

# 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 Memorandum of Understanding (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

**⚠ WARNING** - You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of 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 criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This 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. DHS may conduct monitoring activities without further notice.

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

I agree

Continue

Paperwork Reduction Act



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# Paperwork Reduction Act 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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Services

# 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 light blue and contains the following text:

**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

At the bottom of the page, there is a footer with the text 'U.S. Department of Homeland Security | U.S. Citizenship and Immigration Services' on the left and 'Accessibility Download Viewers' on the right. A browser navigation bar is visible at the very bottom.



# 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 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



**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](mailto: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](mailto: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](mailto:E-Verify@dhs.gov).

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# Sign Memorandum of Understanding (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  

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**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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Services

# 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](mailto: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



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

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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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# E-Verify Log-in Screen



The image shows the E-Verify log-in 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. On the left side, there is a navigation menu with "E-Verify Information" and "Enroll". The main content area features a "Log In" form with two input fields: "User ID" and "Password". Below each field is a link for "Forgot your User ID?" and "Forgot your password?". A green "Log In" button is at the bottom of the form. The background of the form area is a large image of the Statue of Liberty. 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", "Accessibility", and "Download Viewers".

**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?](#)

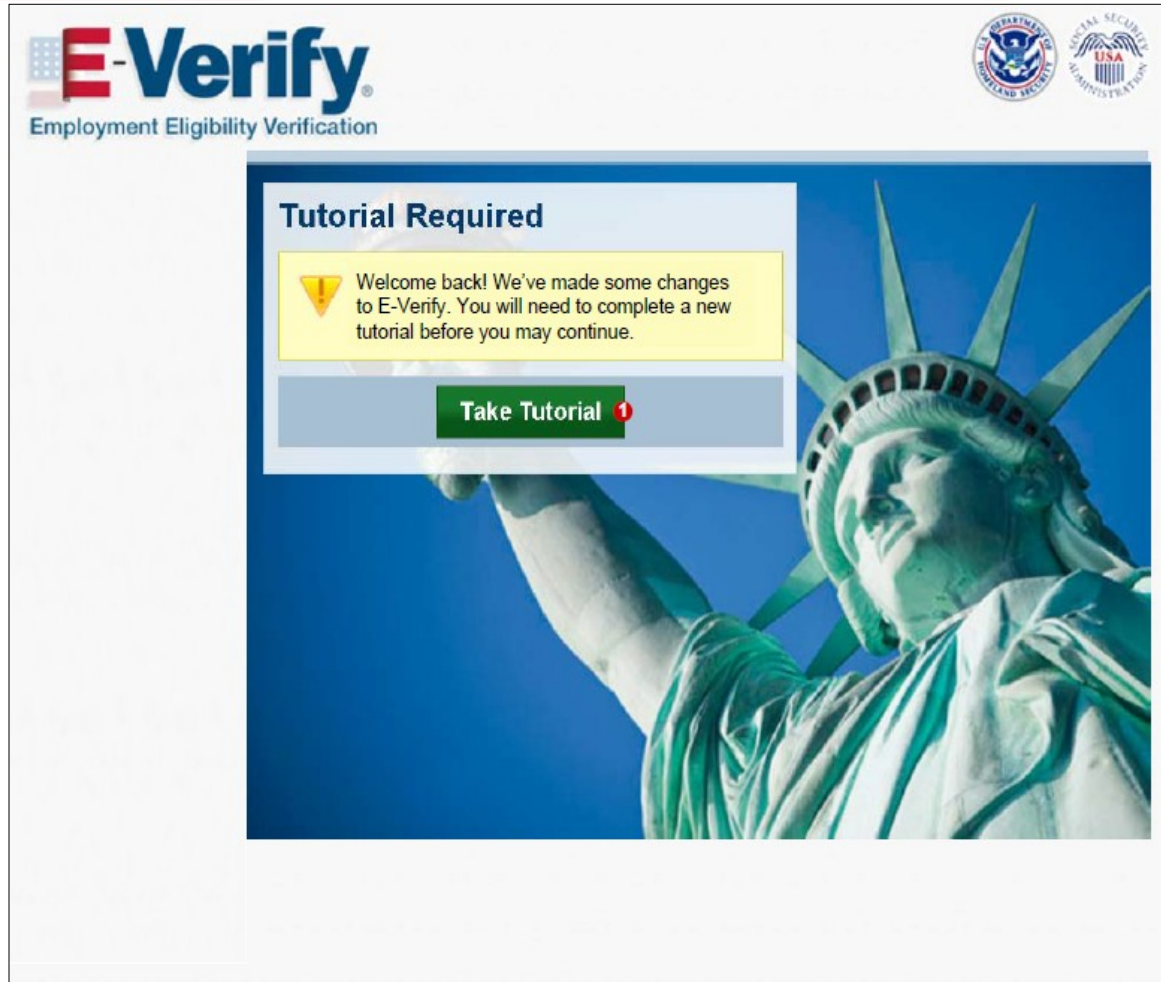
**Log In**

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# 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 "Tutorial Required" contains a yellow warning icon and 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 labeled "Take Tutorial" with a red notification badge containing the number "1".



