



U.S. Citizenship
and Immigration
Services

Immigration Records and Identity Services Directorate



E-Verify NextGen Screens

Updated: September 27, 2023

DHS Privacy Notice



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AUTHORITIES: The information requested on this form, and the associated documents, are collected under the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

PURPOSE: The primary purpose for providing the requested information on this form is for employers to verify your identity and employment authorization. Consistent with the requirements of the Immigration Reform and Control Act of 1986, employers use the Form I-9 to document the verification of the identity and employment authorization for new employees to prevent the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States. This form is completed by both the employer and employee and is ultimately retained by the employer.

ROUTINE USES: This information will be used by employers as a record of their basis for determining eligibility of an individual to work in the United States. The employer must retain this completed form and make it available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section. USCIS does not store Form I-9 or retrieve its data via a personal identifier. Therefore, no Privacy Act System of Records Notice (SORN) coverage is required. DHS follows the data handling parameters of the published privacy impact assessment [DHS/USCIS/PIA-036(b) - Form I-9 Employment Eligibility Verification Update]. DHS may also share this information, as appropriate, for law enforcement purposes or in the interest of national security.

DISCLOSURE: The information you provide is voluntary. However, failure to provide the requested information, including your Social Security number (if applicable), and any requested evidence, may result in termination of employment. Failure of the employer to ensure proper completion of this form may result in the imposition of civil or criminal penalties against the employer. In addition, knowingly employing individuals who are not authorized to work in the United States may subject the employer to civil and/or criminal penalties.

Paperwork Reduction Act



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USCIS may not conduct or sponsor an information collection, and you are not required to respond to a collection of information, unless it displays a currently valid Office of Management and Budget (OMB) control number. The public reporting burden for this collection of information is estimated at 28 minutes per response, including the time for completing the form, gathering the required documentation and information, uploading necessary documentation, and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Office of Policy and Strategy, Regulatory Coordination Division, 5900 Capital Gateway Drive, Mail Stop #2140, Camp Springs, MD 20588-0009; OMB No. 1615-XXXX. **Do not mail your completed Form I-9 to this address.**



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Employer Creates Case Request

E-Verify – Enter New Employee Information



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Cases ▼

Languages ▼

Help Center ▼



New Case Request

New Employee Information

With E-Verify NextGen your new employee can take ownership of the Form I-9 and employment eligibility verification process. Simply fill in their contact information below and we will take care of the rest for you directly with your employee.

Last Name (required)

Employee family name

First Name (required)

Employee given name

Employee Start Date (required)

MM/DD/YYYY

Email Address (required)

This will be used to notify the employee to initiate the Form I-9 and eligibility process

Employee ID Number Assigned by Employer

This is an optional field for you to enter the number you assign to your employees for your own tracking purposes

Cancel

Submit



E-Verify – Case Request Created Successfully



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Cases ▾

Languages ▾

Help Center ▾



▾

New Case Request

Case Request Created Successfully



Reference Code: REF-07E7-020C-1F2B-IQMV has been added to the clipboard

The case request for [redacted] has been successfully created and a reference code has been sent to them so they can complete the process. Please keep this code for your records, however you can always find it list of requests.

Case Request Info

Case Request Status

PENDING EMPLOYEE RESPONSE

Reference Code

REF-07E7-020C-1F2B-IQMV

Case Request Created

Employee Info

Name

[redacted]

Email Address

[redacted]

Employer

[redacted]

Employee ID

[redacted]

Start Date

[redacted]

Exit

New Case Request





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Employee Login to myE-Verify

myE-Verify Login/Create Account



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Sign In

Email *

Password *

[Forgot your Password?](#)

[Show Password](#)

Sign In

One account for all of your USCIS needs.

[Create an account.](#)

[Didn't receive confirmation instructions?](#)

Legal

- [Department of Homeland Security Consent](#)
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- [FBI Privacy Notice](#)
- [Paper Reduction Act Burden Disclosure Notice](#)
- [Terms of Use](#)



myE-Verify Login – Two-Step Verification



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Please enter your verification code to continue.

Enter your verification code

A verification code has been sent to
tonystark@mail.com. Please enter the code that you
received. If you do not receive the code in 10
minutes, please [request a new verification code](#).

If you have lost access to tonystark@mail.com,
enter your backup code instead, or [Contact Us](#).

Secure verification code *

Submit





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Employee Forgot Password

Forgot Password



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Sign In

Email *

Password *

[Forgot your Password?](#)

[Show Password](#)

Sign In

One account for all of your USCIS needs.

[Create an account.](#)

[Didn't receive confirmation instructions?](#)

Legal

- [Department of Homeland Security Consent](#)
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- [Terms of Use](#)



Forgot Password - Email Reset



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Forgot your Password?

Password reset instructions will be sent to both your primary and recovery email address (if you have one on record).

Primary Email *

Email Reset Instructions

Return to [Sign in](#)

One account for all of your USCIS needs.

[Create an account.](#)

Didn't receive confirmation instructions?

Legal

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Forgot Password - Email Notification



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You will receive an email with instructions on how to reset your password in a few minutes.

Sign In

Email *

Password *

[Forgot your Password?](#) [Show Password](#)

Sign In

 OR

Sign in with  **LOGIN.GOV**

[Learn more about Login.gov](#)

One account for all of your USCIS needs.
[Create an account.](#)

[Didn't receive confirmation instructions?](#)

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Forgot Password – Password Reset Questions



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Please answer your personal Password
Reset Questions to verify your identity.

What is the last name of your favorite childhood teacher?

What was the first team sport you played?

What is the first city you visited without your parents?

Submit



Forgot Password - Password Reset



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Services

Two-step verification successful.

Change Your Password

Your password must be between 8 and 64 characters, and can contain letters, numbers, special characters and emojis.

Password Tips

New password*

[Hide Password](#)

Password strength: **None**

Use a few words, avoid common phrases. No need for symbols, digits, or uppercase letters.

Confirm your new password*

[Show Password](#)

Change my password



myAccount – PW Reset Notification



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From: MyAccount@uscis.dhs.gov

Date: February 23, 2023 at 12:33:13 PM CST

To: [REDACTED]

Subject: Password change notification

You have asked USCIS to change the password currently associated with your USCIS Account.

If you did not change your password, please contact us at <https://www.uscis.gov/about-us/contact-us>.

PLEASE DO NOT REPLY TO THIS MESSAGE





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Employee Sign Up (USCIS Account)

Sign Up (USCIS Account)



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Sign Up

Your USCIS account is only for you. Do not create a shared account with family or friends. Individual accounts allow us to best serve you and protect your personal information.

You must provide your own email address below if you are the one who is filing a form online, submitting an online request, or tracking a case.

Email *

Email confirmation *

Your email address is used to log in to your USCIS Account. All USCIS email communications will be sent to this address.

[Sign Up](#)

Already have an account?

[Sign In](#)

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Sign Up – Confirmation Email



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To continue creating your USCIS Account, you must confirm your email address. To confirm your email address, please click on the link below, or copy and paste the entire link into your browser.
https://myaccount-dt.uscis.dhs.gov/users/confirmation?confirmation_token=S8ijo6puKF-a6dP-gNBq

Please note that this confirmation link expires in 24 hours and may require your immediate attention if you wish to access your online account in the future.

