



U.S. Citizenship
and Immigration
Services

EV FY26 PRA Work Bundles Combined



Immigration Records and Identity Services

Verification Division

02/20/2026



U.S. Citizenship
and Immigration
Services

Creation of Login.gov Account

Sign In

 A DEMO website of the United States government [Here's how you know](#) 



E-Verify is using Login.gov to allow you to sign in to your account safely and securely.

Sign in

Create an account

Sign in for existing users

Email address

Password

☐ Show password

Sign in

[Sign in with your government employee ID](#)

[Back to E-Verify devtest](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#) 

[Privacy Act Statement](#) 

 US General Services Administration  Language  [Help](#)  [Contact](#)  [Privacy & security](#)  [Accessibility statement](#) 

Create an Account

A DEMO website of the United States government. [Here's how you know](#) ▼

LOGIN.GOV E-Verify



E-Verify is using Login.gov to allow you to sign in to your account safely and securely.

[Sign in](#) [Create an account](#)

Create an account for new users

Enter your email address

Select your email language preference
Login.gov allows you to receive your email communication in English, Español, Français or 中文 (简体).

☒ English (default)

☐ Español

☐ Français

☐ 中文 (简体)

☐ I read and accept the Login.gov [Rules of Use](#) ↗

[Submit](#)

[Cancel](#)

[Security Practices and Privacy Act Statement](#) ↗

[Privacy Act Statement](#) ↗

US General Services Administration [Language](#) ^ Help ↗ Contact ↗ Privacy & security ↗ Accessibility statement ↗

Check Your Email

LOGIN.GOV

E-Verify

Check your email

We sent an email to [redacted] with a link to confirm your email address. Follow the link to continue creating your account.

You can close this window if you're done.

Having trouble? Here's what you can do:

Resend the confirmation email

Use a different email address

US General Services Administration

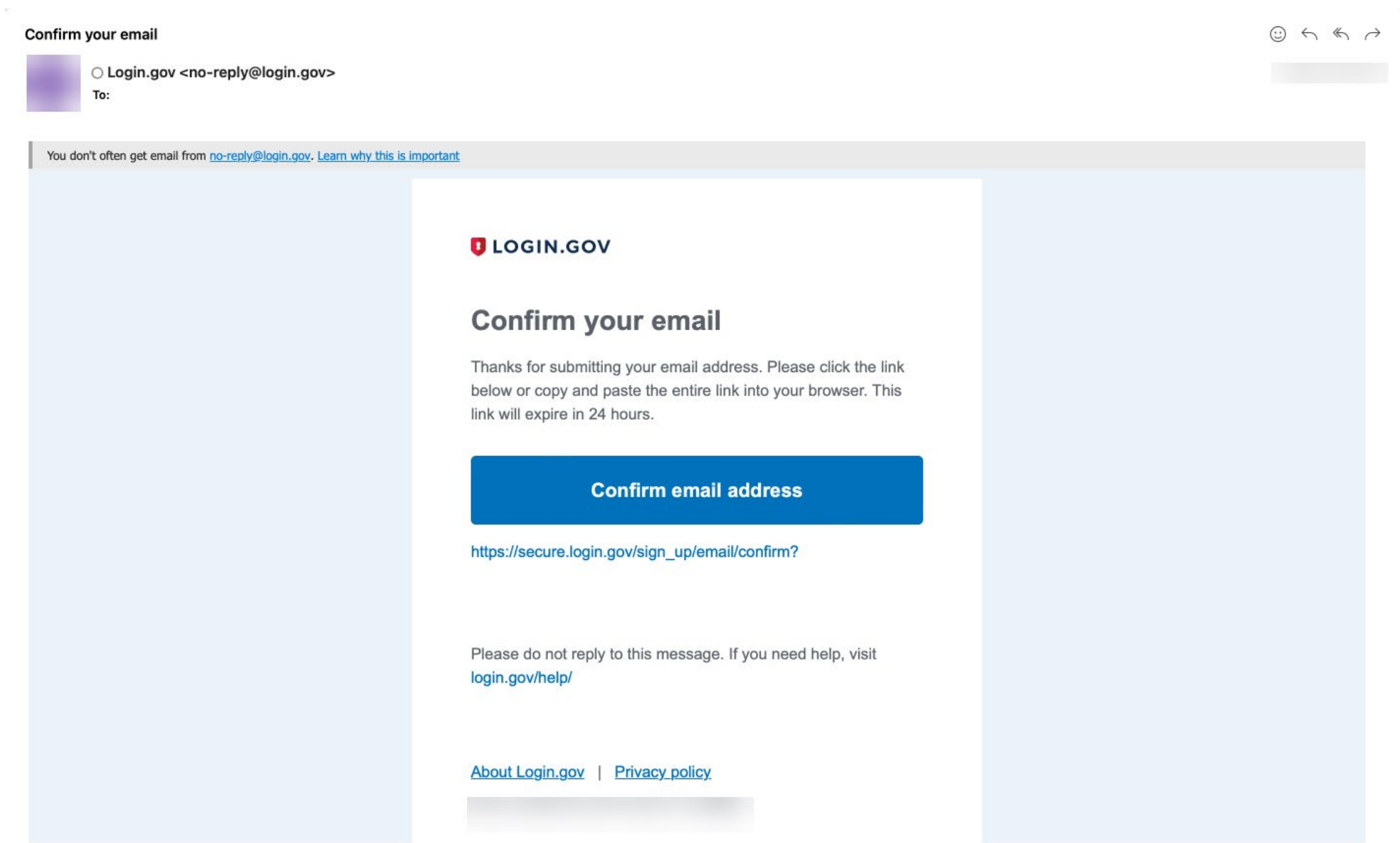
Language

Help

Contact

Privacy & security

Confirm Your Email



Create Password

An official website of the United States government

Here's how you know

LOGIN.GOV

You have confirmed your email address

Create a strong password

Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

Password strength: Great

Continue

Password safety tips

+

Cancel account creation

US General Services Administration

Language

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Privacy & security

Authentication Method Setup

An official website of the United States government

Here's how you know

LOGIN.GOV

Authentication method setup

Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least two different options in case you lose one of your methods.

☐

**Authentication application**

Download or use an authentication app of your choice to generate secure codes.

☐

**Text or voice message**

Receive a secure code by (SMS) text or phone call.

☐

**Backup codes**

A list of 10 codes you can print or save to your device. When you use the last code, we will generate a new list. Keep in mind backup codes are easy to lose.

☐

**Security key**

A physical device, often shaped like a USB drive, that you plug in to your device.

☐

**Government employee ID**

PIV/CAC cards for government and military employees. Desktop only.

Continue

[Cancel account creation](#)

US General Services Administration

Language

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Privacy & security

Authentication Method – Authentication Application

An official website of the United States government

Here's how you know

LOGIN.GOV

Add an authentication app

Set up an authentication app to sign in using temporary security codes. [What is an authentication app?](#)

- 1 Give it a nickname**

If you add more than one app, you'll know which one is which.
- 2 Open your authentication app**
- 3 Scan this QR barcode with your app**



Or enter this code manually into your authentication app

Copy
- 4 Enter the temporary code from your app**

Example: 123456

☒ Remember this browser

Submit

Cancel

US General Services Administration

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Authentication Method – Text or Voice Message

An official website of the United States government [Here's how you know](#)

LOGIN.GOV

Add a phone number

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number



How you'll get your code

☒ Text message (SMS) ☐ Phone call

You can change this anytime. If you use a landline number, select "Phone call."

[Send code](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply. Read Login.gov's [Mobile Terms of Use](#).

[Choose another authentication method](#)

US General Services Administration [Language](#) [Help](#) [Contact](#) [Privacy & security](#)

An official website of the United States government [Here's how you know](#)

LOGIN.GOV

Enter your one-time code

We sent a text (SMS) with a one-time code to

This code will expire in 10 minutes.

One-time code
Example: 123456

☒ Remember this browser

[Submit](#)

[Send another code](#)

Having trouble? Here's what you can do:

[Use another phone number](#) >

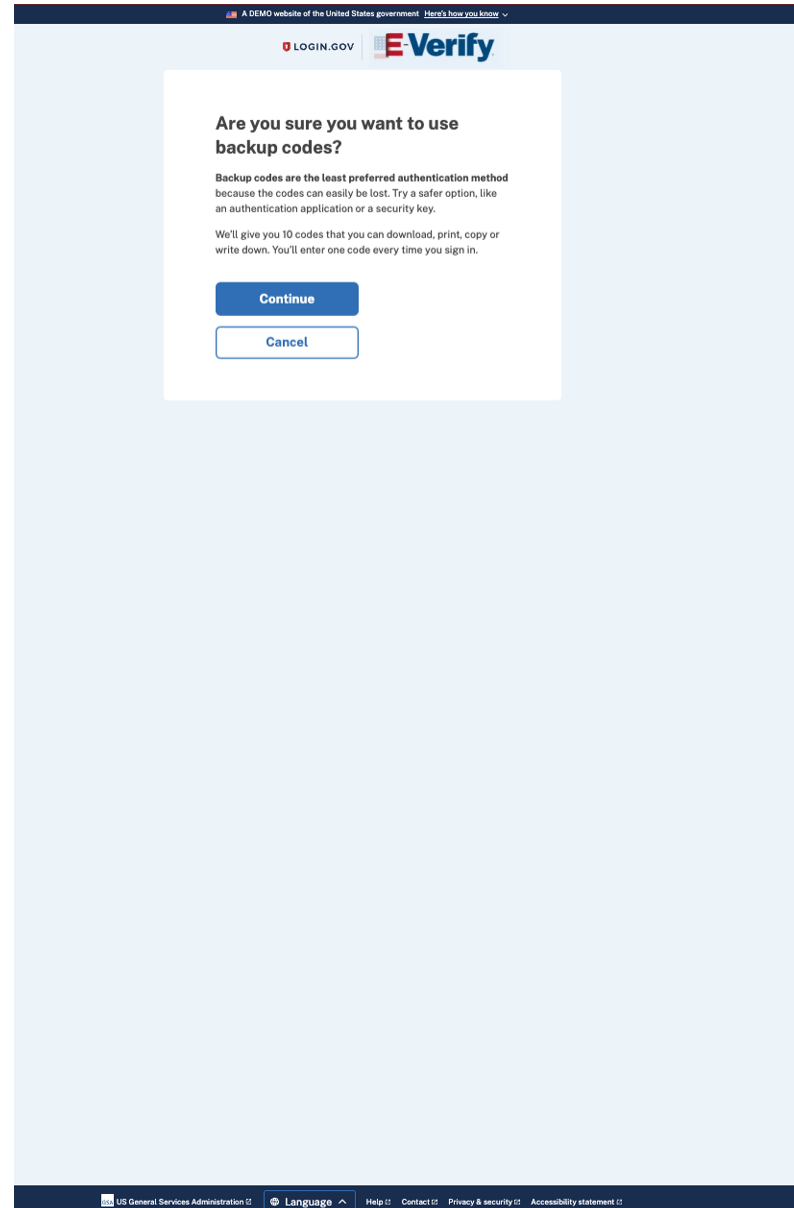
[I didn't receive my one-time code](#) >

[Learn more about authentication options](#) >

[Choose another authentication method](#)

US General Services Administration [Language](#) [Help](#) [Contact](#) [Privacy & security](#)

Authentication Method – Backup Codes



Authentication Method – Security Key

An official website of the United States government [Here's how you know](#)

LOGIN.GOV



Add your security key

Add a security key that meets the FIDO standard as your authentication method. You can add as many security keys as you want. To get started, first give your security key a nickname.