# Tutorial Completion Screen



Employment Eligibility Verification Tutorial

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

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## 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.



# Create Case

## Steps:

- Log into E-Verify
- Select Create New Case
- Select and Enter Form I-9 Information
- Submit Case to E-Verify
- Review Case Results



# Access E-Verify Website



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Expiration Date 08/31/2016

**WARNING** - You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of 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 criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This 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. DHS may conduct monitoring activities without further notice.

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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# 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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# E-Verify Home Page

Official Website of the Department of Homeland Security



Welcome

Company

User ID

HOME

CASES

PROFILE

COMPANY

REPORTS

WEB SERVICES

RESOURCES

LOG OUT



Visit the  
**E-Verify**  
**Message Center**  
to get the latest  
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## QUICK LINKS



**Alerts: You Must Take Action!**

Open Cases  
to be Closed



291

Cases with  
New Updates



38

Work  
Authorization  
Docs Expiring



Message  
Center



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# Create New Case

Official Website of the Department of Homeland Security



Welcome

Company

User ID

HOME

CASES

PROFILE

COMPANY

REPORTS

WEB SERVICES

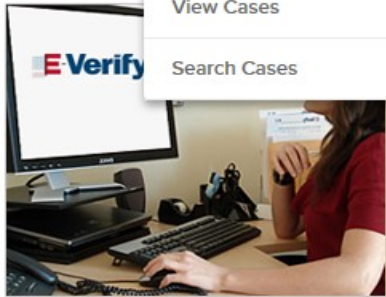
RESOURCES

LOG OUT

New Case

View Cases

Search Cases

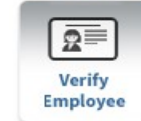


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**E-Verify**  
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to get the latest  
E-Verify News and Information

Message Center



## QUICK LINKS



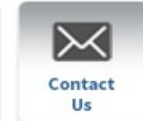
Verify Employee



Search Cases



View Resources



Contact Us

**Alerts: You Must Take Action!**

Open Cases to be Closed



291

Cases with New Updates



38

Work Authorization Docs Expiring



Message Center



and Immigration Services

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# Form I-9 Section 1 Entry Page

Official Website of the Department of Homeland Security

**E-Verify** Home Cases Reports Web Services Resources

Verify Employee Enter Form I-9 Information

Enter Form I-9 Information

Review Case

Case Results

### Employee Information and Attestation

Last Name First Name Middle Initial

Family name or surname Given name MI

Other Last Names Used

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

Date of Birth

U.S. Social Security Number

Employee's E-mail Address

No email address provided.

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

U.S. Department of Homeland Security U.S. Citizenship and Immigration Services

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# Attestation Page

---

## Citizenship Status

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

---

## Employer or Authorized Representative Review and Verification

What document types are on Elaine Goodell's Form I-9?

List A Document	List B & C Document
-----------------	---------------------

**Continue**



# Form I-9 Section 2 Entry Page

## Citizenship Status

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

## Employer or Authorized Representative Review and Verification

What document types are on Elaine Goodell's Form I-9?

<b>List A Document</b>	List B & C Document
------------------------	---------------------

### List A Document

U.S. Passport or Passport Card ▼

### Document Number

*Must be 6 to 9 alphanumeric characters.*

*Where can I find this number?*

### Expiration Date

**Continue**



# Additional Case Details Entry Page

## Additional Case Details

Select the Employee's First Day of Employment

Today

1 Day Ago

2 Days Ago

Employee's First Day of Employment 

04/24/2020

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

Employee ID (Optional)

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

Continue



# Verify Data

**E-Verify** Home Cases Reports Web Services Resources

## Verify Employee

Review Case

Enter Form I-9 Information

Review Case

Case Results

Is the information below correct?  
Before submitting, take some time to check the information listed in Elaine Goodell's Form I-9. You can change information before receiving case results by clicking the Edit Case Details button.