If you require additional assistance logging into your account, please contact the USCIS Contact Center via the web form at <https://my.uscis.gov/account/v1/needhelp>.

PLEASE DO NOT REPLY TO THIS MESSAGE



Sign Up – Confirmation Email Sent



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A USCIS Account confirmation email has been sent to . Please follow the instructions in the email to confirm your USCIS Account request. If you do not receive the confirmation email within the next 10 minutes, please return to this page and request your confirmation instructions again.

Sign In

Email *

Password *

[Forgot your Password?](#) [Show Password](#)

[Sign In](#)

One account for all of your USCIS needs.
[Create an account.](#)

[Didn't receive confirmation instructions?](#)

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Sign Up – Terms of Use



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Terms of Use - U.S. Citizenship and Immigration Services Online Electronic Immigration System

This document contains the **Terms of Use** ("**Terms**") for the U.S. Citizenship and Immigration Services (USCIS) online electronic immigration system accessed using established portals, such as myAccount access page, or its successor. You should read these **Terms** in their entirety and acknowledge that by creating an account or accessing or attempting to access systems and services available online through myAccount, or its successor, that you have read, understand, and agree to comply with these **Terms** in order to access and use any or all of these systems. The **Terms** apply to every individual and user, including attorneys and accredited representatives acting on behalf of a business, corporation, limited partnership, limited liability company, or other legal entity, and any employees of such entities, who accesses, uses, or creates an online account in USCIS' electronic immigration system and information

technology resources, which includes the network, application



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services fee, checking a case status online, requesting assistance with access, submitting technical configurations or programming interfaces, accessing specific end user data, or any technical issues associated with USCIS online electronic immigration system.

VII. Acknowledgment

By clicking "**I agree**", I acknowledge that I have read the **Terms** and understand and will comply with them. I agree to abide by the **Terms** and understand that if I do not accept the **Terms**, I am not eligible to access or use USCIS online electronic immigration system. I understand that any violations of these **Terms** and any criminal activity will result in immediate suspension and/or termination of my access to and use of USCIS online electronic immigration system and that I may be subject to administrative or civil action as allowed by law, or criminal prosecution.

I Agree



Sign Up – Create Password



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Create a Password

Your password must be between 8 and 64 characters, and can contain letters, numbers, special characters and emojis.

[Password Tips](#)

Password

[Show Password](#)

Password strength:



Password confirmation

[Show Password](#)

[Submit](#)



Sign Up – Two-Step Verification



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Your email address has been successfully confirmed.

Two-Step Verification Method

Every time you log in, you will be given a verification code. What is your preferred method to receive your verification code?

☒ **Use an Authentication App**

Retrieve codes from an authentication app (such as Authy or Google Authenticator) on your mobile device.

What is an
Authentication
App?

☐ **SMS Text Message**

Receive a text message to your mobile device when signing in.

☐ **Email**

Receive an Email when signing in.



Sign Up – Two-Step Verification Backup Code



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[Sign Out](#)



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Two-step verification successful.

Two-Step Verification Backup Code

If you lose access to your authentication device (you get a new mobile device or change your phone number), you can use this backup code to login to your USCIS account. If you change and confirm a new two-step verification method preference, your old code will no longer work.

Please print or save a copy of this code, and store it somewhere safe so that you are not locked out of your account.

Your backup code is:

[Export As PDF](#)

[Proceed](#)

[Return to top](#)

[FOIA Requests](#)

[myE-Verify](#)

[myUSCIS](#)



Sign Up – Password Reset Answers



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Provide Password Reset Answers

Set five security questions. You must remember the answers to these questions if you ever need to reset your password.

Question #1

What is the last name of your favorite childhood teacher? ▼

Question #1 Response

Question #2

In what city/town did you meet your spouse? ▼

Question #2 Response

Question #3

What is the name of the company of your first paid job? ▼

Question #3 Response

Question #4

What was the first team sport you played? ▼

Question #4 Response

Question #5

What is the first city you visited without your parents? ▼

Question #5 Response

Submit



Sign Up – USCIS Account



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Welcome to your USCIS Account

Select what you want to do

Edit My Account Profile

Editing your profile includes making changes to your email, password, phone number, security questions, or the two-step verification method and backup code.

Login to a USCIS Service



Apply for immigration benefits, find tools and resources to assist in preparation for naturalization, and search for doctors in your local community.

FIRST

Submit, manage and receive Freedom of Information Act (FOIA) requests.

Not sure what service you need? Start at [USCIS.gov](https://uscis.gov)

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Employee NextGen Profile Creation

Profile Creation – Terms of Service



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Profile Creation



Terms of Service

You're almost done creating your E-Verify account. To continue with creating your account, you must read and accept the E-Verify Terms of Service.

E-Verify NextGen Employee Terms of Service

In these Terms of Service, persons that access, use or view E-Verify NextGen are called E-Verify NextGen "participants." Before participating in E-Verify NextGen you must read, agree with and accept all the terms and conditions contained in these Terms of Service by checking the box at the bottom of this page. Failure to comply with these Terms of Service may lead to account disablement, suspension, or termination, as well as other legal liability.

F. Compliance and Privacy

- DHS is committed to maintaining the privacy of personally identifiable information in accordance with federal government standards. Descriptions of E-Verify NextGen information privacy protections are available in the DHS E-Verify NextGen System of Records Notice and Privacy Impact Assessment which can be found at dhs.gov/privacy.
- DHS reserves the right to conduct and the participant agrees to comply with monitoring, enforcement or compliance activity authorized by law, including site visits, to ensure proper participation in E-Verify NextGen.
- Participation in E-Verify NextGen may be shared as authorized or required by law or policy. A complete list of routine uses for this information is available in the DHS E-Verify System of Records Notice, which can be found at dhs.gov/privacy.

G. Modification and Assignment

- These Terms of Service are effective upon the participant's agreement and shall remain in effect for as long as DHS operates the E-Verify NextGen program.

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Profile Creation – What to Expect



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Languages ▾

Help Center ▾

 User Name ▾

Profile Creation

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What to expect

The account creation process will be quick and easy to complete.

The information you provide in this section will be **used to complete your Form I-9**.

You'll need to provide documentation to show your identity and authorization to work. It can be helpful if you click on the link below to see what kind of eligibility documents are accepted.

[What is a Form I-9 Acceptable Document?](#) 

Having these documents ready will ensure that you have a smooth experience.

Next



Profile Creation – Enter Personal Info (Name)



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E-Verify Languages Help Center User Name

Profile Creation

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Your Name

The information you provide in this section will be **used to complete your Form I-9** when you are hired by an employer using E-Verify.
[USCIS Form I-9 Instructions](#)

Last Name (required)
Enter your full legal last name. This is your surname.

Help with complex last names

First Name (required)
Enter your full legal first name. This is your given name.

Middle Initial

Other Last Names Used
Enter all other last names used (e.g. maiden name). If you have many last names, type each one and hit 'Enter' to submit and 'Backspace' or 'Delete' to remove

Help with other last names

Next



Profile Creation – Enter Personal Info (Helper Text Accordion Example)



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E-Verify Languages Help Center Employee Name

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Your Name

The information you provide in this section will be **used to complete your Form I-9** when you are hired by an employer using E-Verify.
[USCIS Form I-9 Instructions](#)

Last Name (required)
Enter your full legal last name. This is your surname.

Help with complex last names

First Name (required)
Enter your full legal first name. This is your given name.

