the TNC and the E-Verify case is pending.

- ▶ 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**. 


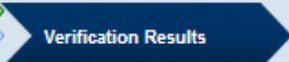
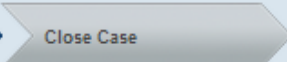
To return to this case at a later time, click **Save Case and Exit**. 

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





DHS Tentative Nonconfirmation – Case Referral Process

Verify Employee Employee Name: Lin, Su Case Verification Number: 2013224164428XC [View/Print Case Details](#)

Enter Form I-9 Information  Verification Results  Close Case 



Employment Eligibility:


 **DHS Tentative Nonconfirmation (TNC)** 


TNC Process


Review the DHS TNC Further Action Notice with the employee. Follow the steps listed below.

- 1 Print the DHS TNC Further Action Notice.

DHS TNC Further Action Notice  Choose which language to print
English   **Print Notice**
- 2 Review the DHS TNC Further Action Notice privately with the employee. Ensure that you and the employee sign and date the DHS TNC Further Action Notice.
- 3 Indicate that the employee has been notified by selecting the check box below.

Confirm Employee Notification
 I have notified this employee of the TNC.
- 4 If the employee:
 - ▶ Chose to CONTEST the DHS TNC, click **Refer Case**.
 - ▶ Chose to NOT CONTEST the DHS TNC, click **Close Case**. 

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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DHS Tentative Nonconfirmation – Photo Document Submission Process (if Photo TNC)

Verify Employee Employee Name: Lin, Su Case Verification Number: 2013224164428XC [View/Print Case Details](#)

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

Employment Eligibility:
DHS Tentative Nonconfirmation (TNC) ?

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 working days 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 TNC Further Action Notice 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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DHS Tentative Nonconfirmation Referred to DHS

Verify Employee Employee Name: Lin, Su Case Verification Number: 2013224164428XC [View/Print Case Details](#)

Enter Form I-9 Information Verification Results Close Case

Referral Date Confirmation Choose which language to print

Employee Referred to DHS English **Print Confirmation**

This employee has been referred to DHS on **August 12, 2013**. Select a language and print the Referral Date Confirmation. Provide this to the employee who has contested this DHS TNC. Inform the employee that he or she has until **August 22, 2013** to contact DHS.

Check for Case Status Updates

E-Verify will update the employee's case status by **August 27, 2013**. E-Verify will alert you to an update through the case status alert feature on the E-Verify home page. Be sure to log in to E-Verify periodically — you'll need to close the case once it is updated with a final status.

To reprint the DHS TNC Further Action Notice, click **Reprint Notice**.

DHS TNC Further Action Notice Choose which language to print

English **Reprint Notice**

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

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

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

[E-Verify Home](#) [Close Case](#) [New Case](#)



Receive Results – SSA Final Nonconfirmation

Steps:

- Receive SSA Final Nonconfirmation Response
- Close Case (see slides 57, 62-64)



SSA Final Nonconfirmation

Verify Employee
Employee Name
<Employee Name>
Case Verification Number
<Verification Number>
 View/Print Case Details

Enter Form I-9 Information

Verification Results

Close Case

Employment Eligibility:

SSA Final Nonconfirmation

SSA could not confirm that <Employee> is authorized to work in the United States. To complete the verification process, click **Continue**.

An employer may continue to employ an employee after receiving a SSA Final Nonconfirmation result, but must notify DHS of the employee's continued employment after receiving a SSA Final Nonconfirmation by selecting the appropriate case closure statement in E-Verify. Employers who do not notify DHS of continued employment following a Final Nonconfirmation may be subject to civil penalties based on their failure to make the required notification.