### Employee Information and Attestation

Name

Date of Birth

U.S. Social Security Number

Citizenship Status

### Employee or Authorized Representative Review and Verification

List A Document

Document Number

Expiration Date

### Additional Case Details

Employee's First Day of Employment

[Edit Case Details](#)

By clicking 'Submit Case' I confirm that the case information accurately reflects the information on the employee's Form I-9.  
Clicking 'Close Case' will result in the case automatically closing without being submitted.

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

U.S. Department of Homeland Security | U.S. Citizenship and Immigration Services

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# Photo Matching

Office of the Director of the Department of Homeland Security

**E-Verify** Home Cases Reports Web Services Resources

Verify Employee Review Case

Enter Form I-9 Information

Review Case

Case Results

### Photo Match

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

- Yes, this photo matches
- No, this photo does not match
- No photo displayed

Continue to Case Results Save & Exit

U.S. Department of Homeland Security U.S. Citizenship and Immigration Services


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# Case Results



Official Website of the Department of Homeland Security

**EVerify** Home Cases Reports Web Services Resources

## Verify Employee Case Results

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

✓ Employment authorized - Case [REDACTED] Closed  
[REDACTED] is authorized to work in the United States and the case has been automatically closed.  
[View/Print Case Details](#)

[View All Cases](#)

U.S. Department of Homeland Security | U.S. Citizenship and Immigration Services

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# Final Nonconfirmation Result

Official Website of the Department of Homeland Security

**E-Verify** | Home | Cases ▾ | Reports | Web Services ▾ | Resources ▾ | [User Profile]

## Verify Employee

### Case Results

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

**Final Nonconfirmation**

Unfortunately, we were unable to confirm [redacted] authorization for employment. Please close [redacted] case below to indicate whether or not you intend to continue [redacted] employment.

.....

**Close case**

U.S. Department of Homeland Security | U.S. Citizenship and Immigration Services | Last Login: 02/18/2019 12:35 AM

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# Tentative Nonconfirmation Process

- Steps
  - Review Case
  - Tentative Nonconfirmation (Social Security Administration and Department of Homeland Security)
  - Further Action Notice
  - Referral Date Confirmation Notice
  - Review Case Results



# Review Case

Official Website of the Department of Homeland Security

**EVerify** Home Cases Reports Web Services Resources

**Verify Employee** Review Case

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

**Are you sure?**  
Check your data entry with [redacted] Form I-9.

**First Name Entered**  
[redacted]

Information entered matches Form I-9  
 Information entered does not match Form I-9 (field for update will be provided below)

**Last Name Entered**  
[redacted]

Information entered matches Form I-9  
 Information entered does not match Form I-9 (field for update will be provided below)

**Date of Birth Entered**  
[redacted]

Information entered matches Form I-9  
 Information entered does not match Form I-9 (field for update will be provided below)

**Document Number Entered**  
[redacted]

Information entered matches Form I-9  
 Information entered does not match Form I-9 (field for update will be provided below)

**U.S. Social Security Number Entered**  
[redacted]

Information entered matches Form I-9  
 Information entered does not match Form I-9 (field for update will be provided below)

[Continue to Case Results](#) [Save & Exit](#)

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# Tentative Nonconfirmation

Official Website of the Department of Homeland Security

**E-Verify** Home Cases Reports Web Services Resources

**Verify Employee** Case Results

Enter Form I-9 Information  
Review Case  
Case Results

### Tentative Nonconfirmation

It's okay! E-Verify just needs some more information from you and [REDACTED] before confirming employment authorization. Here are the next steps you both will need to take.

Next steps:

**STEP 1**  
Download, print, and review the Further Action Notice with [REDACTED] privately. Make sure that [REDACTED] fully understands the Further Action Notice. This document will explain why [REDACTED] received this result, and what to do next.  
If you encounter any issues downloading your document, please ensure that you are using the latest version of your browser and that your pop-up blocker is disabled.

[Download Further Action Notice](#) English

**STEP 2**  
Ask if [REDACTED] will choose to take action to resolve this error and correct the data mismatch that led to this result.

- If [REDACTED] chooses to take action to resolve this case, indicate that in the option below. Make sure [REDACTED] understands that after you select this option, there will be a deadline of **8 federal working days** starting today to take action. If an email was provided, [REDACTED] will receive a confirmation email that indicates when this countdown begins.
- If [REDACTED] chooses not to take action to resolve this case, indicate that in the option below. You will receive a final result that indicates that we were unable to confirm employment eligibility. [REDACTED] needs to understand that refusing to take action could result in losing this job.