Middle Initial

Other Last Names Used
Enter all other last names used (e.g. maiden name). If you have many last names, type each one and hit "Enter" to submit and "Backspace" or "Delete" to remove

Help with other last names

Provide all other last names used, if any (e.g. maiden name).

Example

If you legally changed your last name from Smith to Jones, you should enter the name **Smith** in this field

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Profile Creation – Enter Personal Info (Home Address)



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Home Address

The information you provide in this section will be **used to complete your Form I-9** when you are hired by an employer using E-Verify.

Address (required)

Apt. Number

City or Town (required)

State (required)

ZIP Code (required)

Help with address ▼



Profile Creation – Enter Personal Info (Other Info)



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Personal Information

The information you provide in this section will be **used to complete your Form I-9** when you are hired by an employer using E-Verify.

Date of Birth (required)
MM/DD/YYYY

Social Security Number (required)
Please enter numbers only

[Hide SSN](#)

Telephone Number (required)
Please enter numbers only

Email Address
example@domain.com

[Back](#) [Next](#)



Profile Creation – Review Personal Info



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E-Verify Languages Help Center Employee Name

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Review Profile Information

Please review the information you entered below is correct. The information you provided will **be used to complete your Form I-9** when you are hired by an employer using E-Verify.

Your Name

Last Name	First Name
<input type="text"/>	<input type="text"/>
Middle Initial	Other Last Names Used
<input type="text"/>	<input type="text"/>

[Edit Name](#)

Home Address

Address	Apt. Number
<input type="text"/>	<input type="text"/>
City or Town	State
<input type="text"/>	<input type="text"/>
ZIP Code	
<input type="text"/>	

[Edit Home Address](#)

Personal Information

Date of Birth	U.S. Social Security Number
<input type="text"/>	XXX-XX-XXXX
Email Address	Telephone Number
<input type="text"/>	<input type="text"/>

[Edit Personal Information](#)

[Confirm Information](#)



Profile Creation – Enter Citizenship Status



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Terms of Service Profile Information **Citizenship Status** Documents

Your Citizenship Status

Employers cannot ask for proof of citizenship or immigration status. The Department of Homeland Security has taken steps to protect your private information.

Select one of the following options to attest to your citizenship or immigration status.

Citizenship or Immigration Status (required)

☒ A citizen of the United States

☐ A noncitizen national of the United States

☐ A lawful permanent resident

☐ A noncitizen authorized to work

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection above attesting to my citizenship or immigration status, is true and correct.

Help with Citizenship Status ▼

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Profile Creation – Document Upload (List A Multiple Document Example)



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Select Document

Employers cannot tell you which type of document to use, or ask you to show them any additional or different documentation. The Department of Homeland Security has taken steps to protect your private information.

In order to determine employment eligibility, you will need to upload a copy of the following document(s):

1 List A document that establishes both your identity and employment authorization.

OR

1 List B document that establishes your identity, and 1 List C document that establishes employment authorization.

Do you have any of the following documents? (required)

Foreign passport with Arrival/Departure

Help with my Eligibility Documents

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Add Document Details

Certain nonimmigrants and exchange visitors who present a List A document, must also present additional documents to prove their work authorization in the United States.

Are you a student or exchange visitor? If so we will need to review your Certificate of Eligibility (Form DS-2019 or Form I-20)

☐ Yes
☐ No

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Add Document Details

Certain nonimmigrants and exchange visitors who present a List A document, must also present additional documents to prove their work authorization in the United States.

First, we will need to review your Foreign passport.

Foreign Passport Number (required) Must be 6 to 12 alphanumeric characters.

Country of Issuance (required)

-Select-

Next

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Add Document Details

Next, we will need to review your Arrival/Departure Record (Form I-94).

Arrival/Departure Record (I-94) Number (required) Must be exactly 11 alphanumeric characters.

Help with I-94 Number

Agency that issued the Document (required)

-Select-

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Add Document Details

If you are a student or exchange visitor we will need to review your Certificate of Eligibility (Form DS-2019 or Form I-20)

Certificate of Eligibility (required)

-Select-

Document Number (SEVIS) (required)

Expiration Date (required) MM/DD/YYYY

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Upload Document

We need to collect a picture of your Foreign passport with Arrival/Departure Record (Form I-94).

Passport ID Page (required) Photo from device, PNG, JPG or PDF. The photo size must not exceed 5 MBs.

Take or upload a photo

Passport Barcode (required) Photo from device, PNG, JPG or PDF. The photo size must not exceed 5 MBs.

Take or upload a photo

Arrival/Departure Record (Form I-94) (required) Photo from device, PNG, JPG or PDF. The photo size must not exceed 5 MBs.

Take or upload a photo

Certificate of Eligibility (Form DS-2019 or Form I-20) (required) Photo from device, PNG, JPG or PDF. The photo size must not exceed 5 MBs.

Take or upload a photo

Help with I-94 Number

Upload Document

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Upload Document

We need to collect a picture of your Foreign passport with Arrival/Departure Record (Form I-94).

Passport ID Page (required) Photo from device, PNG, JPG or PDF. The photo size must not exceed 5 MBs.

Selected File image.jpg Change File

Passport Barcode (required) Photo from device, PNG, JPG or PDF. The photo size must not exceed 5 MBs.

Selected File image.jpg Change File

Arrival/Departure Record (Form I-94) (required) Photo from device, PNG, JPG or PDF. The photo size must not exceed 5 MBs.

Selected File image.jpg Change File

Certificate of Eligibility (Form DS-2019 or Form I-20) (required) Photo from device, PNG, JPG or PDF. The photo size must not exceed 5 MBs.

Selected File image.jpg Change File

Help with I-94 Number

Upload Document

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Your Documents

DOCUMENT

Name
First Name
Last Name
Date of Birth
Jan. 1 1980
Document Number
L1234567890123

Foreign Passport with Arrival/Departure Record (Form I-94)
List A Document

View Details

Remove

Help with my Eligibility Documents

Submit Documents



Profile Creation – Document Upload (List B Example)



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Employee Name ▾

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Documents

Select Document



Employers cannot tell you which document to use or ask you to show them any additional or different documentation than required. The Department of Homeland Security has taken steps to protect your private information.

In order to determine employment eligibility, you will need to upload a copy of the following document(s):

1 List A Document that establishes both your identity and employment authorization.

OR

1 List B Document that establishes your identity, and **1 List C Document** that establishes your employment authorization.

Do you have any of the following documents?

- Select -



Help with my Eligibility Documents ▾

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Next



Profile Creation – Add Document (List B Example)



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Languages ▼ Help Center ▼ Employee Name ▼

Profile Creation

1 Terms of Service 2 Profile Information 3 Citizenship Status 4 Documents

Add Document Details

Please enter your Driver's License or State ID information

Is the document you have a Driver's License or State issued ID card? (required)

☐ Driver's License

☐ State Issued ID Card

State (required)

-Select- ▼

Document Number (required)

Expiration Date (required)
MM/DD/YYYY

☐ No expiration date provided

Help with Driver's License ▼

[Back](#) [Next](#)



Profile Creation – Document Photos (List B Example)



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EVerify Languages ▼ Help Center ▼ Employee Name ▼

Profile Creation

1 **Terms of Service** 2 **Profile Information** 3 **Citizenship Status** 4 **Documents**

Upload Document

We need to collect pictures of your **Driver's license or ID card issued by a U.S. state or outlying possession**.