Last Name <Last Name>	First Name <First Name>	Middle Initial <MI>	Other Names Used --
Date of Birth <Date of Birth>	Social Security Number <*** ** ####>	Email Address <Email Address>	
Citizenship Status <Citizenship Status>			
Hire Date <Hire Date>	Employer Case ID <Employer Case ID>		
Submitted By <User Name>	Submitted On <Submitted on Date>		

[E-Verify Home](#)

[Continue](#)



U.S. Citizenship
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Receive Results – DHS Final Nonconfirmation

Steps:

- Receive DHS Final Nonconfirmation or DHS No Show Response
- Close Case (see slides 57, 62-63, 65)



DHS Final Nonconfirmation

Verify Employee
Employee Name
<Employee Name>
Case Verification Number
<Verification Number>
 View/Print Case Details

Enter Form I-9 Information

Verification Results

Close Case

Employment Eligibility:

DHS Final Nonconfirmation

DHS could not confirm that <Employee> is authorized to work in the United States. To complete the verification process, click **Continue**.

An employer may continue to employ an employee after receiving a DHS Final Nonconfirmation result, but must notify DHS of the employee's continued employment after receiving a DHS Final Nonconfirmation by selecting the appropriate case closure statement in E-Verify. Employers who do not notify DHS of continued employment following a Final Nonconfirmation may be subject to civil penalties based on their failure to make the required notification.

Last Name <Last Name>	First Name <First Name>	Middle Initial <MI>	Other Names Used --
Date of Birth <Date of Birth>	Social Security Number <*** ** ####>		Email Address <Email Address>
Citizenship Status <Citizenship Status>	Employer Case ID <Employer Case ID>		
Hire Date <Hire Date>	Submitted On <Submitted on Date>		
Submitted By <User Name>			

E-Verify Home

Continue



DHS No Show

Verify Employee
Employee Name
<Employee Name>
Case Verification Number
<Verification Number>
 View/Print Case Details

Enter Form I-9 Information

Verification Results

Close Case

Employment Eligibility:

DHS No Show

DHS could not confirm that <Employee> is authorized to work in the United States. The employee did not contact DHS within the 8 federal government workdays. This response is considered a Final Nonconfirmation. To complete the verification process, click **Continue**.

An employer may continue to employ an employee after receiving a DHS Final Nonconfirmation result, but must notify DHS of the employee's continued employment after receiving a DHS Final Nonconfirmation by selecting the appropriate case closure statement in E-Verify. Employers who do not notify DHS of continued employment following a Final Nonconfirmation may be subject to civil penalties based on their failure to make the required notification.

Last Name <Last Name>	First Name <First Name>	Middle Initial <MI>	Other Names Used --
Date of Birth <Date of Birth>	Social Security Number <*** ** ####>	Email Address <Email Address>	
Citizenship Status <Citizenship Status>			
Hire Date <Hire Date>	Employer Case ID <Employer Case ID>		
Submitted By <User Name>	Submitted On <Submitted on Date>		

E-Verify Home

Continue





Case Closure

Case Closure for Employment Authorized and Final Nonconfirmation Cases Steps:

- Select Employment Status
- Select Case Closure Reason
- Receive Case Closed Screen



Employment Authorized – Select Employment Status

Verify Employee Employee Name: Test, Test Case Verification Number: 2013241125708EP [View/Print Case Details](#)

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

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

Yes
 No

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

U.S. Citizenship and Immigration Services - www.dhs.gov U.S. Citizenship and Immigration Services - www.uscis.gov Accessibility Download Viewers



Employment Authorized Case Closure – Still Employed

Verify Employee Employee Name: Test, Test Case Verification Number: 2013241125708EP [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](#)

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



Employment Authorized Case Closure – No Longer Employed

Verify Employee Employee Name: Test, Test Case Verification Number: 2013241125708EP [View/Print Case Details](#)

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

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

- The employee voluntarily quit working for the employer.
- The employee was terminated by the employer for reasons other than E-Verify.
- The case is invalid because another case with the same data already exists.
- The case is invalid because the data entered is incorrect.

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

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Employment Authorized Case Closed

Verify Employee Employee Name: Test, Test Case Verification Number: 2013248100940FS [View/Print Case Details](#)

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

Case Closed

✓ **Employment Authorized**


You have closed case 2013248100940FS. Record this case verification number on the employee's Form I-9 or print the case details and keep on file.