After [REDACTED] has reviewed the Further Action Notice, indicate the decision below:

- [REDACTED] will take action to resolve this E-Verify case. [REDACTED] understands that action must be taken by **June 29, 2020**.
- [REDACTED] will not take action to resolve this case. [REDACTED] understands that this cannot be undone and choosing not to take action could result in termination of employment.
- The information entered was not correct. I am choosing to close this case.

[Continue](#) [Save & Exit](#)

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# Social Security Administration Further Action Notice



## Further Action Notice

Social Security Administration Tentative Nonconfirmation (SSA TNC)

For SSA Field Office Staff: use EV STAR and see POMS RM 10245.005ff	
Employee's Last Name	Employee's First Name
Employee's Social Security Number	Employee's Month/Year of Birth
Date of SSA Tentative Nonconfirmation	Case Verification Number
Reason for this Notice:	

Your employer, \_\_\_\_\_, participates in E-Verify. E-Verify compares the information that you provided on your Form I-9, Employment Eligibility Verification with Social Security Administration (SSA) and Department of Homeland Security (DHS) records to confirm that you are authorized to work in the United States.

### Why you received this notice:

You received this Further Action Notice from \_\_\_\_\_ because it looks like some of the information that your employer entered into E-Verify does not match the records that SSA currently has for you. This doesn't necessarily mean you gave incorrect information to your employer. It also does not mean you are not authorized to work in the United States. There are several reasons why your information did not initially match and you can read more about those reasons at [www.e-verify.gov/employees/tentative-nonconfirmation-tnc-overview](http://www.e-verify.gov/employees/tentative-nonconfirmation-tnc-overview). You will need to take a few steps before E-Verify can let your employer know that you are authorized to work in the United States.

### What you need to do:

- Review your information at the top of this page.** Let \_\_\_\_\_ know if there are any errors. Your employer will be able to close this case and input your information in E-Verify again with the correct information, hopefully resolving this case. If your information is correct, move to step 2.
- Decide if you want to take action to resolve this case.** If your information above is correct, then you can choose to take action to correct your record so that SSA records reflect that you are authorized to work in the United States.

If you decide not to take action to resolve this case, E-Verify will be unable to confirm that you are authorized to work in the United States and your employer can terminate your employment.

For information on employee rights and responsibilities visit [www.e-verify.gov/employees/employee-rights-and-responsibilities](http://www.e-verify.gov/employees/employee-rights-and-responsibilities).

### Taking action to resolve a case:

You have 8 Federal Government working days to visit an SSA field office from the date your employer



sends your case in E-Verify. Your employer must give you a Referral Date Confirmation, which will tell you the date by which you must visit SSA.

### Visit SSA Field Office:

To take action to begin to resolve this case, you must visit an SSA field office to update your information. If you live in an area where there is a SSA Card Center, you are required to visit the Card Center. To locate an SSA office, visit [www.socialsecurity.gov/locator](http://www.socialsecurity.gov/locator) or call SSA at 800-772-1213 (TTY: 800-325-0778).

Bring this Further Action Notice when you visit SSA. Tell SSA that you have an E-Verify issue.

SSA cannot update your record without proof that a change is needed. Below are examples of documents you may need to prove your age, identity, name change, and citizenship status. Bring original documents, not photocopies:

- Proof of your age: a birth certificate or passport
- Proof of your identity: a driver's license or passport
- Proof of a legal name change: a marriage certificate, if you current name is not on your SSN card
- Proof of a U.S. citizenship or work-authorized status:
  - If a U.S. citizen – a Naturalization Certificate, U.S. public birth certificate, or U.S. passport, or
  - If you are not a U.S. citizen – a Permanent Resident Card (Form I-551), Employment Authorization Document (Form I-766), or Arrival-Departure Record (Form I-94) showing work-authorized status.

To check on the status of your case, visit myE-Verify at <https://myeverify.uscis.gov/>.

### Please indicate below whether or not you intend to dispute this case.

I choose to: (check one)	
<input type="checkbox"/>	I will take action to resolve this E-Verify case. I understand that I have until _____ to take action.
<input type="checkbox"/>	I will not take action to resolve this E-Verify case. I understand that if I do not take action E-Verify will be unable to confirm that I am authorized to work in the United States and my employer may terminate my employment.
Employee's Signature	Date

### Report Discrimination

To report employment discrimination based upon your citizenship, immigration status, or national origin, contact the Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section (IER) at 800-255-7688 (TTY: 800-237-2515). For more information, visit IER's website at [www.justice.gov/ier](http://www.justice.gov/ier).