☐ No information is given on the back of my document

Driver's License or ID card issued by a U.S. state or outlying possession Front (required)
Photo from device, PNG, JPG or PDF. The photo size must not exceed 5 MBs.

Selected file

 Mock_Document_Front_Photo.jpeg

Driver's License or ID card issued by a U.S. state or outlying possession Back (required)
Photo from device, PNG, JPG or PDF. The photo size must not exceed 5 MBs.

Selected file

 Mock_Document_Back_Photo.jpeg

[Help with Driver's License](#) ▼

[Back](#) [Upload Document](#)



Profile Creation – Add Document (List C Example)



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Help Center ▼

Employee Name ▼

Profile Creation



Select Document

Employers cannot tell you which document to use or ask you to show them any additional or different documentation than required. The Department of Homeland Security has taken steps to protect your private information.

Please select your next document from the list below.

Select List C Document (required)

-Select -

Help with my Eligibility Documents ▼

Next



Profile Creation – Document Upload (Issuing Authority – List C Example)



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Languages ▾

Help Center ▾

Employee Name ▾

Profile Creation

1

Terms of Service

2

Profile Information

3

Citizenship Status

4

Documents

Add Document Details

In order to determine employment eligibility, we will need to review your **Social Security Card**.

Agency that Issued the Document (required)

- Select -



Help with Social Security Card



Back

Next



Profile Creation – Document Upload (Document Photos– List C Example)



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Employee Name

Profile Creation

1

Terms of Service

2

Profile Information

3

Citizenship Status

4

Documents

Upload Document

We need to collect pictures of your **Social Security Card**.

☐ No information is given on the back of my document

Social Security Card Front (required)

Photo from device, PNG, JPG or PDF. The photo size must not exceed 5 MBs.

Selected file



Mock_Document_Front_Photo.jpeg

Social Security Card Back (required)

Photo from device, PNG, JPG or PDF. The photo size must not exceed 5 MBs.

Selected file



Mock_Document_Back_Photo.jpeg

Help with Social Security Card



Back

Upload Document

Help with Social Security Card

Social Security card (Unrestricted)

Only Unrestricted Social Security cards are acceptable. Unrestricted Social Security cards are issued to U.S. citizens and individuals lawfully admitted to the United States on a permanent basis. This card shows a name and Social Security number and allows the individual to work for any employer.



Social Security card (Restricted)

Restricted Social Security cards are not acceptable. Restricted Social Security cards are issued to individuals lawfully admitted to the U.S. on a temporary basis. This card shows a name and Social Security number and is stamped with one of the following restrictions:

"VALID FOR WORK ONLY WITH DHS AUTHORIZATION"
"VALID FOR WORK ONLY WITH INS AUTHORIZATION"
"NOT VALID FOR EMPLOYMENT"



Visit [I-9 Central](#) for additional help or questions.



Profile Creation – Document Upload (Document Review List B and List C Documents)



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Languages ▾

Help Center ▾

Employee Name ▾

Profile Creation

1

Terms of Service

2

Profile Information

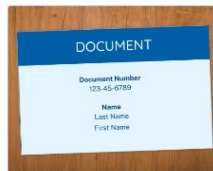
3

Citizenship Status

4

Documents

Your Documents

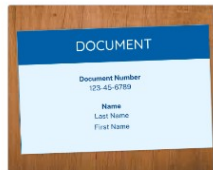


List B Document

Driver's license or ID card issued by a U.S. state or outlying possession

[View Details](#)

[Remove](#)



List C Document

Social Security Card

[View Details](#)

[Remove](#)

[Submit Documents](#)



Profile Creation – Profile Created (Document Submitted Successfully)



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Languages ▼

Help Center ▼

Employee Name ▼

Profile Creation

1

Terms of Service

2

Profile Information

3

Citizenship Status

4

Documents

Profile Created!



Documents Submitted Successfully

You have successfully uploaded the required documents. You can update, edit or access your documents later through your myE-Verify profile.

Next





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Employee Form I-9 Completion

Form I-9 Process – Enter Reference Code from Employer



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[Home](#)

[Documents](#)

[Begin Form I-9 Process](#)

[Languages](#) ▼

[Help Center](#) ▼

 [Employee Name](#) ▼

Begin Form I-9 Process

If you have a unique reference code provided by your employer after starting a new job, you can enter it below to start your Form I-9 Submission process. If you are not starting a new job, you can exit to the home page.

Unique Reference code from Employer (required)

[I never received a reference code.](#)

[Exit](#)

[Next](#)



Form I-9 Process – Confirm Employer



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E-Verify Home Documents **Begin Form I-9 Process** Languages Help Center Employee Name

Begin Form I-9 Process

If you have a unique reference code provided by your employer after starting a new job, you can enter it below to start your Form I-9 Submission process. If you are not starting a new job, you can exit to the home page.

Unique Reference code from Employer (required)

REF-07E7-020C-1F2B-IQMV

[I never received a reference code.](#)

Exit Next

Is this your employer?

NextGen Test Company

No Yes



Form I-9 Process – Form I-9 Instructions



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[Home](#)

[Documents](#)

[Begin Form I-9 Process](#)

[Languages](#) ▼

[Help Center](#) ▼



Form I-9 Instructions

Before we begin the Form I-9 submission process we strongly encourage you to carefully read the USCIS Form I-9 instructions.

[USCIS Form I-9 Instructions](#) 

Please be aware that employers must treat employees in a non-discriminatory manner when hiring, verifying their identity and authorization to work in the United States.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

[Exit](#)

[Next](#)



Form I-9 Process – Form I-9 Review



U.S. Citizenship
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Services

U.S. official website of the United States government [Check back later](#)

EVerify Home Documents Begin Form I-9 Process Languages Help Center

Form I-9 Submission

1 2 3

Review Personal Information Review Contact Information Sign & Submit

Form I-9 Review

1 Accuracy of Data: Carefully review the information below for accuracy before you hit submit.

We will use the information you have entered, including the specific document types and identification numbers associated with those documents to complete the "Employee Information and Attestation Section" of the Form I-9 for NextGen Test Company.

Review your saved profile information and make any necessary changes below.

Employee Information

Your Name

Last Name First Name

Middle Initial Other Last Names Used

[Edit Name](#)

Home Address

Address Apt. Number

City or Town State

ZIP Code

[Edit Home Address](#)

Personal Information

Date of Birth U.S. Social Security Number

Email Address Telephone Number

[Edit Personal Information](#)

Citizenship Status

Selected Status

[Edit Citizenship Status](#)

Documents to be Shared

List B Document

Document Type State

License Number Expiration Date

Document Images

Document Front Document Back

DOCUMENT

Document Number
123-45-6789

Name
Last Name
First Name

This is a document from your employer that is required to be submitted. It must contain the following information: Name, Date of Birth, and Social Security Number. It must be a copy of the original document, not a photocopy or scan.

List C Document

Document Type Issuing Authority

Document Images

Document Front Document Back

DOCUMENT

Document Number
123-45-6789

Name
Last Name
First Name

This is a document from your employer that is required to be submitted. It must contain the following information: Name, Date of Birth, and Social Security Number. It must be a copy of the original document, not a photocopy or scan.