Security key nickname

☒ Remember this browser

Continue

[Choose another authentication method](#)

Authentication Method – Government Employee ID

A DEMO website of the United States government

Here's how you know

LOGIN.GOV

E-Verify

Add your government employee ID

Use your smart card reader to set up your Personal Identity Verification (PIV) or Common Access Card (CAC). You can use any of these as a two-factor authentication method to sign in.

- 1 Give it a nickname**

If you add more than one PIV/CAC, you'll know which one's which.
- 2 Insert your PIV/CAC into your card reader**
- 3 Add your PIV/CAC**

You'll need to choose a **certificate** (the right one likely has your name in it) and **enter your PIN** (your PIN was created when you set up your PIV/CAC).

Insert PIV/CAC

Cancel

US General Services Administration

Language

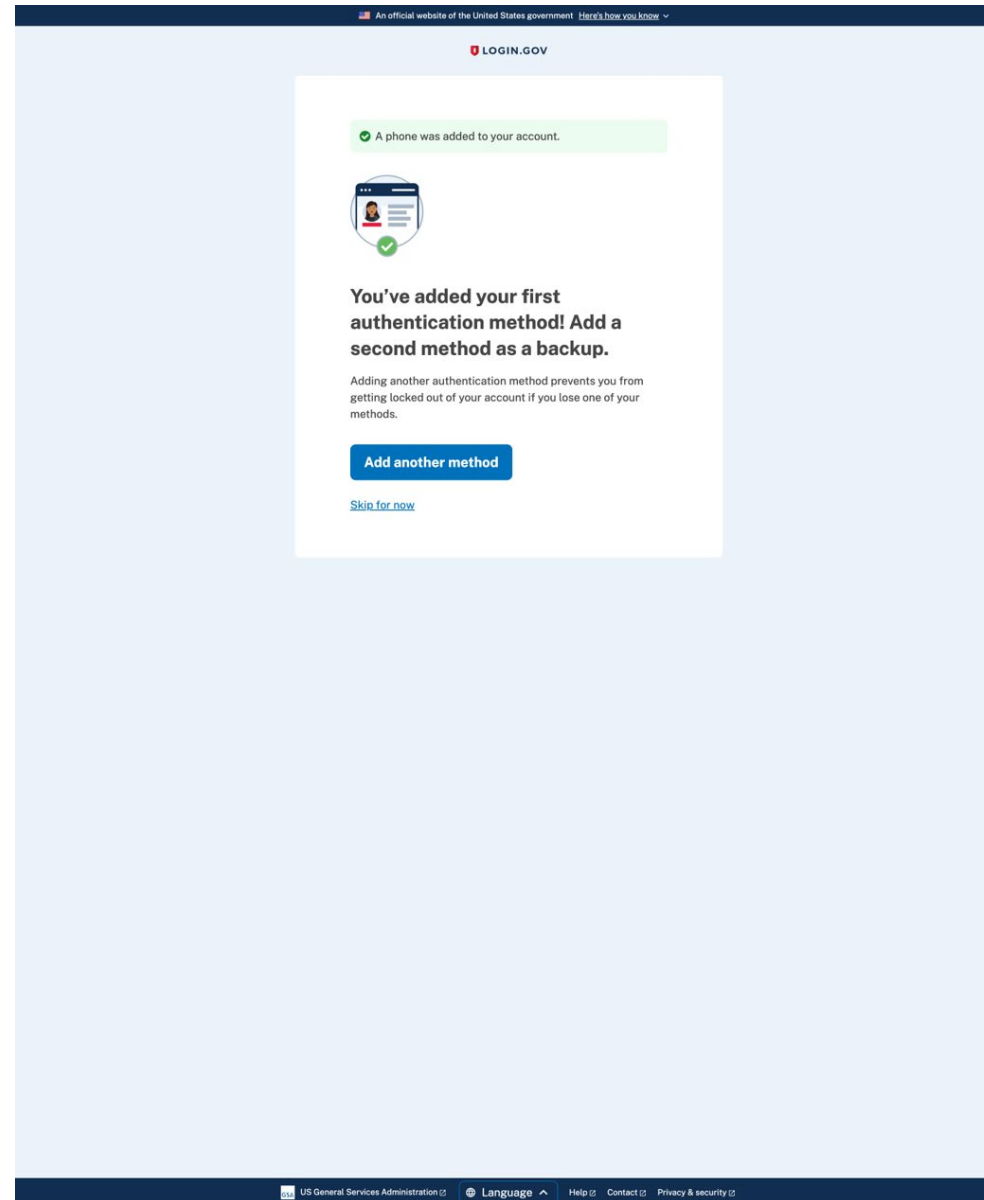
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Authentication Method – Complete



Your Account

A DEMO website of the United States government

Here's how you know

LOGIN.GOV

Welcome

Sign out

Your Account

Add email address

Edit password

Delete account

Your authentication methods

Add phone number

Add authentication apps

Add face or touch unlock

Add security key

Add your government employee ID

Get backup codes

Your connected accounts

History

Forget all browsers

Customer support

Your account

Continue to SAVE devtest

Email preferences

Email addresses

Delete

+ Add new email

Language

English

Edit

Password

Edit

Phone numbers

Manage

+ Add phone

Federal employee ID

Manage

+ Add ID

Your Account – Add Email Address

A DEMO website of the United States government [Here's how you know](#) ▼

LOGIN.GOV E-Verify

Add a new email address

Enter your email address

Submit

[Cancel](#)

[Security Practices and Privacy Act Statement](#) ⓘ

[Privacy Act Statement](#) ⓘ

US General Services Administration ⓘ [Language](#) ⓘ [Help](#) ⓘ [Contact](#) ⓘ [Privacy & security](#) ⓘ [Accessibility statement](#) ⓘ

Your Account – Edit Password

A DEMO website of the United States government

Here's how you know

LOGIN.GOV

E-Verify

Change your password

Your password must be 12 characters or longer. Don't use common phrases or repeated characters, like abc or 111.

New password

Confirm password

☐ Show password

Update

Password safety tips

+

[Cancel](#)

US General Services Administration

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Accessibility statement

Your Account – Delete Account

A DEMO website of the United States government

Here's how you know >

LOGIN.GOV

EVerify

Are you sure you want to delete your account?

If you delete your account:

- You won't have a Login.gov account
- We'll delete your email address, password, and phone number
- You won't be able to securely access your information using Login.gov.
- We will notify the agencies you access with Login.gov that you no longer have an account

Enter your password to confirm that you want to delete your account.

Password

☐ Show password

Delete account

Back to profile

US General Services Administration

Language

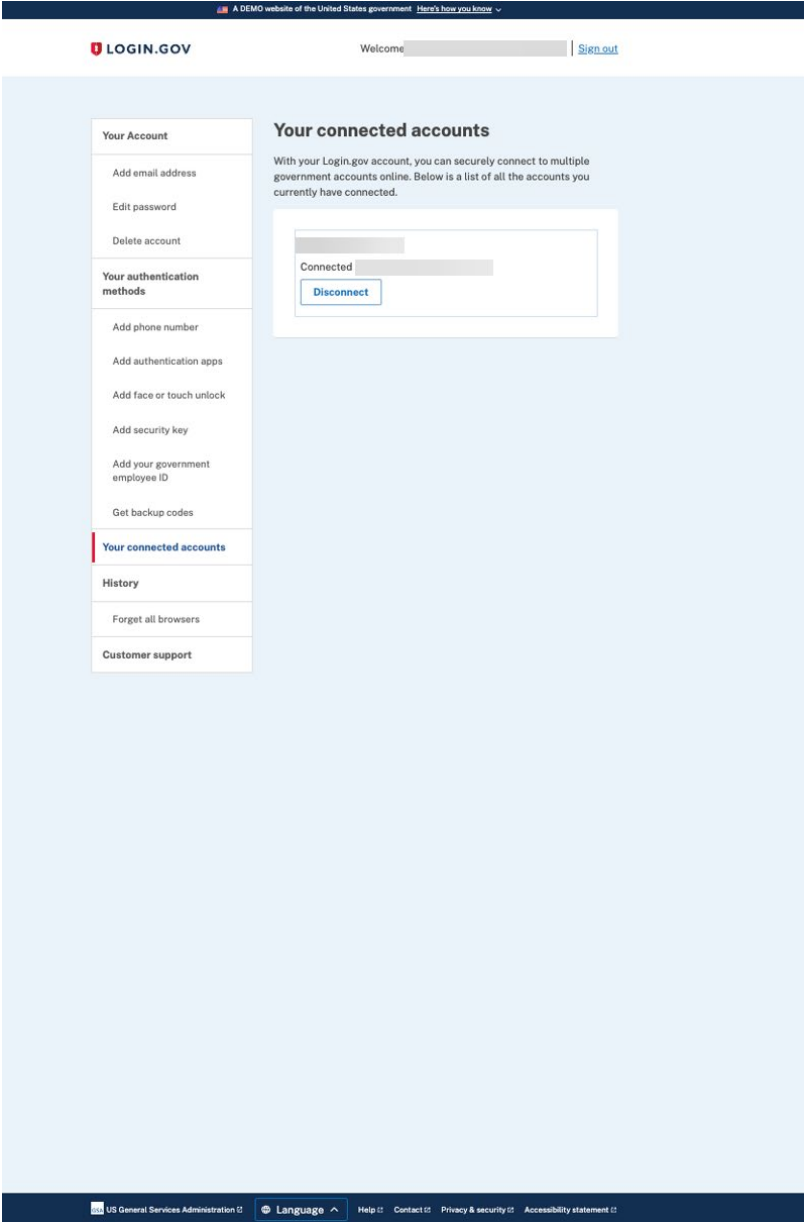
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Accessibility statement

Your Account – Your Connected Accounts



Your Account – History

A DEMO website of the United States government

Here's how you know

LOGIN.GOV

Welcome

Sign out

Your Account

Add email address

Edit password

Delete account

Your authentication methods

Add phone number

Add authentication apps

Add face or touch unlock

Add security key

Add your government employee ID

Get backup codes

Your connected accounts

History

Forget all browsers

Customer support

History

Devices

Activity

Events

From (IP address potentially located in United States)

Signed in at

Signed in with second factor

Signed in with password

Signed in with second factor

Signed in with password

Signed in with second factor

US General Services Administration

Language

Help

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Privacy & security

Accessibility statement



U.S. Citizenship
and Immigration
Services

Login.Gov – Managing Users

Company Account

Manage Users

Search (User ID, First Name and Last Name) 



[Show Filters](#)

97 Users Found

[+ Add User](#)

User ID	Last Name	First Name	Status	User Role	Last Login
			ACTIVE	Program Admin	Dec 19, 2022, 2:13pm
			PASSWORD CHANGE REQUIRED	General	Dec 14, 2022, 1:44pm
			PENDING ACTIVATION	Program Admin	Nov 23, 2022, 11:11am
			ACTIVE	Program Admin	Nov 17, 2022, 8:19am
			PASSWORD CHANGE REQUIRED	General	Jun 13, 2022, 3:44pm
			ACTIVE	Program Admin	Dec 22, 2022, 8:16am
			PENDING ACTIVATION	General	Dec 11, 2022, 2:34pm
			ACTIVE	Program Admin	Aug 22, 2022, 10:51pm
			ACTIVE	Program Admin	Sep 10, 2022, 5:41pm
			PASSWORD CHANGE REQUIRED	General	Mar 20, 2022, 3:17am

Rows Per Page

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My Company Account

Important Update

For enhanced security, users must have Login.gov accounts and enable Multi-Factor Authentication (MFA) to access E-Verify. For more information, refer to [Accessing E-Verify with Login.gov](#).