Last Name Test	First Name Test	Middle Initial --	Other Names Used --
Date of Birth January 24, 1991	Social Security Number *** ** 0007	Email Address --	
Citizenship Status A citizen of the United States			
Hire Date September 05, 2013	Employer Case ID --		
Submitted By AJON5022	Submitted On September 05, 2013		


[E-Verify Home](#) [New Case](#)



Final Nonconfirmation Case Closure – Still Employed

Verify Employee Employee Name :<Employee Name> Case Verification Number :<Verification Number>  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 a Final Nonconfirmation result.
- The case is invalid because another case with the same data already exists.
- The case is invalid because the data entered is incorrect.



Final Nonconfirmation Case Closure – No Longer Employed

Verify Employee Employee Name <Employee Name> Case Verification Number <Verification Number>  View/Print Case Details

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

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

- The employee was terminated by the employer for receiving a Final Nonconfirmation result.
- The employee was terminated by the employer for reasons other than E-Verify.
- The case is invalid because another case with the same data already exists.
- The employee voluntarily quit working for the employer.
- The case is invalid because the data entered is incorrect.




SSA Final Nonconfirmation Case Closed

Verify Employee Employee Name <Employee Name> Case Verification Number <Verification Number> [View/Print Case Details](#)

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

Case Closed [View/Print Case Details](#)

 **SSA Final Nonconfirmation**

You have closed case 2013241125807EQ. Record this case verification number on the employee's Form I-9 or print the case details and keep on file.

Last Name <Last Name>	First Name <First Name>	Middle Initial --	Other Names Used --
Date of Birth <Date of Birth>	Social Security Number <*** ** ####>		Email Address <Email Address>
Citizenship Status <Citizenship Status>			
Document Type <Document Type>	Document Number <Document Number>		
Hire Date <Hire Date>	Employer Case ID --		
Submitted By <User Name>	Submitted On <Submitted on Date>		

[E-Verify Home](#) [New Case](#)



DHS Final Nonconfirmation Case Closed

Verify Employee
Employee Name <Employee Name>
Case Verification Number <Verification Number>
 View/Print Case Details

Enter Form I-9 Information

Verification Results

Close Case

Case Closed
 View/Print Case Details

DHS Final Nonconfirmation

You have closed case 2013241125807EQ. Record this case verification number on the employee's Form I-9 or print the case details and keep on file.

Last Name <Last Name>	First Name <First Name>	Middle Initial --	Other Names Used --
Date of Birth <Date of Birth>	Social Security Number <*** ** ####>		Email Address <Email Address>
Citizenship Status <Citizenship Status>			
Document Type <Document Type>	Document Number <Document Number>		
Hire Date <Hire Date>	Employer Case ID --		
Submitted By <User Name>	Submitted On <Submitted on Date>		

E-Verify Home
New Case



Reverification

Reverification of Existing Case Steps:

- Select Reverification Required Case Alert
- Enter Case Information for Reverification
- Submit Case for Reverification (*see Case Result Options below*)
- **Additional Screens:**
 - Employment Authorized future validity date (*see slide 76*)
 - Reverification not required (*see slides 77-78*)
 - Enter late case reason (*if the Reverification Case was created more than three days after the previous Work Authorization document expired*) (*see slide 79*)
 - Search Cases (*to use the new “Reverification Required” search feature*) (*see slide 80*)
 - Reverification of existing case from case status at any time after initial case result (*see slide 81*)