[Manage Documents](#)

[Submit](#)



Form I-9 Process – Form I-9 Submission Review Contact Information



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Home

Documents

Begin Form I-9 Process

Languages

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Form I-9 Submission

1

Review Personal Information

2

Review Contact Information

3

Sign & Submit

Review Contact Information

Please indicate if you would like to include your email address and telephone number listed below on the Form I-9.

Check the box to include the following information on the Form I-9:



Email Address



Telephone Number

Form I-9 Language (required)

Select your language preference for the Form I-9 PDF file

English



Next



Form I-9 Process–Sign & Submit Form I-9



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E-Verify Home Documents Begin Form I-9 Process Languages ▾ Help Center ▾  ▾

Form I-9 Submission

1

2

3

Review Personal Information Review Contact Information **Sign & Submit**

Sign & Submit Your Form I-9

We now need to collect your signature to confirm that the information you've provided is true and correct. We will also submit the information and documents you provided for verification and share your complete Form I-9 to NextGen Test Company.

You should be aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with completion of Form I-9.

You may review your completed Form I-9 for **NextGen Test Company** [here](#).

☐ I attest under penalty of perjury (28 U.S.C. § 1746) that the foregoing Employee Information and Verification Information I have provided; including my personal and contact information and the citizenship or immigration status I have selected; is true and correct, and I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with my completion of the Form I-9, Employment Eligibility Verification, including in connection with completion of the Form I-9, Employment Eligibility Verification, through this NextGen process.

Back

Sign and Submit Form I-9



Form I-9 Process – Download Form I-9



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EVerify Home Documents Begin Form I-9 Process Languages Help Center

Form I-9 Submission

1 Review Personal Information 2 Review Contact Information 3 Sign & Submit

✓ Profile Information Saved

Sign & Submit Your Form I-9

We now need to collect your signature. You will also submit the information to the NextGen Test Company.

You should be aware that false information on documents in connection with this process may result in fines or imprisonment.

You may review your completed Form I-9 at any time.

☒ I attest under penalty of perjury that the information I have provided is true and correct, and I understand that providing false information is a violation of the law and may result in fines or imprisonment.

Employment Eligibility Verification, including in connection with completion of the Form I-9, Employment Eligibility Verification, through this NextGen process.

Form I-9 Completed

✓ You have successfully submitted the complete Form I-9 to NextGen Test Company. You will not be able to access this Form I-9 again once you leave this screen. Use the button below to open a PDF of this Form I-9, which you can print or save to your systems.

Close Download Form I-9 & Close

Back Sign and Submit Form I-9



Form I-9 Process – Form I-9 PDF



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USCIS Form I-9

1 / 3 100%

 **Employment Eligibility Verification**
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
OMB No. 1615-0047
Expires 10/31/2023

▶ START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)		Apt. Number	City or Town		State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address		Employee's Telephone Number		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

☒ 1. A citizen of the United States

☐ 2. A noncitizen national of the United States (See instructions)

☐ 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____

☐ 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number:

1. Alien Registration Number/USCIS Number: _____
OR
2. Form I-94 Admission Number: _____
OR
3. Foreign Passport Number: _____
Country of Issuance: _____

OR Code - Section 1
(Do Not Write in This Space)

Signature of Employee _____ Today's Date (mm/dd/yyyy) _____

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator _____ Today's Date (mm/dd/yyyy) _____

Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



Form I-9 Process – Form I-9 Submitted



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[Home](#)

[Documents](#)

[Begin Form I-9 Process](#)

[Languages](#) ▼

[Help Center](#) ▼



Employment Eligibility

You're Authorized

Employment Eligibility

EMPLOYMENT AUTHORIZED PENDING REVIEW

Case Number

2023262145707HK

Thanks for your patience. We were able to confirm your employment eligibility in the U.S. We have shared your status with **NextGen Test Company** and no further action is needed on your part.

Past Steps



Step 1: Submit your Form I-9 for your Employer to review and sign.



Step 2: We will follow up and let you know if any additional action is necessary.

Exit



Account Features – Employment Eligibility Pending Employer Review & After Review



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E-Verify Home Documents Begin Form I-9 Process Languages Help Center

Welcome to E-Verify NextGen

Employment Eligibility

EMPLOYMENT AUTHORIZED PENDING REVIEW

Begin Form I-9 Process View Details

Employment History

Current Employer
NextGen Test Company

First Day of Employment
09/19/2023

View Employment History

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E-Verify Home Documents I have a new job Languages

Welcome to E-Verify NextGen

Employment Eligibility

EMPLOYMENT AUTHORIZED

I have a new job View Details

Employment History

Current Employer
NextGen Test Company

First Day of Employment
02/28/2023

View Employment History

Eligibility Documents

List B Document
Driver's License

List C Document
Social Security Card

Manage Documents





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E-Verify Employer Experience

E-Verify Home Page (Employer Experience)



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E-Verify Cases Languages Help Center

Search Cases

Find a Case [New Case](#)

25 Results Sort by: Start Date

PENDING EMPLOYEE RESPONSE				View Request
Start Date	Reference Code	Date of Case Creation	Email	

CASE INCOMPLETE				View Request
Start Date	Reference Code	Date of Case Creation	Email	

READY FOR REVIEW				View Request
Start Date	Case Number	Date of Case Creation	Citizenship Status	

NEEDS MORE TIME				View Request
Start Date	Reference Code	Date of Case Creation	Email	

U.S. Department of Homeland Security U.S. Citizenship and Immigration Services [Privacy and Legal Disclaimers](#)
[Accessibility Statement](#) [Viewer Software](#)

  [Provide Feedback](#)



E-Verify – Form I-9 Ready For Review



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E-Verify Cases Languages Help Center

Case Information

Form I-9 Ready For Review

has completed and signed their Form I-9 and it is ready for employer review and signature.

Case Info

Case Status	Case Number
READY FOR REVIEW	
Case Created	

Employee Info

Name	Email Address
Employer	Start Date
Employee ID	

[Exit](#) [Next](#)



E-Verify- Review Employee Information



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E-Verify Cases Languages Help Center

Review & Sign Form I-9

1 Review Employee Information 2 Employee Documents 3 Signature

Review Employee Information

Please review the information entered and presented by the employee to ensure accuracy.

Employee Name

Last Name	First Name
<input type="text"/>	<input type="text"/>
Middle Initial	Other Last Names Used
<input type="text"/>	<input type="text"/>

Home Address

Address	Apt. Number
<input type="text"/>	<input type="text"/>
City or Town	State
<input type="text"/>	<input type="text"/>
ZIP Code	
<input type="text"/>	

Personal Information

Date of Birth	U.S. Social Security Number
<input type="text"/>	<input type="text"/>
Email Address	Telephone Number
<input type="text"/>	<input type="text"/>

Citizenship Status

Selected Status



E-Verify- Review Employee Documents



U.S. Citizenship
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Services

[U.S. Citizenship and Immigration Services](#) [E-Verify](#) [Cases](#) [Languages](#) [Help Center](#)

Review & Sign Form I-9

1 Review Employee Information 2 **Employee Documents** 3 Signature

Review Employee Documents

Please review the information entered and presented by the employee to ensure accuracy.