Add New User Account

Enrolled accounts can assign their users with different permissions and functions. There are two types of users: Program Administrators and General Users.

Email Address (required)

User Role (required) 

- Select - 

[Cancel](#)[Next](#)



My Company Account

Important Update

For enhanced security, users must have Login.gov accounts and enable Multi-Factor Authentication (MFA) to access E-Verify. For more information, refer to [Accessing E-Verify with Login.gov](#).

Add New User Account

Enrolled accounts can assign their users with different permissions and functions. There are two types of users: Program Administrators and General Users.

Email Address (required)

User Role (required)

Program Administrator

Cancel

Next



My Company Account

Add New User Account

Please enter user information below to complete the account creation process.

Email Address

User Role

Program Administrator

First Name (required)

Middle Initial

Last Name (required)

Phone Number (required)

10 digits, numbers only

Phone Number Extension

Up to 6 digits, numbers only

User ID (required) ⓘ

Cancel

Create User Account





Home

Cases ▾

Clients ▾

Reports

Resources ▾

 User Name ▾

Company Account

Add User

Email Address

User Role

Program Administrator

User ID (required) 

First Name (required)

Middle Initial

Last Name (required)

Phone Number (required)

10 digits, numbers only

Phone Number Extension

Up to 6 digits, numbers only

Cancel

+ Add User



[Home](#)

[Cases](#) ▾

[Clients](#) ▾

[Reports](#)

[Resources](#) ▾

 [User Name](#) ▾

Company Account

[← Manage Users](#)



User created successfully

An email has been sent to [REDACTED] with directions to sign in to their account. User status will move to Active after they sign in for the first time.

PENDING ACTIVATION

User Information

Users are able to update their own user profile information within E-Verify.

Name

[REDACTED]

User ID

[REDACTED]

Email Address

[REDACTED]

Phone Number

[REDACTED]

User Role

Program Administrator

[Edit User Role](#)

[Resend Activation Email](#)

[Delete User](#)



My Company Account

[← Manage Users](#)

Pending Activation

An email has been sent to with an activation link. The user account status will move to 'Active' upon sign in.

[Resend Activation Email](#)

User Account

PENDING ACTIVATION

Users are able to update their own user profile information within E-Verify.

Name

User ID

Email Address

Phone Number

User Role

Program Administrator

[Edit User Role](#)[Delete User](#)

Company Account

[← Manage Users](#)



ACTIVE

User Information

Users are able to update their own user profile information within E-Verify.

Name

User ID

Email Address

Phone Number

User Role

Program Administrator

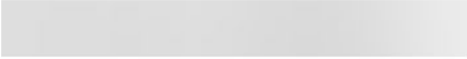
[Edit User Role](#)

[Delete User](#)



Company Account

[← Manage Users](#)



ACTIVE

User Information

Users are able to update their own user profile information within E-Verify.

Name

User ID

Email Address

Phone Number

User Role (required)

Program Administrator



Save

Delete User



Company Account

Manage Users

Search (User ID, First Name and Last Name) ?

Show Filters

97 Users Found

+ Add User

User ID	Last Name	First Name	Status	User Role	Last Login
			ACTIVE	Program Admin	Dec 19, 2022, 2:13pm
			PASSWORD CHANGE REQUIRED	General	Dec 14, 2022, 1:44pm
			PENDING ACTIVATION	Program Admin	Nov 23, 2022, 11:11am
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			PENDING ACTIVATION	General	Dec 11, 2022, 2:34pm
			ACTIVE	Program Admin	Aug 22, 2022, 10:51pm
			ACTIVE	Program Admin	Sep 10, 2022, 5:41pm
			PASSWORD CHANGE REQUIRED	General	Mar 20, 2022, 3:17am

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Go to page

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Company Account

Add User

Enrolled accounts can assign their users with different permissions and functions. There are two types of users: Program Administrators and General Users. You can also create Web Services credentials that will provide developer access to a suite of features that can integrate into proprietary software.

To review more detailed permissions of the user roles and Web Service access, please [read more here](#).

Email Address (required)

User Role (required) 

[Cancel](#)

[Next](#)



Company Account

Add User

Enrolled accounts can assign their users with different permissions and functions. There are two types of users: Program Administrators and General Users. You can also create Web Services credentials that will provide developer access to a suite of features that can integrate into proprietary software.

To review more detailed permissions of the user roles and Web Service access, please [read more here](#).

Email Address (required)

User Role (required) 

Program Administrator ▾

Cancel

Next

Company Account

Add User

Company

Email Address

 This email address is associated with an existing E-Verify user. Name and phone number are stored in a shared user profile and will be visible after the user signs in for the first time.

User Role

Program Administrator

User ID (required) 

[Cancel](#)

[+ Add User](#)



Company Account

[← Manage Users](#)



User created successfully

An email has been sent to [redacted] with directions to sign in to their account. User status will move to Active after they sign in for the first time.

New User

PENDING ACTIVATION

User Information

Users are able to update their own user profile information within E-Verify.



This email address is associated with one or more E-Verify user accounts. Name and phone number are stored in a shared user profile and will be visible after the user signs in for the first time.

Name

--

User ID

[redacted]

Email Address

[redacted]

Phone Number

--

User Role

Program Administrator

[Edit User Role](#)

[Resend Activation Email](#)

[Delete User](#)

[Home](#)[Cases](#) ▾[Clients](#) ▾[Reports](#)[Resources](#) ▾ [User Name](#) ▾

Company Account

[← Manage Users](#)

New User

PENDING ACTIVATION

User Information

Users are able to update their own user profile information within E-Verify.



This email address is associated with one or more E-Verify user accounts. Name and phone number are stored in a shared user profile and will be visible after the user signs in for the first time.

Name

--

User ID**Email Address****Phone Number**

--

User Role

Program Administrator

[Edit User Role](#)[Resend Activation Email](#)[Delete User](#)

Company Account

[← Manage Users](#)



ACTIVE

User Information

Users are able to update their own user profile information within E-Verify.

Name

User ID

Email Address

Phone Number

User Role

Program Administrator

[Edit User Role](#)

[Delete User](#)



Company Account

[← Manage Users](#)

ACTIVE

User Information

Users are able to update their own user profile information within E-Verify.

Name

User ID

Email Address

Phone Number

User Role (required)

Program Administrator ▾

Save

Delete User



Company Account

Manage Users

Search (User ID, First Name and Last Name) 



Show Filters

97 Users Found

+ Add User

User ID	Last Name	First Name	Status	User Role	Last Login
			ACTIVE	Program Admin	Dec 19, 2022, 2:13pm
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			ACTIVE	Program Admin	Aug 22, 2022, 10:51pm
			ACTIVE	Program Admin	Sep 10, 2022, 5:41pm
			PASSWORD CHANGE REQUIRED	General	Mar 20, 2022, 3:17am

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Go to page

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Company Account

Add User

Enrolled accounts can assign their users with different permissions and functions. There are two types of users: Program Administrators and General Users. You can also create Web Services credentials that will provide developer access to a suite of features that can integrate into proprietary software.

To review more detailed permissions of the user roles and Web Service access, please [read more here](#).

Email Address (required)

User Role (required) 

[Cancel](#)

[Next](#)



Company Account

Add User

Enrolled accounts can assign their users with different permissions and functions. There are two types of users: Program Administrators and General Users. You can also create Web Services credentials that will provide developer access to a suite of features that can integrate into proprietary software.

To review more detailed permissions of the user roles and Web Service access, please [read more here](#).

Email Address (required)

User Role (required) ?

Web Services Access ▾

Cancel

Next

Company Account

Add User

Email Address

User Role

Web Services Access

User ID (required) 

First Name (required)

Middle Initial

Last Name (required)

Phone Number (required)

10 digits, numbers only

Phone Number Extension

Up to 6 digits, numbers only

[Cancel](#)

[+ Add User](#)

Company Account

Add User

Email Address

User Role

Web Services Access

User ID (required) 

First Name (required)

Middle Initial

Last Name (required)

Phone Number (required)

10 digits, numbers only

Phone Number Extension

Up to 6 digits, numbers only

Cancel

+ Add User

Company Account

[← Manage Users](#)



User created successfully

An email has been sent to [redacted] with their web services user name, password, and directions on how to implement web services access.

PASSWORD CHANGE REQUIRED

User Information

Users are able to update their own user profile information within E-Verify.

Name

[redacted]

User ID

[redacted]

Email Address

[redacted]

Phone Number

[redacted]

User Role

Web Services Access

Password

Password Expires

March 16, 2023 (in 86 days)

[Change Password](#)



[Home](#)

[Cases](#) ▾

[Clients](#) ▾

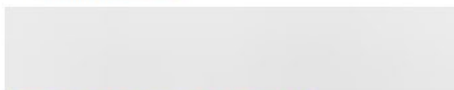
[Reports](#)

[Resources](#) ▾

 [User Name](#) ▾

Company Account

[← Manage Users](#)



PASSWORD CHANGE REQUIRED

User Information

Users are able to update their own user profile information within E-Verify.

Name

User ID

Email Address

Phone Number

User Role

Web Services Access

Password

Password Expires

March 16, 2023 (in 86 days)

[Change Password](#)

[Delete User](#)



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 [User Name](#) ▾

Company Account

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ACTIVE

User Information

Users are able to update their own user profile information within E-Verify.

Name

User ID

Email Address

Phone Number

User Role

Web Services Access

Password

Password Expires

March 16, 2023 (in 86 days)

[Change Password](#)

[Delete User](#)

Company Account

Manage Users

Search (User ID, First Name and Last Name) ?