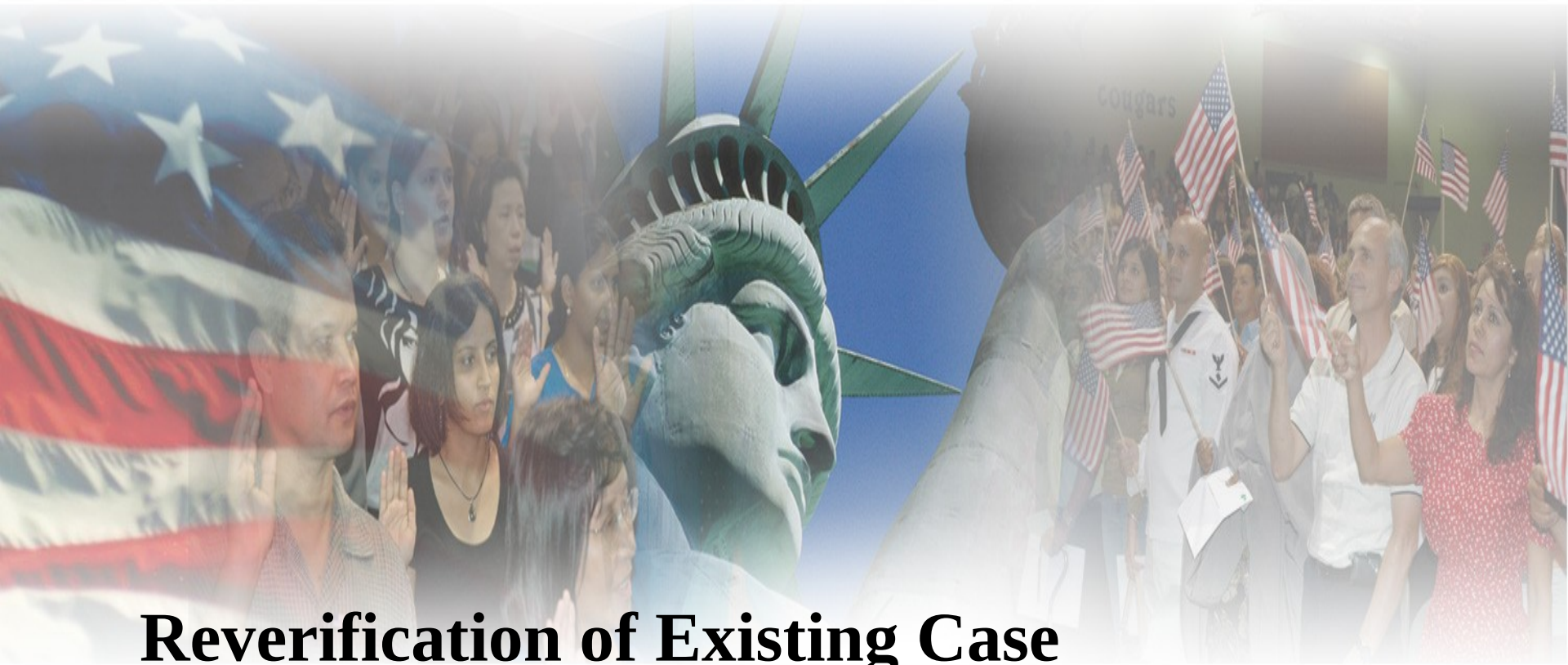
New Reverification Case Steps:

- Option to reverifiy all employees, including those hired prior to signed MOU (*slides 83-85*)
- Begin New Reverification Case
- Select Previous Citizenship Status
- Enter Case Information for Reverification
- Submit Case for Reverification (*see Case Result Options below*)

Case Result Options (based on existing processes):

- **Receive Results – Employment Authorized** (*if case passes verification*) (*see slides 40-41*)
- **Receive Results – Verification in Process** (*see slides 36-37*)
- **Receive Results – Pre-TNC Check** (*see slide 35*)
- **Receive Results – DHS Tentative Nonconfirmation** (*if case does not pass verification*) (*see slides 46-48, 50*)





Reverification of Existing Case



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Reverification of Existing Case– Select Reverification Required Case Alert

The screenshot displays the E-Verify website interface. At the top left is the E-Verify logo with the text 'Employment Eligibility Verification'. To the right are user status indicators: 'Welcome <User Name>', 'User ID <USERID>', and 'Last Login <Login Date>', along with a 'Log Out' link. A navigation sidebar on the left includes sections for 'My Cases', 'My Profile', 'My Company', 'My Reports', and 'My Resources'. The main content area features a 'Welcome to E-Verify' message with a 'Verify Employee' button, an 'E-Verify News' section with recent updates, and a 'Need Help?' section. A prominent red banner at the bottom of the main area reads 'Case Alerts: You Must Take Action!'. Below this banner are three blue buttons: 'Open Cases to be Closed' (with a calendar icon), 'Cases with New Updates' (with a folder icon), and 'Reverification Required' (with a clock icon and a red circle containing the number '3'). A grey arrow points to the 'Reverification Required' button.