U.S. Citizenship  
and Immigration  
Services

# Referral Date Confirmation

Official Website of the Department of Homeland Security

**E-Verify** Home Cases Reports Web Services Resources

**Verify Employee** Case Results

Enter Form I-9 Information  
Review Case  
Case Results

➔ **Confirmation:** [REDACTED] intends to take action to resolve this case.

You have referred [REDACTED] to DHS and SSA on June 17, 2020. To proceed, select a language and download the Referral Date Confirmation below. Provide this to [REDACTED] who has contested this dual DHS/SSA TNC. [REDACTED] has until **June 29, 2020** to contact DHS and SSA to resolve this issue.

If you encounter any issues downloading your document, please ensure that you are using the latest version of your browser and that your pop-up blocker is disabled.

**Download Referral Date Confirmation** English

E-Verify will update [REDACTED] case status through the case status alert feature on your E-Verify homepage. Be sure to log in to E-Verify periodically – you'll need to close the case once it's updated with the final status.

You can re-download the Further Action Notice in [English](#) or [Spanish](#) if needed.

**Continue**

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# Social Security Administration Referral Date Confirmation Notice



## Referral Date Confirmation Tentative Nonconfirmation (TNC) (Social Security Administration (SSA))

E-Verify Case Verification Number:

Employee Name:

Your employer referred your E-Verify case to SSA after you decided to take action to resolve an SSA Tentative Nonconfirmation (SSA TNC). This document confirms that your case was referred to SSA.

### What you should do

Visit an SSA field office **within 8 Federal Government working days**, by  (MM/DD/YYYY), to begin to resolve the SSA TNC. If you have not received the SSA TNC Further Action Notice from your employer, contact your employer immediately to obtain this notice.

The SSA TNC Further Action Notice includes information about your E-Verify case and which documents you need when you visit SSA. Have the SSA TNC Further Action Notice when you visit SSA.

If you do not take action **within 8 Federal Government working days**, by  (MM/DD/YYYY), a Final Nonconfirmation will be issued and your employer may terminate your employment. Employers must allow you to contest an SSA TNC and may not take adverse action against you because of the SSA TNC while you are contesting the SSA TNC and your E-Verify case is pending.

### For More Information

For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at [www.e-verify.gov](http://www.e-verify.gov).



U.S. Citizenship  
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Services



# Department of Homeland Security Further Action Notice



## Further Action Notice Tentative Nonconfirmation (TNC) (U.S. Department of Homeland Security (DHS))

Employee's Last Name, First Name		Employee's Social Security Number	
Employee's A-Number		Employee's Document Number	
Date of DHS Tentative Nonconfirmation		Case Verification Number	
Reason for this Notice:			

Your employer, \_\_\_\_\_, participates in E-Verify. E-Verify compares the information that you provided on your Form I-9 (Employment Eligibility Verification) with Social Security Administration (SSA) and Department of Homeland Security (DHS) records to confirm that you are authorized to work in the United States.

### Why you received this notice:

You received this Further Action Notice from \_\_\_\_\_ because it appears that some of the information that your employer entered into E-Verify does not match the records that DHS currently has for you. This does not necessarily mean you gave incorrect information to your employer, or that you are not authorized to work in the United States. There are several reasons why your information may not have matched – you can read more about those reasons online ([www.e-verify.gov/employees/tentative-nonconfirmation-tnc-overview](http://www.e-verify.gov/employees/tentative-nonconfirmation-tnc-overview)).

Next, you will need to take a few steps before E-Verify can let your employer know that you are authorized to work in the United States.

### What you need to do:

- Review your information at the top of this page.** Let \_\_\_\_\_ know if there are any errors. Your employer will be able to close this case and input your information in E-Verify again with the correct information, hopefully resolving this case. If your information is correct, move to step 2.
- Decide if you want to take action to resolve this case.** If your information above is correct, then you can choose to take action to correct your record so that DHS records reflect that you are authorized to work in the United States.

If you decide not to take action to resolve this case, E-Verify will be unable to confirm that you are authorized to work in the United States and your employer can terminate your employment.

For information on employee rights and responsibilities visit [www.e-verify.gov/employees/employee-rights-and-responsibilities](http://www.e-verify.gov/employees/employee-rights-and-responsibilities).