Show Filters

97 Users Found

+ Add User

User ID	Last Name	First Name	Status	User Role	Last Login
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Go to page

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Company Account

Add User

Corporate Administrators manage linked employer accounts, and cannot create or manage E-Verify cases. To add a Program Administrator or General User to a linked account, navigate to the Company Locations section of the site and select "Add New Company Location" user, then follow the prompts.

To review more detailed permissions of the user roles and Web Service access, please [read more here](#).

Email Address (required)

User Role

Corporate Administrator

[Cancel](#)

[Next](#)



Company Account

Add User

Corporate Administrators manage linked employer accounts, and cannot create or manage E-Verify cases. To add a Program Administrator or General User to a linked account, navigate to the Company Locations section of the site and select "Add New Company Location" user, then follow the prompts.

To review more detailed permissions of the user roles and Web Service access, please [read more here](#).

Email Address (required)

User Role

Corporate Administrator

[Cancel](#)

[Next](#)



Company Account

Add User

Email Address

User Role

Corporate Administrator

User ID (required) 

First Name (required)

Middle Initial

Last Name (required)

Phone Number (required)

10 digits, numbers only

Phone Number Extension

Up to 6 digits, numbers only

[Cancel](#)

[+ Add User](#)

Company Account

Add User

Email Address

User Role

Corporate Administrator

User ID (required) 

First Name (required)

Middle Initial

Last Name (required)

Phone Number (required)

10 digits, numbers only

Phone Number Extension

Up to 6 digits, numbers only

[Cancel](#)

[+ Add User](#)

Company Account

[← Manage Users](#)



User created successfully

An email has been sent to [redacted] with directions to sign in to their account. User status will move to Active after they sign in for the first time.

PENDING ACTIVATION

User Information

Users are able to update their own user profile information within E-Verify.

Name

[redacted]

User ID

[redacted]

Email Address

[redacted]

Phone Number

[redacted]

User Role

Corporate Administrator

[Resend Activation Email](#)

[Delete User](#)





Company Account

← [Manage Users](#)



PENDING ACTIVATION

User Information

Users are able to update their own user profile information within E-Verify.

Name

User ID

Email Address

Phone Number

User Role

Corporate Administrator

[Resend Activation Email](#)

[Delete User](#)



Company Account

[← Manage Users](#)



ACTIVE

User Information

Users are able to update their own user profile information within E-Verify.

Name

User ID

Email Address

Phone Number

User Role

Corporate Administrator

Delete User

Company Account

Manage Users

Search (User ID, First Name and Last Name) ?

Show Filters

97 Users Found

+ Add User

User ID	Last Name	First Name	Status	User Role	Last Login
			ACTIVE	Program Admin	Dec 19, 2022, 2:13pm
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			ACTIVE	Program Admin	Aug 22, 2022, 10:51pm
			ACTIVE	Program Admin	Sep 10, 2022, 5:41pm
			PASSWORD CHANGE REQUIRED	General	Mar 20, 2022, 3:17am

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Next >

Go to page

5

Go

Company Account

Add User

Enrolled accounts can assign their users with different permissions and functions. There are two types of users: Program Administrators and General Users. You can also create Web Services credentials that will provide developer access to a suite of features that can integrate into proprietary software.

To review more detailed permissions of the user roles and Web Service access, please [read more here](#).

Email Address (required)

User Role (required) 

[Cancel](#)

[Next](#)





[Home](#)

[Cases](#) ▾

[Clients](#) ▾

[Reports](#)

[Resources](#) ▾

 [User Name](#) ▾

Company Account

Add User

Enrolled accounts can assign their users with different permissions and functions. There are two types of users: Program Administrators and General Users. You can also create Web Services credentials that will provide developer access to a suite of features that can integrate into proprietary software.

To review more detailed permissions of the user roles and Web Service access, please [read more here](#).

Email Address (required)

User Role (required) 

Program Administrator ▾

[Cancel](#)

[Next](#)



Company Account

Add User

Enrolled accounts can assign their users with different permissions and functions. There are two types of users: Program Administrators and General Users. You can also create Web Services credentials that will provide developer access to a suite of features that can integrate into proprietary software.

To review more detailed permissions of the user roles and Web Service access, please [read more here](#).



MFA user account cannot be created.

This email address is linked with an existing user account that needs to be migrated to an MFA account before proceeding.

Email Address (required)

User Role (required) 

Program Administrator ▾

[Cancel](#)

[Next](#)



Company Account

Manage Users

Search (User ID, First Name and Last Name) ?

Show Filters

97 Users Found

+ Add User

User ID	Last Name	First Name	Status	User Role	Last Login
			ACTIVE	Program Admin	Dec 19, 2022, 2:13pm
			PASSWORD CHANGE REQUIRED	General	Dec 14, 2022, 1:44pm
			PENDING ACTIVATION	Program Admin	Nov 23, 2022, 11:11am
			ACTIVE	Program Admin	Nov 17, 2022, 8:19am
			PASSWORD CHANGE REQUIRED	General	Jun 13, 2022, 3:44pm
			ACTIVE	Program Admin	Dec 22, 2022, 8:16am
			PENDING ACTIVATION	General	Dec 11, 2022, 2:34pm
			ACTIVE	Program Admin	Aug 22, 2022, 10:51pm
			ACTIVE	Program Admin	Sep 10, 2022, 5:41pm
			PASSWORD CHANGE REQUIRED	General	Mar 20, 2022, 3:17am

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My Company Account

Important Update

For enhanced security, users must have Login.gov accounts and enable Multi-Factor Authentication (MFA) to access E-Verify. For more information, refer to [Accessing E-Verify with Login.gov](#).

Add New User Account

Enrolled accounts can assign their users with different permissions and functions. There are two types of users: Program Administrators and General Users.

Email Address (required)

User Role (required) 

[Cancel](#)[Next](#)

My Company Account



Important Update

For enhanced security, users must have Login.gov accounts and enable Multi-Factor Authentication (MFA) to access E-Verify. For more information, refer to [Accessing E-Verify with Login.gov](#).

Add New User Account

Enrolled accounts can assign their users with different permissions and functions. There are two types of users: Program Administrators and General Users.

Email Address (required)

User Role (required) 

Program Administrator



Cancel

Next



Company Account

Add User

Enrolled accounts can assign their users with different permissions and functions. There are two types of users: Program Administrators and General Users. You can also create Web Services credentials that will provide developer access to a suite of features that can integrate into proprietary software.

To review more detailed permissions of the user roles and Web Service access, please [read more here](#).

**User account cannot be created.**

This email address is associated with an [existing user account](#) with Company Name Inc.

Email Address (required)

User Role (required)

Program Administrator

Cancel Next



My User Profile



ACTIVE

User Information

Users are able to update their own user profile information within E-Verify.

Name

User ID

Email Address

Phone Number

User Role

Program Administrator

[Edit User Information](#)



My Company Account

Add New User Account

Please enter user information below to complete the account creation process.

Email Address

User Role

Program Administrator

First Name (required)

Middle Initial

Last Name (required)

Phone Number (required)

10 digits, numbers only

Phone Number Extension

Up to 6 digits, numbers only

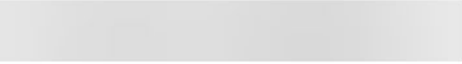
User ID (required) 

[Cancel](#)

[Create User Account](#)



My User Profile



ACTIVE

User Information

Users are able to update their own user profile information within E-Verify.

Name

User ID

Email Address

Phone Number

User Role

Program Administrator

[Edit User Information](#)

My User Profile

Edit User Information

User ID

[Redacted]

User Role

Program Administrator

Email Address (required)

[Redacted]

First Name (required)

[Redacted]

Middle Initial

Last Name (required)

[Redacted]

Phone Number (required)

10 digits, numbers only

[Redacted]

Phone Number Extension

Up to 6 digits, numbers only

Cancel

Save

My User Profile

Edit User Information

User ID

User Role

Program Administrator

Email Address (required)

Middle Initial

Last Name (required)

Phone Number (required)

10 digits, numbers only

Phone Number Extension

Up to 6 digits, numbers only

Cancel

Save

Do you want to change your account email address?



We noticed you logged in with a new email address.

You can choose any of the email addresses on your Login.gov account to be your contact address for E-Verify.

Select an email address to use on your E-Verify profile.

- ☒ neo@thematrix.org
- ☐ t.anderson@gmail.com
- ☐ thomas.anderson@company.com

Save



1

Cases to be Closed

[View Cases to be Closed](#)

1

Cases with Updates

[View Updated Cases](#)

0

Cases with Expiring
Authorization Docs

[View Expiring Doc Cases](#)

0

Recently Auto-
Closed Cases

[View Auto-Closed Cases](#)

[Create New Case](#)

[Search Cases](#)

[View Resources](#)

[Contact Us](#)

E-Verify News and Announcements

Find the Latest News on E-Verify.gov

We are working to bring exciting new functionality to E-Verify. While we are building these new tools, you can find the latest news updates on E-Verify.gov.

[View Latest](#)



E-Verify Enrollment Process

E-Verify Enrollment - Enroll Now



E-Verify Enrollment - User Agreement

 An official website of the United States government [Here's how you know](#) ▼



Use Agreement

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

[Paperwork Reduction Act](#)

OMB Control No. 1615-0092 • Expiration Date 12/31/2024

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E-Verify Enrollment - Paperwork Reduction Act

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E-Verify

Use Agreement

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, and you may not release information from this system to unauthorized users only. Unauthorized use, disclosure, or destruction of information, or transmission of information to/from this system, may constitute a violation of Federal law. Anyone who accesses a Federal computer system, damages, destroys, or discloses information, or transmits information to/from this system, may be subject to penalties, fines, or imprisonment. The system may be subject to monitoring for administrative wrongdoing or misuse, and you may be subject to monitoring activities.

By clicking "I agree" below, you agree to the terms of the Use Agreement.

[I Agree](#)

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.**

[Done](#)

[Paperwork Reduction Act](#)

Expiration Date 12/31/2024

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

[Accessibility Statement](#) [Viewer Software](#)

[Provide Feedback](#)

E-Verify Enrollment - Paperwork Reduction Act

Paperwork Reduction Act

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Done

E-Verify Enrollment - Enrollment Point Of Contact (POC)

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Enrollment Point of Contact

The Enrollment Point of Contact is responsible for managing the E-Verify enrollment process for your company. Please submit your email address to create your secure Enrollment Point of Contact account.

 If your company already has an E-Verify account do not enroll again. Contact your account administrator if you need to create a new user account or reactivate an existing account.

Email Address (required)

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

Submit

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Provide Feedback

E-Verify Enrollment - Confirmation Required

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Confirmation Required

Within a few minutes you should receive an email at to confirm your account and create your password. Please check email inboxes as well as spam or junk mail folders for emails sent from no-reply@uscis.dhs.gov, as sometimes the emails are mistakenly marked as spam. If the confirmation email is not received within 24 hours, email E-Verify@uscis.dhs.gov for assistance.