Reverification of Existing Case – View Cases: Reverification Required

The screenshot shows the E-Verify website interface. At the top, there is a navigation bar with the E-Verify logo, user information (Welcome, User ID, Last Login), and a Log Out button. Below the navigation bar, there is a sidebar with various menu items like Home, My Cases, My Profile, My Company, My Reports, and My Resources. The main content area is titled 'View Cases' and includes a 'Reverification Required' alert. Below the alert, there is a section for 'Employee Work Authorization Documents Expiring Notice' with a language selector and a 'Print Notice' button. At the bottom, there is a table with columns for Last Name, First Name, SSN, Hire Date, Expiration Date, Days to Expiration, and Case Number.

Last Name	First Name	SSN	Hire Date	Expiration Date	Days to Expiration	Case Number
GUANILL	JANICE	*** ** 0006	04/22/2014	04/30/2014	7	2014112174947KW
GUANILL	JANICE	*** ** 0006	04/22/2014	04/30/2014	7	2014112174926KV
GUANILL	JANICE	*** ** 0006	04/22/2014	04/30/2014	7	2014112174912KJ
GUANILL	JANICE	*** ** 0006	04/22/2014	04/30/2014	7	2014112174859KT
GUANILL	JANICE	*** ** 0006	04/22/2014	04/30/2014	7	2014112174840KS
GUANILL	JANICE	*** ** 0006	04/22/2014	04/30/2014	7	2014112174819KR
BINGHAM	KATE	*** ** 0006	04/21/2014	07/15/2014	Expired	2014111232511KA
BINGHAM	KATE	*** ** 0006	04/21/2014	07/15/2014	Expired	2014111232300JY
BINGHAM	KATE	*** ** 0006	04/21/2014	04/01/2014	Expired	2014111225521JW
GUANILL	JANICE	*** ** 0006	04/21/2014	04/30/2014	Expired	2014111105343JC



Employer clicks case number to start the Reverification process or indicate it is not required .



Reverification of Existing Case - After Case Closed


This screen will be displayed for existing cases that require reverification and have work authorization documents that have expired.

The screenshot displays a web interface for I-9 Central. At the top, there are fields for 'Employee Name' and 'Case Verification Number', both containing placeholder text '<Employee Name>' and '<Verification Number>' respectively. To the right of these fields is a link labeled 'View/Print Case Details' with a printer icon. Below this is a yellow highlighted box titled 'Reverification Alert'. The text inside the box reads: 'Employee <EMPLOYEE NAME> may require reverification. Review Section 3 of this employee's Form I-9 and follow the instructions; for more information refer to [I-9 Central](#).' Below the alert, it says 'To view additional information about this case click **View/Print Case Details** above.' Underneath the alert box, there is a section with the instruction: 'Ensure Section 3 of this employee's Form I-9 has been completed. Select the appropriate option below and click **Continue**:' followed by two radio button options: 'Reverify this employee' (which is selected) and 'Reverification not required'. Each option has a question mark icon. At the bottom of the form, there are two buttons: 'Back' and 'Continue'.



Reverification of Existing Case – Document Type Selection

Reverify Employee

Select the document type this employee presented for Section 3 of Form I-9, then click **Continue**. 

- List A Document
- List C Document

Back

Continue



Reverification of Existing Case – Document Type Selection – List A

Reverify Employee

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

Select the List A document that the employee provided for Section 3 of Form I-9, then click **Continue**. ?

List A Documents

- U.S. Passport or Passport Card ?
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551) ?
- Foreign passport with temporary I-551Stamp or printed notation on a machine-readable immigrant visa (MRIV) ?
- Arrival/Departure Record (Form I-94) with temporary I-551 stamp or refugee admission stamp (receipt) ?
- Employment Authorization Document (Form I-766) ?
- Foreign passport with Arrival/Departure Record (Form I-94) ?
- Arrival/Departure Record (Form I-94) with temporary I-551 stamp or refugee admission stamp (receipt) ?