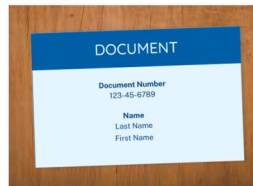
List B Document

Document Title Document Number

Expiration Date

Document Images

Submitted Image



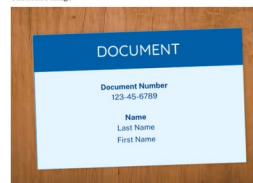
List C Document

Document Title Document Number

Expiration Date

Document Images

Submitted Image



Additional Information

Use this field to note any additional information required. You may leave this field blank if the employee's circumstances do not require additional comments.

How did you examine the employee's documents? (required)

- ☒ Remote document examination (alternative procedure authorized by DHS to examine documents)
- ☐ Physical document examination

Does the information submitted by Jane Martin look correct? (required)

- ☒ Yes
- ☐ No

Back

Next



E-Verify – Confirm Document (Photo Matching)



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E-Verify Cases ▼ Languages ▼ Help Center ▼  ▼

Review & Sign Form I-9

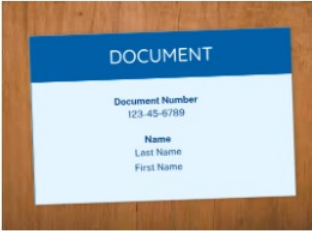
1 ————— 2 ————— 3

Review Employee Information **Employee Documents** Signature

Confirm DHS Document

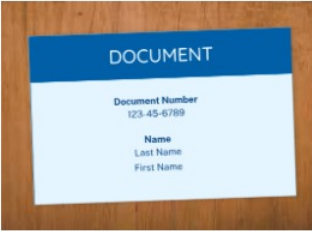
DHS currently has a document on file for this individual. Please review the document below.

DHS Image



The image shows a document with a blue header labeled 'DOCUMENT'. Below the header, the text reads: 'Document Number 123-45-6789', 'Name', 'Last Name', and 'First Name'.

Submitted Image



The image shows a document with a blue header labeled 'DOCUMENT'. Below the header, the text reads: 'Document Number 123-45-6789', 'Name', 'Last Name', and 'First Name'.

[Back](#) [Next](#)



E-Verify – Review & Sign Form I-9



U.S. Citizenship
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Services

An official website of the United States government [Help](#)

E-Verify Cases Languages Help Center

Review & Sign Form I-9

1 Review Employee Information 2 Employee Documents 3 Signature

Review & Sign Form I-9

Please review the information entered by the employee below to ensure accuracy.

Form I-9

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
00000000-1001-0000
Revised 08/01/2022

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Instructions are false for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against an authorized individual. Employees CANNOT specify which document(s) an employer may require to determine employment eligibility. The individual is required to complete an initial review of the documentation presented for a false expiration date may also constitute legal discrimination.

Section 1: Employee Information and Attestation (Employer must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Name (Last of any)
Address (Street Number and Name)			
Apt. Number	City or Town	State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number

I am aware that Federal law prohibits the employment and/or use of false statements or use of false documents in connection with the completion of this form.

Attest, under penalty of perjury, that I am (check one of the following boxes):

☒ 1. A citizen of the United States	<div>OF THIS FORM I-9 Section 1 of this form</div>
☐ 2. A non-citizen national of the United States (See instructions)	
☐ 3. A lawful permanent resident (Enter Registration Number (USCIS Number))	
☐ 4. An alien authorized to work (with expiration date, if applicable, mm/dd/yyyy) Some aliens may write "N/A" in the expiration date field. (See instructions)	

Attest, under penalty of perjury, that I have examined the documents presented by the employee, the document(s) reasonably appear to be genuine and to relate to the employee named. That to the best of my knowledge the employee is authorized to work in the United States, that the information entered in Section 2 is complete, true and correct to the best of my knowledge, and that I am aware that I may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or knowingly accepting false documentation when completing this form.

4. New Hire Registration Number (USCIS Number) _____

5. Form I-9 Address Number _____

6. Foreign Passport Number _____

Country of Issuance _____

Signature of Employee _____ Today's Date (mm/dd/yyyy) _____

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ I am a preparer and/or translator who has completed the training required to complete this form.

Attest, under penalty of perjury, that I have examined the documents presented by the employee, the document(s) reasonably appear to be genuine and to relate to the employee named. That to the best of my knowledge the employee is authorized to work in the United States, that the information entered in Section 2 is complete, true and correct to the best of my knowledge, and that I am aware that I may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or knowingly accepting false documentation when completing this form.

Signature of Preparer or Translator _____ Today's Date (mm/dd/yyyy) _____

Last Name (Family Name)	First Name (Given Name)
Address (Street Number and Name)	
City or Town	State ZIP Code

☐ I attest under penalty of perjury (28 U.S.C. § 1740) that I have examined the documents presented by the employee, the document(s) reasonably appear to be genuine and to relate to the employee named. That to the best of my knowledge the employee is authorized to work in the United States, that the information entered in Section 2 is complete, true and correct to the best of my knowledge, and that I am aware that I may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or knowingly accepting false documentation when completing this form.

[Back](#) [Confirm Attestation & Sign Form I-9](#)



E-Verify- Download Form I-9 & View Case

Download I-9 Disclaimer



U.S. Citizenship
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Services

Section 3. Reverification and Rehire (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)		B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---

Form I-9 10/21/2019 Page 2 of 3

LISTS OF ACCEPTABLE DOCUMENTS

Form I-9 Completed

✓ You have successfully completed the Form I-9 submission for [REDACTED]

You will not be able to access this Form I-9 again once you leave this screen. Use the Download Form I-9 button below to open a PDF, which you can print or save to your systems.

☒ I attest under penalty of perjury that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Section 2 is complete. This document is to be used for my knowledge, and shall not be used to establish or deny the employee's status. I may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or knowingly accepting false documentation when completing this form.

[Go Home](#) [Download Form I-9 & View Case](#)

[Back](#) [Confirm Attestation & Sign Form I-9](#)





U.S. Citizenship
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Services

Employee Mismatch

Mismatch – Employment Eligibility Update (Further Action Needed)



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E-Verify Home Documents I have a new job

Welcome to E-Verify NextGen

⚠ Eligibility Update
You have an update to your employment eligibility.

[View Update](#)

Employment Eligibility

FURTHER ACTION NEEDED

[View Details](#)

Eligibility Documents

List B Document
Government ID Card

List C Document
Social Security Card

[Manage Documents](#)

[U.S. Department of Homeland Security](#) [U.S. Citizenship and Immigration Services](#) [Accessibility Statement](#) [Viewer Software](#)

  [Provide Feedback](#)



Mismatch – Employment Eligibility (Verification in Progress)



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Home

Documents

I have a new job

Languages ▾

Help Center ▾

9



Employment Eligibility

What's Next?

While your Form I-9 has successfully been provided to **NextGen Test Company**, we still need some more time to verify your employment eligibility.

You are still allowed to work while your case is being resolved. Review your [Employee Rights & Responsibilities](#).

Employment Eligibility

VERIFICATION IN PROGRESS

Case Number

2023122182443GL001

Next Steps



Step 1: Submit your Form I-9 for your Employer to review and sign.



Step 2: We will follow up and let you know if any additional action is necessary.

Exit



Mismatch – Employment Eligibility (SSA Mismatch)



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Employment Eligibility

Action Needed

⚠ You have 8 federal business days remaining to take the action below.