 If you do not receive the confirmation email, please do not create another account. If you attempt to create another account, your enrollment may be delayed.

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E-Verify Enrollment - Registration Email

From: no-reply@uscis.dhs.gov
Sent: Monday, June 24, 2024 11:46 AM
To:
Subject: Complete E-Verify Enrollment Point of Contact Registration



E-VERIFY IS A SERVICE OF DHS AND SSA

Welcome to E-Verify – You have been designated as the E-Verify Enrollment Point of Contact (POC).

To complete your company's enrollment, go to <https://externaltest.idp.uscis.gov/verify/everify/54822780-6d75-4227-9e71-3dbe5f89a0b0> and log in with the temporary user ID and password provided below:

- Your temporary user ID:
- Your password:

Note: For security purposes your enrollment link will expire 24 hours after receipt of your confirmation email.

E-Verify Resources:

- Join a [free E-Verify webinar](#)

E-Verify Enrollment - Sign In - User Agreement

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E-Verify

Sign In

User ID (required)

Use Agreement

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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  **Provide Feedback**

E-Verify Enrollment - Sign In

 An official website of the United States government [Here's how you know](#) ▼

E-Verify

Sign In



User ID (required)

[Forgot User ID](#)

Password (required)

[Forgot Password](#) [Show password](#)

[Sign In](#)

If your company would like to participate in E-Verify, [enroll now](#).

Legal

[Paperwork Reduction Act](#)

OMB Control No. 1615-0092
Expiration Date 12/31/2024

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



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E-Verify Enrollment - Checklist

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E-Verify Enrollment

Enrollment Checklist

Deciding to enroll your company in E-Verify is the first step toward supporting a legal workforce. For more information, visit the [Enrolling in E-Verify](#) 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.



Enrollment must be completed within a single web session

Refer to this checklist to ensure you have the required information before you begin. Estimated time to complete is 10-15 minutes. Note you will be logged out of the system after 10 minutes of inactivity.

All Companies

- Company's legal name
- Employer identification number (also called a Federal Tax ID Number) 
- Primary physical address which your company will access E-Verify
- Mailing address (if different from the physical address)
- Hiring sites that will participate in E-Verify in each state 
- Total number of current employees
- Your company's [North American Industry Classification System](#) (NAICS) code 
- Contact information (name, phone number, email address) for:
 - Your company's [Memorandum of Understanding \(MOU\)](#) signatory 
 - Program Administrator(s) 

Federal Contractors Subjected to the FAR E-Verify Clause 

- Unique Entity Identifier (UEI) 

Providing this information will help us to quickly verify your company. If you need additional guidance, email E-Verify support at E-Verify@uscis.dhs.gov.

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E-Verify Enrollment - Checklist - EIN (Helper Text)

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E-Verify

E-Verify Enrollment

Enrollment

Deciding to enroll your company in E-Verify is the first step toward supporting a legal workforce. For more information, visit the [Enrolling in E-Verify](#) 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.

1 Enrollment must be completed within a single web session

Refer to this checklist to ensure you have the required information before you begin. Estimated time to complete is 10-15 minutes. Note you will be logged out of the system after 10 minutes of inactivity.

All Companies

- Company's legal name
- Employer identification number (also called a Federal Tax ID Number)
- Primary physical address which your company will access E-Verify
- Mailing address (if different from the physical address)
- Hiring sites that will participate in E-Verify in each state
- Total number of current employees
- Your company's [North American Industry Classification System \(NAICS\)](#) code
- Contact information (name, phone number, email address) for:
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 - Program Administrator(s)

Federal Contractors Subjected to the FAR E-Verify Clause

- Unique Entity Identifier (UEI)

Providing this information will help us to quickly verify your company. If you need additional guidance, email E-Verify support at E-Verify@uscis.dhs.gov.

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E-Verify Enrollment - Checklist - Hiring Sites (Helper Text)

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E-Verify Enrollment

Enrollment

Deciding to enroll your company in E-Verify is the first step toward supporting a legal workforce. For more information, visit the [Enrolling in E-Verify](#) 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.

1

Enrollment must be completed within a single web session

Refer to this checklist to ensure you have the required information before you begin. Estimated time to complete is 10-15 minutes. Note you will be logged out of the system after 10 minutes of inactivity.

All Companies

- Company's legal name
- Employer identification number (also called a Federal Tax ID Number)
- Primary physical address which your company will access E-Verify
- Mailing address (if different from the physical address)
- Hiring sites that will participate in E-Verify in each state
- Total number of current employees
- Your company's [North American Industry Classification System \(NAICS\)](#) code
- Contact information (name, phone number, email address) for:
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 - Program Administrator(s)

Federal Contractors Subjected to the FAR E-Verify Clause

- Unique Entity Identifier (UEI)

Providing this information will help us to quickly verify your company. If you need additional guidance, email E-Verify support at E-Verify@uscis.dhs.gov.

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U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

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Hiring Sites

A hiring site is the location where employees are hired and complete Form I-9. Employers select which hiring sites participate in E-Verify and must verify all newly hired employees for that hiring site. If you decide not to have a hiring site participate, you are not permitted to verify any employees at that location.

E-Verify Enrollment - Checklist - NAICS (Helper Text)

An official website of the United States government [Learn how you know](#)

E-Verify

E-Verify Enrollment

Enrollment

Deciding to enroll your company is a commitment. Before you begin, please read the [Enrollment in E-Verify](#) 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.

Enrollment must be completed within a single web session

Refer to this checklist to ensure you have the required information before you begin. Estimated time to complete is 10-15 minutes. Note you will be logged out of the system after 10 minutes of inactivity.

All Companies

- Company's legal name
- Employer identification number (also called a Federal Tax ID Number)
- Primary physical address which your company will access E-Verify
- Mailing address (if different from the physical address)
- Hiring sites that will participate in E-Verify in each state
- Total number of current employees
- Your company's [North American Industry Classification System \(NAICS\)](#) code
- Contact information (name, phone number, email address) for:
 - Your company's [Memorandum of Understanding \(MOU\)](#) signatory
 - Program Administrator(s)

Federal Contractors Subjected to the FAR E-Verify Clause

- Unique Entity Identifier (UEI)

Providing this information will help us to quickly verify your company. If you need additional guidance, email E-Verify support at E-Verify@uscis.dhs.gov.

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

[Accessibility](#) [Privacy](#) [Site Map](#)

E-Verify Enrollment - Checklist - MOU – now TOS(Helper Text)

The screenshot shows the E-Verify Enrollment Checklist page. At the top, there is a header with the E-Verify logo and a navigation bar. The main heading is "Enrollment". Below this, there is a section titled "Enrollment must be completed within a single web session" with a subtext: "Refer to this checklist to ensure you have the required information before you begin. Estimated time to complete is 10-15 minutes. Note you will be logged out of the system after 10 minutes of inactivity."

The checklist is divided into two main sections: "All Companies" and "Federal Contractors Subjected to the FAR E-Verify Clause".

All Companies

- Company's legal name
- Employer identification number (also called a Federal Tax ID Number)
- Primary physical address which your company will access E-Verify
- Mailing address (if different from the physical address)
- Hiring sites that will participate in E-Verify in each state
- Total number of current employees
- Your company's [North American Industry Classification System \(NAICS\)](#) code
- Contact information (name, phone number, email address) for:
 - Your company's [Memorandum of Understanding \(MOU\)](#) signatory
 - Program Administrator(s)

Federal Contractors Subjected to the FAR E-Verify Clause

- Unique Entity Identifier (UEI)

Providing this information will help us to quickly verify your company. If you need additional guidance, email E-Verify support at E-Verify@uscis.dhs.gov.

At the bottom of the checklist, there are "Back" and "Next" buttons.

Two callout boxes are present:

- Terms of Service (TOS) Signatory**: The TOS signatory must have authority to sign the TOS on behalf of your company. They can also optionally be registered as a Program Administrator. A company must have one TOS Signatory and at least one Program Administrator.
- MOU Signatory will now be Terms of Service (TOS) Signatory**: This text is in red and indicates a change in the requirement.

The footer of the page includes links to "U.S. Department of Homeland Security", "U.S. Citizenship and Immigration Services", "Accessibility", "Privacy", and "Site Map".

E-Verify Enrollment - Checklist - PA (Helper Text)

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E-Verify

E-Verify Enrollment

Enrollment

Deciding to enroll your company in E-Verify is the first step toward supporting a legal workforce. For more information, visit the [Enrolling in E-Verify](#) 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.

1 Enrollment must be completed within a single web session

Refer to this checklist to ensure you have the required information before you begin. Estimated time to complete is 10-15 minutes. Note you will be logged out of the system after 10 minutes of inactivity.

All Companies

- Company's legal name
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- Primary physical address which your company will access E-Verify
- Mailing address (if different from the physical address)
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- Total number of current employees
- Your company's [North American Industry Classification System \(NAICS\)](#) code
- Contact information (name, phone number, email address) for:
 - Your company's [Memorandum of Understanding \(MOU\)](#) signatory
 - Program Administrator(s)

Federal Contractors Subjected to the FAR E-Verify Clause

- Unique Entity Identifier (UEI)

Providing this information will help us to quickly verify your company. If you need additional guidance, email E-Verify support at E-Verify@uscis.dhs.gov.

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

E-Verify Enrollment - Checklist - Federal contractor with FAR (Helper Text)

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E-Verify

E-Verify Enrollment

Enrollment

Deciding to enroll your company is a decision that should be made carefully. For more information, visit the [Enrolling in E-Verify](#) section of the E-Verify website or consult our [Quick Reference Guide for E-Verify Enrollment](#) to learn how to enroll and start using E-Verify.

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- Mailing address (if different from the physical address)
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- Total number of current employees
- Your company's [North American Industry Classification System \(NAICS\)](#) code
- Contact information (name, phone number, email address) for:
 - Your company's [Memorandum of Understanding \(MOU\)](#) signatory
 - Program Administrator(s)

Federal Contractors Subjected to the FAR E-Verify Clause

- Unique Entity Identifier (UEI)

Providing this information will help us to quickly verify your company. If you need additional guidance, email E-Verify support at E-Verify@uscis.dhs.gov.

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E-Verify Enrollment - Checklist - UEI (Helper Text)

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E-Verify

E-Verify Enrollment

Enrollment Checklist

Deciding to enroll your company in E-Verify is the first step toward supporting a legal workforce. For more information, visit the [Enrolling in E-Verify](#) section of the E-Verify website or consult our [Quick Reference Guide for E-Verify Enrollment](#) to learn how to enroll and start using E-Verify.

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Federal Contractors Subjected to the FAR E-Verify Clause

- Unique Entity Identifier (UEI)

Providing this information will help us to quickly verify your company. If you need additional guidance, email E-Verify support at E-Verify@uscis.dhs.gov.

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E-Verify Enrollment - Account Access



E-Verify Enrollment

Choose Account Access

Please select the account access method that best describes how your company plans to use E-Verify. To learn more, click the arrow on the right of each option.