### Taking action to resolve a case:

You have **8 Federal Government working days** to contact DHS from the date your employer sends your case in E-Verify. Your employer must give you a Referral Date Confirmation, which will tell you the date by which you must contact DHS.

#### Contact DHS:

To take action to resolve this case, call DHS at 888-897-7781 (TTY: 800-877-8339). A representative will help you work through the details of your case.

Have this Further Action Notice open when you call DHS, so that you can refer to it. The DHS representative may ask you for additional information or documents to resolve your case. If you need help in another language, be sure to ask for an interpreter.

#### Contact your State Motor Vehicles Agency (if instructed by DHS):

If you provided your employer a state driver's license or state identification card and DHS was unable to resolve your case, you may need to contact the state motor vehicles agency that issued your driver's license or state identification card.

To check on the status of your case, visit myE-Verify at <https://myeverify.uscis.gov/>.

Please indicate below whether or not you intend to dispute this case.

I choose to: (check one)

I will take action to resolve this E-Verify case. I understand that I have until \_\_\_\_\_ to take action.

I will not take action to resolve this E-Verify case. I understand that if I do not take action E-Verify will be unable to confirm that I am authorized to work in the United States and my employer may terminate my employment.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Report Discrimination

To report employment discrimination based upon your citizenship, immigration status, or national origin, contact the Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section (IER) at 800-255-7688 (TTY: 800-237-2515). For more information, visit IER's website at [www.justice.gov/ier](http://www.justice.gov/ier).



U.S. Citizenship  
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Services

# Referral Date Confirmation

Official Website of the Department of Homeland Security

**E-Verify** Home Cases Reports Web Services Resources

**Verify Employee** Case Results

Enter Form I-9 Information  
Review Case  
Case Results

➔ **Confirmation:** [REDACTED] intends to take action to resolve this case.

You have referred [REDACTED] to DHS and SSA on June 17, 2020. To proceed, select a language and download the Referral Date Confirmation below. Provide this to [REDACTED] who has contested this dual DHS/SSA TNC. [REDACTED] has until **June 29, 2020** to contact DHS and SSA to resolve this issue.

If you encounter any issues downloading your document, please ensure that you are using the latest version of your browser and that your pop-up blocker is disabled.

**Download Referral Date Confirmation** English

E-Verify will update [REDACTED] case status through the case status alert feature on your E-Verify homepage. Be sure to log in to E-Verify periodically – you'll need to close the case once it's updated with the final status.

You can re-download the Further Action Notice in [English](#) or [Spanish](#) if needed.

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# Department of Homeland Security Referral Date Confirmation Notice



## Referral Date Confirmation Tentative Nonconfirmation (TNC) (United States Department of Homeland Security (DHS))

E-Verify Case Verification Number:

Employee Name:

Your employer referred your E-Verify case to DHS after you decided to take action to resolve a DHS Tentative Nonconfirmation (DHS TNC). This document confirms that your case was referred to DHS.

### What you should do

Call DHS **within 8 Federal Government working days**, by  (MM/DD/YYYY), to begin to resolve the DHS TNC. If you have not received the DHS TNC Further Action Notice from your employer, contact your employer immediately to obtain this notice.

The DHS TNC Further Action Notice includes information about your E-Verify case and which documents you need when you contact DHS. Have the Further Action Notice open when you call DHS, so that you can refer to it.

If you do not take action **within 8 Federal Government working days**, by  (MM/DD/YYYY), a Final Nonconfirmation will be issued and your employer may terminate your employment. Employers must allow you to contest a DHS TNC and may not take adverse action against you because of the DHS TNC while you are contesting the DHS TNC and your E-Verify case is pending.


### For More Information

For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at [www.e-verify.gov](http://www.e-verify.gov).



U.S. Citizenship  
and Immigration  
Services

# Case Results



Official Website of the Department of Homeland Security

**EVerify** Home Cases Reports Web Services Resources

## Verify Employee Case Results

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

**✓ Employment authorized - Case [REDACTED] Closed**  
[REDACTED] is authorized to work in the United States and the case has been automatically closed.  
[View/Print Case Details](#)

[View All Cases](#)

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# Final Nonconfirmation Result

Official Website of the Department of Homeland Security

**E-Verify** | Home | Cases ▾ | Reports | Web Services ▾ | Resources ▾ | [User Profile]

## Verify Employee

### Case Results

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

**Final Nonconfirmation**

Unfortunately, we were unable to confirm [redacted] authorization for employment. Please close [redacted] case below to indicate whether or not you intend to continue [redacted] employment.

[Close case]

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