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



Reverification of Existing Case – Enter Section 3 Form I-9 Information

Employers review and update existing case information.

Reverify Employee

Enter Form I-9 Information Reverification 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 Middle Initial</p> <input type="text"/> <input type="text"/>	<p>Other Names Used ?</p> <input type="text"/>
<p>* Date of Birth</p> <p>Month ▾ Day ▾ Year ▾</p>	<p>* <input checked="" type="radio"/> Alien Number <input type="radio"/> I-94 Number ?</p> <input type="text"/>	<p>Email Address ?</p> <input type="text"/>
<p>Document Type <Document Type></p>	<p>Document Expiration Date</p> <p>Month ▾ Day ▾ Year ▾</p>	<p>Foreign Passport Number ? from Section 1 of Form I-9 (required only if I-94 Number is selected)</p> <input type="text"/>
<p>Document Number</p> <input type="text"/>	<p>Employer Case ID ?</p> <input type="text"/>	<p><input type="checkbox"/> Section 1 of Form I-9 does not contain Foreign Passport Number</p> <p>Country of Issuance ? (required with Foreign Passport Number)</p> <input type="text"/>





Additional Screens (Existing Cases only)



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Additional Screens: Employment Authorized future validity date

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

Employment Eligibility:

✓ Employment Authorized

Test Test is authorized to work in the United States as of XX/XX/XXXX. To complete the verification process click **Close Case**. ?

Last Name Test	First Name Test	Middle Initial --	Other Names Used --
Date of Birth January 23, 1991	Social Security Number *** ** 0006	Email Address --	
Citizenship Status A citizen of the United States			
Hire Date August 28, 2013	Employer Case ID --		
Submitted By AJON5022	Submitted On August 29, 2013		

Close Case



Additional Screens: Reverification not Required

Employee Name <Employee Name> Case Verification Number <Verification Number> [View/Print Case Details](#)

Reverification Alert

Employee <EMPLOYEE NAME> may require reverification. Review Section 3 of this employee's Form I-9 and follow the instructions; for more information refer to [I-9 Central](#).

To view additional information about this case click **View/Print Case Details** above.

Ensure Section 3 of this employee's Form I-9 has been completed. Select the appropriate option below and click **Continue**:

Reverify this employee ?

Reverification not required ?

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



Additional Screens: Reverification not Required

Select or enter the reason why this employee does not require reverification, then click Continue.

* Select Reason

--select--

Other Reason ?

Back Continue



Additional Screens: Enter Late Case Reason

(if the Reverification Case was created more than three days after the previous Work Authorization document expired)

Reverify Employee

Enter Form I-9 Information Reverification Results Close Case

Select or enter the reason this employee's reverification case was not created within three days of the work authorization document expiration, then click **Continue**.

* Select Reason
--select--


Other Reason ?

Back Continue




Additional Screens: Search Cases

(to use the new “Reverification Required” search function)

Search Cases  [View All Open Cases >](#)

Case Status

Open Cases Cases With New Updates

Closed Cases **Reverification Required** 

Cases In Process Open Cases to be Closed

Case Verification Number

Social Security Number
 - -

Alien Number

I-94 Number

Passport Number

Employer Case ID

Submitted By

Date Submitted
From Month Day Year To Month Day Year

Cases that meet the criteria for reverification can be located and a case started through the Search Case function.



Reverification of Existing Case – From Case Status at any time

Case Closed

Employment Authorized

<Employee Name> is authorized to work in the United States. This employee may require reverification.

To reverify this employee, click **Continue**.

[View/Print Case Details](#)

Last Name test	First Name test	Middle Initial --	Other Names Used --
Date of Birth March 23, 1991	Social Security Number *** ** 0002	Email Address --	
Citizenship Status A lawful permanent resident	Alien Number 123456789		
Document Type Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	Document Number ABC1234567890		
Hire Date August 29, 2013	Employer Case ID --		
Submitted By AJON5022	Submitted On August 29, 2013		

[E-Verify Home](#) [Continue](#)

Employer clicks continue to start the Reverification process. Before 90 day case alert and after initial case result. Giving employer an opportunity to reverify at any time.