☐ **Employer** MOST COMMON

Your company plans to verify the employment eligibility of its own employees using the E-Verify website.

This account access allows you to:

- Create and manage cases on the E-Verify website for your own employees
- Manage company account information
- Add, edit, and delete users
- Add, edit, and delete locations where employees are hired and complete Form I-9

☐ **Employer Agent**

Your company plans to verify employment eligibility for company's employees, and if needed can also verify employment eligibility for its own employees.

This account access allows you to:

- Create and manage cases on the E-Verify website for company's employees
- Create and manage cases on the E-Verify website for your company's employees, if needed
- Manage company account information
- Create and manage company accounts
- Add, edit, and delete users
- Add, edit, and delete locations where employees are hired and complete Form I-9

☐ **Web Services - Employer**

Your company plans to develop or use software that connects to E-Verify to verify employment eligibility for its own employees.

This account access allows you to:

- Use or develop software that utilizes E-Verify APIs
- Create and manage cases for your own employees
- Manage company account information
- Add, edit, and delete users
- Add, edit, and delete locations where employees are hired and complete Form I-9

☐ **Web Services - Employer Agent**

Your company plans to develop or use software that connects to E-Verify to verify employment eligibility for clients' employees and its own employees.

This account access allows you to:

- Use or develop software that utilizes E-Verify APIs
- Create and manage cases for company's employees and your own employees
- Create and manage cases on the E-Verify website for your company's employees, if needed
- Manage company account information
- Add, edit, and delete users
- Add, edit, and delete locations where employees are hired and complete Form I-9

☐ **Corporate Administrator**

MANAGEMENT OVERSIGHT ACCOUNT

Your company plans to link and manage multiple Employer accounts which share a common ownership structure or corporate control.

i Cases CANNOT be created, managed, or viewed using a Corporate Administrator account.

This account access allows you to:

- Create and manage Employer accounts (company locations) for companies that are part of a common ownership structure or corporate control
- Manage company account information
- Add, edit, and delete Corporate Administrator users
- Add, edit, and delete users on linked Employer accounts (company locations)

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐  None of these categories apply  **MOST COMMON**

☐  Federal Contractor 

☐  Government 

☐  Airport Operators 

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Which category best describes your company? (required)

☒  None of these categories apply  **MOST COMMON**

☐  Federal Contractor 

☐  Government 

☐  Airport Operators 

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☒  None of these categories apply **MOST COMMON**

☐  Federal Contractor

☐  Government

☐  Airport Operators

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ **Federal Contractor**

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☐ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

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Federal Contractor
Select this option if your company contracts with the U.S. federal government.

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ **Federal Contractor**

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☐ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐  None of these categories apply [MOST COMMON](#)

☒  Federal Contractor [i](#)

☐  Government [i](#)

☐  Airport Operators [i](#)

What type of Federal Contractor is your company? (required)

☒  Federal Contractor with FAR E-Verify Clause [i](#)

☐  Federal Contractor without FAR E-Verify Clause [i](#)

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐  None of these categories apply [i](#)

☐  Institution of Higher Education [i](#)

☐  State or Local Government [i](#)

☐  Federally Recognized Indian Tribe [i](#)

☐  Sureties [i](#)

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1 Employer Category

Federal Contractor with FAR E-Verify Clause

Select this category if your organization contracts with the U.S. federal government and your organization HAS been awarded a contract that contains the FAR E-Verify clause. Also select this category if your organization is a subcontractor on any contract that contains the FAR E-Verify clause.

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ **Federal Contractor**

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☐ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

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1 Employer Category 6 Review & Submit

Federal Contractor without FAR E-Verify Clause X
Select this category if your organization contracts with the U.S. federal government, but HAS NOT been awarded a contract that contains the FAR E-Verify clause. Also select this category if your organization is a subcontractor on contracts in which none of the contracts contains the FAR E-Verify clause.

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ **Federal Contractor**

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☐ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

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To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☒ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☐ All new hires and all existing employees assigned to a Federal contract

☐ Entire workforce (all new hires and all existing employees throughout the entire company)

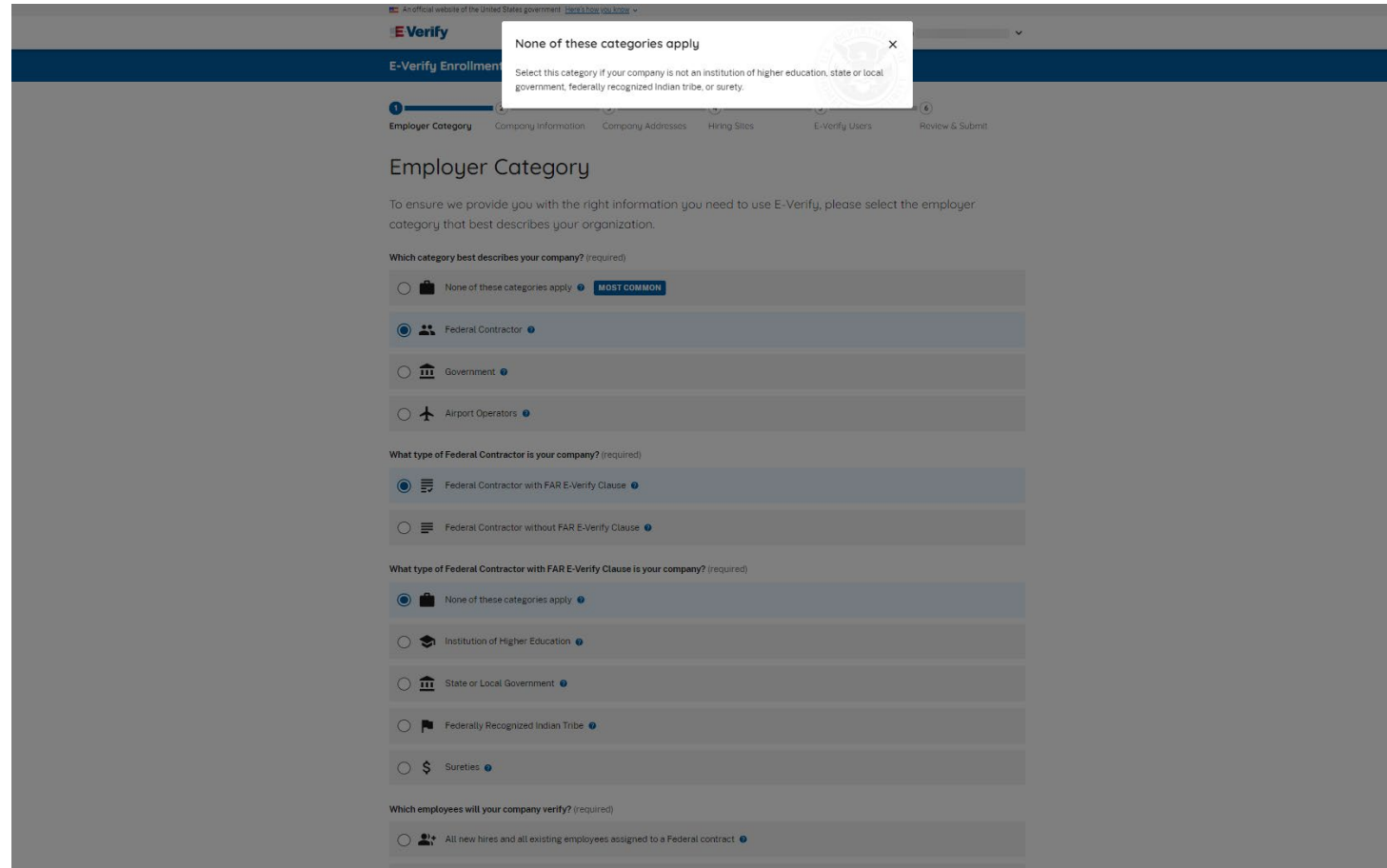
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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

- ☐ None of these categories apply **MOST COMMON**
- ☒ Federal Contractor
- ☐ Government
- ☐ Airport Operators

What type of Federal Contractor is your company? (required)

- ☒ Federal Contractor with FAR E-Verify Clause
- ☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

- ☒ None of these categories apply
- ☐ Institution of Higher Education
- ☐ State or Local Government
- ☐ Federally Recognized Indian Tribe
- ☐ Sureties

Which employees will your company verify? (required)

- ☐ All new hires and all existing employees assigned to a Federal contract

None of these categories apply

Select this category if your company is not an institution of higher education, state or local government, federally recognized Indian tribe, or surety.

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☒ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☐ Employees assigned to a covered Federal contract only

☐ Entire workforce (all new hires and all existing employees throughout the entire company)

☐ Employees assigned to a covered Federal contract and new hires throughout the organization

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1 Employer Category **6** Review & Submit

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☒ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☐ Employees assigned to a covered Federal contract only

Institution of Higher Education

Select this category if the contractor is an Institution of Higher Education, as defined at 20 U.S.C. Section 1001(a). The contractor may choose to only verify existing employees and new hires assigned to a covered federal contract.

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☒ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☐ Employees assigned to a covered Federal contract only

☒ Entire workforce (all new hires and all existing employees throughout the entire company)

☐ Employees assigned to a covered Federal contract and new hires throughout the organization

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☒ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☐ Employees assigned to a covered Federal contract only

E-Verify Enrollment - Employer Category - Federal Contractor with FAR - Federally Recognized Indian Tribe (Selection)

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☒ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☐ Employees assigned to a covered Federal contract only

☐ Entire workforce (all new hires and all existing employees throughout the entire company)

☐ Employees assigned to a covered Federal contract and new hires throughout the organization

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Federally Recognized Indian Tribe

Select this category if the contractor is a Federally recognized Indian tribe. The contractor may choose only to verify existing employees and new hires assigned to a covered federal contract.

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☒ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☐ Employees assigned to a covered Federal contract only

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐

None of these categories apply

MOST COMMON

☒

Federal Contractor

☐

Government

☐

Airport Operators

What type of Federal Contractor is your company? (required)

☒

Federal Contractor with FAR E-Verify Clause

☐

Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐

None of these categories apply

☐

Institution of Higher Education

☐

State or Local Government

☐

Federally Recognized Indian Tribe

☒

Sureties

Which employees will your company verify? (required)

☐

Employees assigned to a covered Federal contract only

☐

Entire workforce (all new hires and all existing employees throughout the entire company)

☐

Employees assigned to a covered Federal contract and new hires throughout the organization

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Sureties

Select this category if the contractor is a surety performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond. The contractor may choose to only verify existing employees and new hires assigned to a covered federal contract.

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☒ Sureties

Which employees will your company verify? (required)

☐ Employees assigned to a covered Federal contract only

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ **Federal Contractor**

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ **Federal Contractor with FAR E-Verify Clause**

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☒ **Sureties**

Which employees will your company verify? (required)

☐ Employees assigned to a covered Federal contract only

Employees assigned to a covered Federal contract only

Select this option if your company fits one of the exceptions (Institution of Higher Education, State or local government entity, Federally recognized Indian tribe or surety) and will only verify new hires and existing employees assigned to a covered federal contract.