Your employer **NextGen Test Company** has completed the Form I-9 and verified your information. However, we reviewed the information you provided and it does not match a record that the Social Security Administration (SSA) currently has on file.

If you decide to take further action on your case, please review the next steps below:

You are still allowed to work while your case is being resolved. Review your [Employee Rights & Responsibilities](#).

Employment Eligibility

ACTION NEEDED

Case Number
202313120230SD001

Next Steps

- ✓ **Step 1:** Submit your Form I-9 for your Employer to review and sign.
- 2 **Step 2:** Visit your local SSA field office by May 21, 2023 and inform them that you have an E-Verify verification issue. Please have your case number available.

To find your local SSA field office use the [Social Security Office Locator](#) or call 800-772-1213 (TTY: 800-325-0778).

☐ I understand that I have until May 21, 2023 to take action to resolve my employment eligibility and that if I do not take action my employer may terminate my employment.

Confirm and Exit



Mismatch – Employment Eligibility (DHS Mismatch)



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Employment Eligibility

What's Next?

While your Form I-9 has successfully been provided to **NextGen Test Company**, we still need some more time to verify your employment eligibility.

You are still allowed to work while your case is being resolved. Review your [Employee Rights & Responsibilities](#).

Employment Eligibility

VERIFICATION IN PROGRESS

Case Number
202313120230SD001

Next Steps

- ✓ **Step 1:** Submit your Form I-9 for your Employer to review and sign.
- 2 **Step 2:** We will follow up and let you know if any additional action is necessary.

Exit



Mismatch – Employment Eligibility (Dual Mismatch)



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Employment Eligibility

Action Needed

⚠ You have 8 federal business days remaining to take the action below.

Your Form I-9 has successfully been provided to and completed by **NextGen Test Company**, however the information provided does not match a record that the Social Security Administration (SSA) currently has on file.

Additionally, the Department of Homeland Security (DHS) requires more time to verify your employment eligibility.

If you decide to take further action on your case please review the next steps below.

You are still allowed to work while your case is being resolved. Review your [Employee Rights & Responsibilities](#).

Employment Eligibility

ACTION NEEDED

Case Number
202313120230SD001

Next Steps

✓ **Step 1:** Submit your Form I-9 for your Employer to review and sign.

2 **Step 2:** You may take action with the Social Security Administration or DHS by May 21, 2023 in whichever order you choose:

SSA Next Steps ▼

DHS Next Steps ▼

☐ I understand that I have until May 21, 2023 to take action to resolve my employment eligibility and that if I do not take action my employer may terminate my employment.

Confirm and Exit



Mismatch – Employment Eligibility (SSA Not Confirmed)



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E-Verify Home Documents I have a new job Languages Help Center

Employment Eligibility

We are Not Able To Confirm Your Employment Eligibility.

Unfortunately, E-Verify was not able to confirm your authorization for employment. Your employer has been notified of this result.

If you feel this case result is not accurate, please reach out to your employer and contact the **Department of Homeland Security (DHS)** at 888-897-7781. Please have your case number available.

Employment Eligibility

NOT CONFIRMED

Case Number
2023122182443GL001

Past Steps

✓

Step 1: Submit your Form I-9 for your Employer to review and sign.

✗

Step 2: Visit your local SSA field office and inform them that you have an E-Verify verification issue.

Confirm and Exit



Mismatch – Employment Eligibility (DHS Not Confirmed)



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Employment Eligibility

We are Not Able To Confirm Your Employment Eligibility.

i Unfortunately, E-Verify was not able to confirm your authorization for employment. Your employer has been notified of this result.

If you feel this case result is not accurate, please reach out to your employer and contact the **Department of Homeland Security (DHS)** at 888-897-7781. Please have your case number available.

Employment Eligibility

NOT CONFIRMED

Case Number
2023122182443GL001

Past Steps

- ✓ Step 1:** Submit your Form I-9 for your Employer to review and sign.
- ✓ Step 2:** We will follow up and let you know if any additional action is necessary.
- ✗ Step 3:** Upload a new image of your U.S. Passport.

Confirm and Exit





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Services

Employee Receipt Process

Profile Creation – Document Upload (Receipt Selection Example)



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EVerify Languages Help Center

Profile Creation

1 2 3 4
Terms of Service Profile Information Citizenship Status **Documents**

Select Document

i Employers cannot tell you which document to use or ask you to show them any additional or different documentation than required. The Department of Homeland Security has taken steps to protect your private information.

In order to determine employment eligibility, you will need to upload a copy of the following document(s):

1 List A Document that establishes both your identity and employment authorization.

OR

1 List B Document that establishes your identity, and **1 List C Document** that establishes your employment authorization.

Do you have any of the following documents?

I don't have an official document but I have a receipt

Help with my Eligibility Documents

[Back](#) [Next](#)



Profile Creation – Document Upload (Add Receipt Details Example)



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Languages ▼

Help Center ▼



Profile Creation

1

Terms of Service

2

Profile Information

3

Citizenship Status

4

Documents

Add Receipt Details

A receipt is a temporary replacement document or a letter that is provided when an official document is lost, stolen, or damaged and can be presented instead of a List A, B, or C document.

You have 90 days to replace the receipt with an official document. Please select your receipt from the list below.

Select your Receipt

(required)

- Select -



Receipt Number

If your receipt has a number

Back

Next



Profile Creation – Document Upload (Upload Receipt Example)



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Help Center ▼



Profile Creation

1

Terms of Service

2

Profile Information

3

Citizenship Status

4

Documents

Upload Receipt

We need to collect pictures of your **U.S. Passport** or **Passport Card Receipt**.

Select an image to upload (required)

Photo from device, PNG, JPG or PDF. The photo size must not exceed 5 MBs.

Selected file



Mock_Document_Front_Photo.jpeg

Back

Upload Document



Profile Creation – Document Upload (Receipt Review Example)



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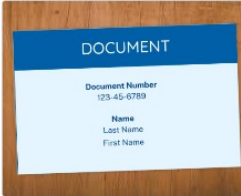
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E-Verify Languages ▼ Help Center ▼ 9 ▼

Profile Creation

- 1 Terms of Service
- 2 Profile Information
- 3 Citizenship Status
- 4 Documents

Your Documents



List A Document

U.S. Passport or Passport Card Receipt

[View Details](#) [Remove](#)

[Submit Documents](#)



Profile Creation – Document Upload (Receipt Submitted Successfully Example)



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Languages ▾

Help Center ▾



Profile Creation

1

Terms of Service

2

Profile Information

3

Citizenship Status

4

Documents

Profile Created!



Documents Submitted Successfully

You have successfully uploaded the required documents. You can update, edit or access your documents later through your myE-Verify profile.

Next



Account Features – Employment Eligibility Warning (Employee Home Page View)



U.S. Citizenship
and Immigration
Services

Menu 



Welcome to E-Verify NextGen

 You have 90 days to replace your receipt with an official document.

Employment Eligibility

TEMPORARILY AUTHORIZED

I have a new job

View Details





U.S. Citizenship
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Employer Receipt Process

E-Verify – Form I-9 Ready For Review



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E-Verify Cases Languages Help Center ⌵

Case Information

Form I-9 Ready for Review

Jane Martin has completed and signed their Form I-9 and it is ready for employer review and signature.