New Reverification Case



U.S. Citizenship
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Opt-in Reverify cases for existing employees prior to signed MOU

E-Verify
Employment Eligibility Verification

Welcome: Glendaly Sanchez | User ID: GSAN6438 | Last Login: 03:01 PM - 03/08/2016 | Log Out

Click any for help

My Cases
Home
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 Web Services
Manage Web Services

My Resources
View Essential Resources
Take Tutorial
View User Manual
Share Ideas
Contact Us

Company Information

Company Name:	New CSC Test Account	View / Edit
Company ID Number:	7533	
Doing Business As (DBA) Name:	New Test Emp CSC DBA Comp	
DUNS Number:	123456789	

Physical Location:

Address 1:	1002 G Street NW
Address 2:	
City:	Washington
State:	DC
Zip Code:	20001
County:	DISTRICT OF COLUMBIA

Mailing Address:

Address 1:	850 "S" Street
Address 2:	Suite 5656
City:	Lincoln
State:	NE
Zip Code:	68508

Additional Information:

Employer Identification Number:	123456789
Total Number of Employees:	10,000 and over
Parent Organization:	
Administrator:	CSC Test Company - Corp Admin (CA)

Organization Designation:

Employer Category:	Federal Contractor without FAR E-Verify Clause
--------------------	--

Reverification Option: Test Company will Reverify All Employees

NAICS Code:	423 - MERCHANT WHOLESALERS, DURABLE GOODS	View / Edit
Total Hiring Sites:	92	View / Edit
Total Points of Contact:	5	View / Edit

[View MOU](#)

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U.S. Citizenship and Immigration Services

Opt-in Reverify cases for existing employees prior to signed MOU

E-Verify
Employment Eligibility Verification

Welcome
Glendaly Sanchez

User ID
GSAN6438

Last Login
03:01 PM - 03/08/2016

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 Web Services**
 - Manage Web Services
- My Resources**
 - View Essential Resources
 - Take Tutorial
 - View User Manual
 - Share Ideas
 - Contact Us

Company Information

Company Name: *

Doing Business As (DBA) Name: ?

DUNS Number: ?

Physical Location

(This is not the mailing address. This is the location where the verification queries will be performed.)

Address 1: *

Address 2:

City: *

State: *

Zip Code: *

County / Parish: *

Mailing Address

(Provide if different from physical location.)

Address 1:

Address 2:

City:

State:

Zip Code:

Additional Information

Employer Identification Number: ?
(also known as Federal Tax ID Number)

Total Number of Employees: *
(including full-time, part-time, and seasonal employees of the site(s) being verified for)

Parent Organization: ?

Administrator: ?

Organization Designation

Employer Category:

Reverification Option:

U.S. Department of Homeland Security - www.dhs.gov U.S. Citizenship and Immigration Services - www.uscis.gov Enable Permanent Tooltips Accessibility Download Viewers



U.S. Citizenship
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Services

Opt-in Reverify cases for existing employees prior to signed MOU

The screenshot displays the E-Verify Employment Eligibility Verification interface. At the top left is the E-Verify logo. To the right are the logos for the U.S. Department of Homeland Security and the Social Security Administration. User information is shown: Welcome Glendaly Sanchez, User ID GSAN6438, Last Login 03:01 PM - 03/08/2016, and a Log Out link.

A left-hand navigation menu includes sections for My Cases, My Profile, My Company, My Reports, My Web Services, and My Resources, with various sub-links like Home, New Case, View Cases, Search Cases, Edit Profile, Change Password, Change Security Questions, Edit Company Profile, Add New User, View Existing Users, Close Company Account, View Reports, Manage Web Services, View Essential Resources, Take Tutorial, View User Manual, Share Ideas, and Contact Us.