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1 Employer Category 6 Review & Submit

Entire workforce (all new hires and all existing employees throughout the entire company)

Select this option if your company will verify all new hires and all existing employees throughout the entire company.

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☒ Sureties

Which employees will your company verify? (required)

☐ Employees assigned to a covered Federal contract only

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1 Employer Category 6 Review & Submit

Employees assigned to a covered Federal contract and new hires throughout the organization

Select this option if your company will verify all existing employees newly assigned to a covered federal contract and all new hires throughout the company.

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☒ Sureties

Which employees will your company verify? (required)

☐ Employees assigned to a covered Federal contract only

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ **Federal Contractor**

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☐ Federal Contractor with FAR E-Verify Clause

☒ **Federal Contractor without FAR E-Verify Clause**

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov

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E-Verify Enrollment - Employer Category - Federal Contractor without FAR (Helper Text)

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E-Verify

E-Verify Enrollment

1 Employer Category 6 Review & Submit

Federal Contractor without FAR E-Verify Clause X
Select this category if your organization contracts with the U.S. federal government, but HAS NOT been awarded a contract that contains the FAR E-Verify clause. Also select this category if your organization is a subcontractor on contracts in which none of the contracts contains the FAR E-Verify clause.

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☐ Federal Contractor with FAR E-Verify Clause

☒ Federal Contractor without FAR E-Verify Clause

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov

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E-Verify Enrollment - Employer Category - Government (Selection)

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Learn how you know



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Employer CategoryCompany InformationCompany AddressesHiring SitesE-Verify UsersReview & Submit

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐  None of these categories apply  MOST COMMON

☐  Federal Contractor 

☒  Government 

☐  Airport Operators 

What type of Government is your company? (required)

☐  Federal Government 

☐  State Government 

☐  Local Government 

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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E-Verify Enrollment - Employer Category - Government - Federal Government

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐  None of these categories apply **MOST COMMON**

☐  Federal Contractor

☒  **Government**

☐  Airport Operators

What type of Government is your company? (required)

☒  **Federal Government**

☐  State Government

☐  Local Government

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov

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E-Verify Enrollment - Employer Category - Government - State Government

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☐ Federal Contractor

☒ **Government**

☐ Airport Operators

What type of Government is your company? (required)

☐ Federal Government

☒ **State Government**

☐ Local Government

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov

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E-Verify Enrollment - Employer Category - Government - Local Government

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐  None of these categories apply **MOST COMMON**

☐  Federal Contractor

☒  **Government**

☐  Airport Operators

What type of Government is your company? (required)

☐  Federal Government

☐  State Government

☒  **Local Government**

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov

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E-Verify Enrollment - Employer Category - Airport Operators

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐  None of these categories apply  MOST COMMON

☐  Federal Contractor 

☐  Government 

☒  Airport Operators 

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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Review & Submit

Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)

9 digits, numbers only

Unique Entity Identifier (UEI)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total Number of Employees (required)

- Select -

- Select -

1 to 4

5 to 9

10 to 19

20 to 99

100 to 499

500 to 999

1,000 to 2,499

2,500 to 4,999

5,000 to 9,999

10,000 and over

Company Address (required)

Address

City

State

Zip

Description

Look up a Code

Additional Information

What is the primary reason you're enrolling in E-Verify?

- Select -

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E-Verify

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Company Information

Company Name (required)

Doing Business As (DBA) Name ⓘ

Employer Identification Number (EIN) (required) ⓘ
9 digits, numbers only

Unique Entity Identifier (UEI) ⓘ
12 characters, numbers and letters only

DUNS Number ⓘ
9 digits, numbers only

Total Number of Employees (required)

- Select -

NAICS Code(s)

3-Digit NAICS Code (required) ⓘ	Description
3-Digit NAICS Code (required)	
<input type="text"/>	Look up a Code ---

Additional Information

What is the primary reason you're enrolling in E-Verify?

- Select -

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E-Verify Enrollment - Company Information – **What is the primary reason you're enrolling in E-Verify? (required)**

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Employer Category

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Review & Submit

Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)

9 digits, numbers only

Unique Entity Identifier (UEI) (required)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total number of employees (required)

-Select-

NAICS Code

NAICS Code (required)

Look up a code

Description

Additional Information

What is the primary reason you're enrolling in E-Verify? (required)

-Select-

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E-Verify Enrollment - Company Information - DBA (Helper Text)

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E-Verify Enrollment

1 Employer Category 2 **Company Information** 3 Company Addresses 4 Hiring Sites 5 E-Verify Users 6 Review & Submit

Company Information

Company Name (required)

Doing Business As (DBA) Name ⓘ

Employer Identification Number (EIN) (required) ⓘ
9 digits, numbers only

Unique Entity Identifier (UEI) ⓘ
12 characters, numbers and letters only

DUNS Number ⓘ
9 digits, numbers only

Total Number of Employees (required)

- Select -

NAICS Code(s)

3-Digit NAICS Code (required) ⓘ	Description
3-Digit NAICS Code (required)	
<input type="text"/>	Look up a Code

Additional Information

What is the primary reason you're enrolling in E-Verify?

- Select -

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Doing Business As (DBA) Name

The Doing Business As (DBA) Name is the name under which a company operates. The DBA is visible to the public, but is not the legal, registered name of that organization.

E-Verify Enrollment - Company Information - EIN (Helper Text)

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E-Verify Enrollment

1 Employer Category 6 Review & Submit

Employer Identification Number (EIN)
An Employer Identification Number (EIN) is also known as the Federal Tax Identification Number, and is used to identify a business entity. An EIN is required for an employer to enroll in E-Verify. Employers who do not have an EIN can [apply online](#) with the IRS to receive an EIN immediately.

Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)
9 digits, numbers only

Unique Entity Identifier (UEI)
12 characters, numbers and letters only

DUNS Number
9 digits, numbers only

Total Number of Employees (required)

- Select -

NAICS Code(s)

3-Digit NAICS Code (required)	Description
3-Digit NAICS Code (required)	
<input type="text"/>	Look up a Code ---

Additional Information

What is the primary reason you're enrolling in E-Verify?

- Select -

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E-Verify Enrollment - Company Information - UEI (Helper Text)

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Unique Entity Identifier (UEI)

A UEI is a 12-digit alphanumeric identifier that is provided by SAM.gov to all entities who register to do business with the federal government. [Learn more about the UEI](#)

1 Employer Category 2 **Company Information** 3 Company Addresses 4 Hiring Sites 5 E-Verify Users 6 Review & Submit

Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)

9 digits, numbers only

Unique Entity Identifier (UEI)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total Number of Employees (required)

- Select -

NAICS Code(s)

3-Digit NAICS Code (required)	Description
3-Digit NAICS Code (required)	
<input type="text"/>	Look up a Code

Additional Information

What is the primary reason you're enrolling in E-Verify?

- Select -

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E-Verify Enrollment - Company Information - DUNS (Helper Text)

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DUNS Number

A DUNS number is a unique, 9-digit identifier issued and maintained by Dun & Bradstreet that can help verify the existence of a business entity. [Learn more about the DUNS Number.](#)

Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)

9 digits, numbers only

Unique Entity Identifier (UEI)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total Number of Employees (required)

- Select -

NAICS Code(s)

3-Digit NAICS Code (required)	Description
3-Digit NAICS Code (required)	
<input type="text"/>	Look up a Code

Additional Information

What is the primary reason you're enrolling in E-Verify?

- Select -

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E-Verify Enrollment - Company Information - NAICS (Helper Text)

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1 Employer Category 2 **Company Information** 3 **NAICS Code** 4 **Additional Information** 5 Review & Submit

NAICS Code
The North American Industry Classification System (NAICS) classifies businesses by industry to collect, analyze, and publish statistical data related to the U.S. business economy. A three (3) digit NAICS code is required for an employer to enroll in E-Verify. If you do not know your client company's three (3) digit NAICS code, you can select the sector and subsector of the client company to determine the NAICS code.

Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)
9 digits, numbers only

Unique Entity Identifier (UEI)
12 characters, numbers and letters only

DUNS Number
9 digits, numbers only

Total Number of Employees (required)

- Select -

NAICS Code(s)

3-Digit NAICS Code (required)	Description
3-Digit NAICS Code (required) <input type="text"/>	Look up a Code ---

Additional Information

What is the primary reason you're enrolling in E-Verify?

- Select -

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E-Verify Enrollment - Company Information - NAICS - Lookup - Sector

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E-Verify Enrollment

1 Employer Category 2 NAICS Code 3 4 5 6 Review & Submit

Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required) 9 digits, numbers only

Unique Entity Identifier (UEI) 12 characters, numbers and letters only

DUNS Number 9 digits, numbers only

Total Number of Employees (required)

- Select -

NAICS Code(s)

3-Digit NAICS Code (required)	Description
3-Digit NAICS Code (required)	
<input type="text"/>	Look up a Code ---

Additional Information

What is the primary reason you're enrolling in E-Verify?

- Select -

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Look Up NAICS Code

Sector (required)

- Select -

NAICS Code ---

[Cancel](#) [Done](#)

E-Verify Enrollment - Company Information - NAICS - Lookup - Sector

Look Up NAICS Code

Sector (required)

- Select -

- Select -
- Accommodation and Food Services (72)
- Administrative and Support and Waste Management and Remediation Services (56)
- Agriculture, Forestry, Fishing and Hunting (11)
- Arts, Entertainment, and Recreation (71)
- Construction (23)
- Educational Services (61)
- Finance and Insurance (52)
- Health Care and Social Assistance (62)
- Information (51)
- Management of Companies and Enterprises (55)
- Manufacturing (31-33)
- Mining (21)
- Other Services (Except Public Administration) (81)
- Professional, Scientific, and Technical Services (54)
- Public Administration (92)
- Real Estate and Rental and Leasing (53)
- Retail Trade (44-45)
- Transportation and Warehousing (48-49)
- Utilities (22)

E-Verify Enrollment - Company Information - NAICS - Lookup - Sector - Sub-Sector

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1 Employer Category

Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)
9 digits, numbers only

Unique Entity Identifier (UEI) (required)
12 characters, numbers and letters only

DUNS Number
9 digits, numbers only

Total Number of Employees (required)
- Select -

NAICS Code(s)

3-Digit NAICS Code (required) Description

3-Digit NAICS Code (required) Look up a Code

Additional Information

What is the primary reason you're enrolling in E-Verify?
- Select -

Back Next

Look Up NAICS Code

Sector (required)
Accommodation and Food Services (72)

Sub-Sector (required)
- Select -

NAICS Code 72

Cancel Done

E-Verify Enrollment - Company Information - NAICS - Lookup - Sector - Sub-Sector

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E-Verify Enrollment

1 Employer Category

Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)
9 digits, numbers only

Unique Entity Identifier (UEI) [?]
12 characters, numbers and letters only

DUNS Number [?]
9 digits, numbers only

Total Number of Employees (required)

NAICS Code(s)

3-Digit NAICS Code (required) [?]