Case Info

Case Status	Case Number
READY FOR REVIEW	
Case Created	

Employee Info

Name	Email Address
Start Date	Employer
Employee ID	

[Exit](#) [Next](#)

[U.S. Department of Homeland Security](#) [U.S. Citizenship and Immigration Services](#) [Accessibility](#) [Plug-ins](#)

  [Provide Feedback](#)



E-Verify- Review Employee Information



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E-Verify Cases Languages Help Center

Review & Sign Form I-9

1 Review Employee Information 2 Employee Documents 3 Signature

Review Employee Information

Please review the information entered by the employee below to ensure accuracy.

Employee Name

Last Name	First Name
Middle Initial	Other Last Names Used

Home Address

Address	Apt. Number
City or Town	State
ZIP Code	

Personal Information

Date of Birth	U.S. Social Security Number
Email Address	Telephone Number

Citizenship Information

Selected Status

[Back](#) [Next](#)



E-Verify- Review Employee Documents



U.S. Citizenship
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Services

Review & Sign Form I-9



Review Employee Documents

Please review the information entered by the employee below to ensure accuracy.

List B Document

Document Title	Issuing Authority
Document Number	Expiration Date

Document Images



List C Receipt

Receipt Type	Receipt Number
Expiration Date	

Document Images



Does this information look correct? (required)

- ☒ Yes
☐ No

Additional Information

Use this field to note any additional information required. You may leave this field blank if the employee's circumstances do not require additional comments

[Back](#) [Next](#)

[U.S. Department of Homeland Security](#) [U.S. Citizenship and Immigration Services](#)

[Accessibility](#) [Plug-ins](#)



[Provide Feedback](#)



E-Verify – Review & Sign Form I-9



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E-Verify Cases Languages Help Center

Review & Sign Form I-9

1 Review Employee Information 2 Employee Documents 3 Signature

Review & Sign Form I-9

Please review the information entered by the employee below to ensure accuracy.

Form I-9

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS Form I-9
00000000, 1-01-0001
Revised 03-01-2022

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Instructions are false for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against an authorized individual. Employees **CANNOT** specify which document(s) an employee has presented to verify employment eligibility. The individual is authorized to employ on initial status (the documentation presented has a valid expiration date may also constitute legal discrimination).

Section 1: Employee Information and Attestation (Employee must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Name (Last of any)
Address (Street Number and Name)			
Apt. Number	City or Town	State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number

I am aware that Federal law prohibits the employment and/or use of false statements or use of false documents in connection with the completion of this form.

Attest, under penalty of perjury, that I am (check one of the following boxes):

☒ 1. A citizen of the United States	<div>OPTION: Section 1-9 Signature in the Box</div>
☐ 2. A non-citizen national of the United States (See instructions)	
☐ 3. A lawful permanent resident (Alien Registration Number (AOE) Number)	
☐ 4. An alien authorized to work (with expiration date, if applicable, mm/dd/yyyy) Some aliens may write "N/A" in the expiration date field. (See instructions)	

Attest, under penalty of perjury, that I have examined the information in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

2. Form I-9 Address Number	<div>OPTION: Section 1-9 Signature in the Box</div>
OR	
3. Foreign Passport Number	
Country of Issuance	

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ I am a preparer and/or translator who has completed the training required to complete this form.

Attest, under penalty of perjury, that I have examined the information in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator	Today's Date (mm/dd/yyyy)
-------------------------------------	---------------------------

Last Name (Family Name)	First Name (Given Name)
Address (Street Number and Name)	
City or Town	State ZIP Code

☐ I attest under penalty of perjury (28 U.S.C. § 1746) that I have examined the documents presented by the employee; the document(s) reasonably appear to be genuine and to relate to the employee named; that to the best of my knowledge the employee is authorized to work in the United States; that the information entered in Section 2 is complete, true and correct to the best of my knowledge; and that I am aware that I may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or knowingly accepting false documentation when completing this form.

[Back](#) [Confirm Attestation & Sign Form I-9](#)



E-Verify- Download Form I-9 & View Case

Download I-9 Disclaimer



U.S. Citizenship
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Services

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)		B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---

Form I-9 10/21/2019 Page 2 of 3

LISTS OF ACCEPTABLE DOCUMENTS

Form I-9 Completed

✓ You have successfully completed the Form I-9 submission for [redacted]

You will not be able to access this Form I-9 again once you leave this screen. Use the Download Form I-9 button below to open a PDF, which you can print or save to your systems.

☒ I attest under penalty of perjury that the information provided on this Form I-9 is true and correct to the best of my knowledge, and that I am aware that I may face severe penalties provided by law and may be subject to criminal prosecution for knowingly and willfully making false statements or knowingly accepting false documentation when completing this form.

[Go Home](#) [Download Form I-9 & View Case](#)

[Back](#) [Confirm Attestation & Sign Form I-9](#)



E-Verify- Pending Official Document Temporary Authorization



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Cases ▾

Languages ▾

Help Center ▾

e



Case Information

Pending Official Document

has 90 days to replace their receipt with an official document. You must create a new case and review and sign a new Form I-9 for Jane Martin by **May 4, 2023**

Case Information

Case Status

TEMPORARY AUTHORIZATION

Case Number

Case Created

Employee Info

Name

Email Address

Start Date

Employer

Employee ID

Exit

Create New Case





U.S. Citizenship
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Services

Employee No SSN Process

Account Creation – No SSN Scenario

(Employee applied for SSN but has not received it)



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myE-Verify Menu

Profile Creation

2 of 4 Profile Information

Personal Information

The information you provide in this section will be used to complete Form I-9 when you are hired by an employer using E-Verify.

Date of Birth (required)
MM/DD/YYYY

U.S. Social Security Number
Please enter numbers only.

[Hide SSN](#)

☒ I don't have a Social Security Number but have applied for one.

Telephone Number (required)
Please enter numbers only.

Email Address
example@domain.com

[Review Info](#)

[Back](#)



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myE-Verify Menu

Profile Creation

2 of 4 Profile Information

Review Profile Information

Please review the information you entered below to ensure accuracy. The information you provide will be used to complete your Form I-9 when you are hired by an employer using E-Verify.

Your Name

Last Name

First Name

Middle Initial

Other Last Names Used

[Edit Name](#)

Home Address

Address

Apt. Number

City or Town

State

ZIP Code

[Edit Address](#)

Personal Information

Date of Birth

U.S. Social Security Number
N/A

Email Address

Telephone Number

[Edit Personal Information](#)

[Confirm Information](#)

Employee Selects Documents and Completes Profile Creation and Form I-9 Submission Steps

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E-Verify Menu

Employment Eligibility

Form I-9 Submitted!

Employment Eligibility
PENDING EMPLOYER REVIEW

Case Number
2022119133336NK

Your Form I-9 has been shared with **Nakatomi Trading Corp.** to review and verify your information. We will notify you once your employer signs and submits your Form I-9.

Next Steps

✓ **Step 1:** Submit your Form I-9 for your Employer to review and sign

2 **Step 2:** We will follow up and let you know if any additional action is necessary

[Exit](#)

Employer Reviews Case in E-Verify and Signs Form I-9

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E-Verify Menu

Welcome to E-Verify NextGen

Employment Eligibility

TEMPORARILY AUTHORIZED

[I have a new job](#)

[View Details](#)

Employment History

Current Employer
Nakatomi Trading Corp.

First Day of Employment
01/24/2021

[View Employment History](#)