The main content area is titled "Reverification Option" and contains the following text: "Your organization must reverify the employment authorization of all employees whose employment authorization has expired that were hired after the Memorandum of Understanding (MOU) was signed. Your organization also has the option to choose to reverify employees hired before the MOU was signed. Select which group of employees your organization plans to reverify by selecting the appropriate option below and click 'Next':"

Two radio button options are provided:

- My organization chooses to reverify all employees including those hired before the MOU was signed. This includes employees that do not have an existing case in E-Verify. If you select to reverify all employees, you are required to reverify all employees whose employment authorization expires after your organization signs the MOU.
- My organization chooses to reverify only employees hired after the MOU was signed. Your organization can choose to reverify all employees at any time by updating your company profile.

At the bottom of the main content area are two buttons: "Cancel" and "Next".

At the bottom of the page, there are links for "U.S. Department of Homeland Security - www.dhs.gov", "U.S. Citizenship and Immigration Services - www.uscis.gov", "Enable Permanent Tooltips", "Accessibility", and "Download Viewers".



New Reverification Case – Select Create Case

The screenshot displays the E-Verify website interface. At the top left is the E-Verify logo with the text "Employment Eligibility Verification". To the right are the logos for the U.S. Department of Homeland Security and the Social Security Administration. User information is shown in the top right: "Welcome <User Name>", "User ID <USERID>", and "Last Login <Login Date>". A "Log Out" link is also present.

The left sidebar contains a navigation menu with the following sections and items:

- Click any ? for help
- Home
- My Cases**
 - Create Case (indicated by a grey arrow)
 - 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
 - Share Ideas
 - Contact Us

The main content area features a "Welcome to E-Verify" message with a "Verify Employee" button. Below this is a "Need Help?" section. To the right is an "E-Verify News" section with two news items. At the bottom, a red banner reads "Case Alerts: You Must Take Action!" followed by three blue buttons: "Open Cases to be Closed" (with a calendar icon), "Cases with New Updates" (with a yellow triangle icon), and "Reverification Required" (with a clock icon and a red circle containing the number 3).



New Reverification Case – Select Case Type

Select the type of case, then click **Continue**. ?

New Case ?


Reverification ?

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



New Reverification Case – Select Citizenship Status

Reverify Employee

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



New Reverification Case – Document Type Selection

Reverify Employee

Select the document type this employee presented for Section 3 of Form I-9, then click **Continue**. 

- List A Document
- List C Document

Back

Continue



New Reverification Case – Document Type Selection – List C

Reverify Employee

Enter Form I-9 Information Reverification Results Close Case

Select the List C document that the employee provided for Section 3 of Form I-9, then click **Continue.** ?

List C Documents

- Unrestricted Social Security Card ?
- Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545) ?
- Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350) ?
- U.S. birth certificate (original or certified copy) ?
- Native American tribal document ?
- U.S. Citizen Identification Card (Form I-197) ?
- Identification Card for Use of Resident Citizen in the United States (Form I-179) ?
- Employment authorization document issued by DHS ?



New Reverification Case – Enter Section 3 Form I-9 Information

Reverify Employee

Enter Form I-9 Information Reverification 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 Middle Initial</p> <input type="text"/> <input type="text"/>	<p>Other Names Used ?</p> <input type="text"/>
<p>* Date of Birth</p> <p>Month ▾ Day ▾ Year ▾</p>	<p>* <input checked="" type="radio"/> Alien Number <input type="radio"/> I-94 Number ?</p> <input type="text"/>	<p>Email Address ?</p> <input type="text"/>
<p>Citizenship Status An alien authorized to work</p>	<p>Document Expiration Date</p> <p>Month ▾ Day ▾ Year ▾</p>	<p>Foreign Passport Number ? from Section 1 of Form I-9 (required only if I-94 Number is selected)</p> <input type="text"/>
<p>Document Type <Document Type></p>	<p>Document Number</p> <input type="text"/>	<p><input type="checkbox"/> Section 1 of Form I-9 does not contain Foreign Passport Number</p>
	<p>Employer Case ID ?</p> <input type="text"/>	<p>Country of Issuance ? (required with Foreign Passport Number)</p> <input type="text"/>





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