3-Digit NAICS Code (required)

Look up a Code

Additional Information

What is the primary reason you're enrolling in E-Verify?

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Look Up NAICS Code

Sector (required)

Accommodation and Food Services (72)

Sub-Sector (required)

- Select -

- Select -

Accommodation (721)

Food Services and Drinking Places (722)

Cancel Done

E-Verify Enrollment - Company Information - NAICS - Lookup - Sector - Sub-Sector



Look Up NAICS Code ✕

Sector (required)

Accommodation and Food Services (72) ⌵

Sub-Sector (required)

- Select - ⌵

- Select -

Accommodation (721)

Food Services and Drinking Places (722)

Cancel Done

E-Verify Enrollment - Company Information - Additional Information drop-downs – Change to Mandatory Field

Company Information

Company Name (required)

Doing Business As (DBA) Name ?

Employer Identification Number (EIN) (required) ?

9 digits, numbers only

Unique Entity Identifier (UEI) ?

12 characters, numbers and letters only

DUNS Number ?

9 digits, numbers only

Total Number of Employees (required)

NAICS Code(s)

3-Digit NAICS Code (required) ?

Description

3-Digit NAICS Code (required)

[Look up a Code](#)

Additional Information

What is the primary reason you're enrolling in E-Verify? *

- Select-
- Due to a Government Requirement
- To participate in Form I-9 Remote Document Examination
- It was recommended to me
- My own initiative



E-Verify Enrollment - Company Information - Additional Information drop-downs after Due to Government Requirement is Chosen - Change to Mandatory Field

Company Name (required)

Doing Business As (DBA) Name ⓘ

Employer Identification Number (EIN) (required) ⓘ
9 digits, numbers only

Unique Entity Identifier (UEI) ⓘ
12 characters, numbers and letters only

DUNS Number ⓘ
9 digits, numbers only

Total Number of Employees (required)

- Select - ▾

NAICS Code(s)

3-Digit NAICS Code (required) ⓘ	Description
<div>3-Digit NAICS Code (required)</div> <input type="text"/>	Look up a Code ---

Additional Information ★

What is the primary reason you're enrolling in E-Verify?

Due to a Government Requirement ▾

Please Specify (required)

- Select - ▾

- Select -
- Federal contract or Requirement
- State requirement
- Local requirement

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E-Verify Enrollment - Company Information - Additional Information After To Participate in Form I-9 Remote Document Inspection is Chosen - **Change to Mandatory Field**

Company Information

Company Name (required)

Doing Business As (DBA) Name 

Employer Identification Number (EIN) (required) 
9 digits, numbers only

Unique Entity Identifier (UEI) 
12 characters, numbers and letters only

DUNS Number 
9 digits, numbers only

Total Number of Employees (required)

NAICS Code(s)

3-Digit NAICS Code (required)  Description

3-Digit NAICS Code (required)

[Look up a Code](#)

Additional Information

What is the primary reason you're enrolling in E-Verify?

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E-Verify Enrollment - Company Information - Additional Information drop-downs After it was Recommended to Me is Chosen **Change to Mandatory Field**

Company Information

Company Name (required)

Doing Business As (DBA) Name [?](#)

Employer Identification Number (EIN) (required) [?](#)

9 digits, numbers only

Unique Entity Identifier (UEI) [?](#)

12 characters, numbers and letters only

DUNS Number [?](#)

9 digits, numbers only

Total Number of Employees (required)

- Select - [?](#)

NAICS Code(s)

3-Digit NAICS Code (required) [?](#)

Description

3-Digit NAICS Code
(required)

[Look up a Code](#)

Additional Information

What is the primary reason you're enrolling in E-Verify? *

It was recommended to me [?](#)

Please Specify (required)

- Select - [?](#)

- Select -

E-Verify representative (webinar, presentation, etc.)
Professional association/organization
Existing E-Verify user
Human resource vendor
Other government agency
My company/organization leadership

E-Verify Enrollment - Company Information - Additional Information drop-downs After My Own Initiative is Chosen - **Change to Mandatory Field**

Company Information

Company Name (required)

Doing Business As (DBA) Name 

Employer Identification Number (EIN) (required) 
9 digits, numbers only

Unique Entity Identifier (UEI) 
12 characters, numbers and letters only

DUNS Number 
9 digits, numbers only

Total Number of Employees (required)

NAICS Code(s)

3-Digit NAICS Code (required)  Description

3-Digit NAICS Code
(required)

[Look up a Code](#)

Additional Information

What is the primary reason you're enrolling in E-Verify?

Please Specify (required)

- Select -
- Used at a prior employer
- www.E-Verify.gov
- www.uscis.gov/I-9Central
- Found on YouTube
- Found on social media
- Found in business startup toolkit
- General internet search

E-Verify Enrollment - Company Address

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E-Verify

E-Verify Enrollment

Enrollment Progress: 1. Company Category 2. Company Information 3. **Company Addresses** 4. Hiring Steps 5. E-Verify Users 6. Review & Submit

Company Addresses

Physical Address

Street Address (required)

State/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

County (required)

Mailing Address

☐ Mailing Address is the same as Physical Address

Street Address (required)

State/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

County (required)

Mailing Address

☐ Mailing Address is the same as Physical Address

Street Address (required)

State/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

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E-Verify Enrollment - Hiring Sites

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Learn how you know



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Employer Category

Company Information

Company Addresses

Hiring Sites

E-Verify Users

Review & Submit

Hiring Sites

A hiring site is the location where employees are hired and complete Form I-9. Employers select which hiring sites participate in E-Verify and must verify all newly hired employees for that hiring site. If you decide not to have a hiring site participate, you are not permitted to verify any employees at that location.

 Hiring sites can be added or deleted at any time after enrollment is complete.

Total Hiring Sites 1

Bulk Upload

+ Add Hiring Site

 To expedite the number of hiring sites added, you may want to use [Bulk Upload](#).

New York 1

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E-Verify Enrollment - Hiring Sites - Total Hiring Sites

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Employer Category

Company Information

Company Addresses

Hiring Sites

E-Verify Users

Review & Submit

Hiring Sites

A hiring site is the location where employees are hired and complete Form I-9. Employers select which hiring sites participate in E-Verify and must verify all newly hired employees for that hiring site. If you decide not to have a hiring site participate, you are not permitted to verify any employees at that location.

1

Hiring sites can be added or deleted at any time after enrollment is complete.

Total Hiring Sites 1

Bulk Upload

+ Add Hiring Site

1

To expedite the number of hiring sites added, you may want to use [Bulk Upload](#).

1

Street Address	Suite/Other	City	Zip Code

Rows Per Page 10

1

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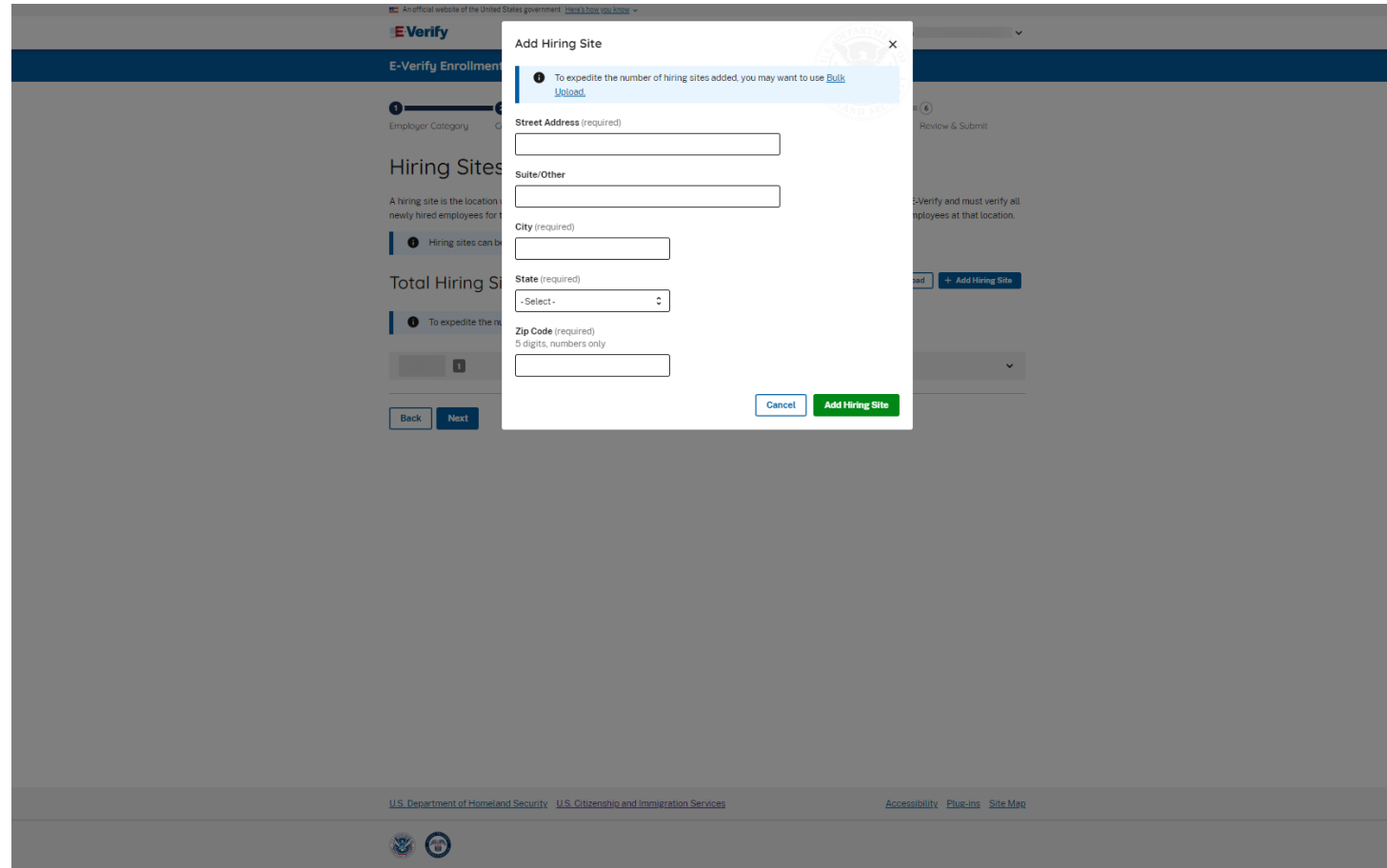
Accessibility

Blue-Ins

Site Map



E-Verify Enrollment - Add Hiring Sites



The screenshot shows the E-Verify Enrollment process with a modal for adding hiring sites. The background page includes the E-Verify logo, a progress bar with steps 1 through 5, and sections for 'Hiring Sites' and 'Total Hiring Sites'. The modal, titled 'Add Hiring Site', contains a tip about bulk uploading and several required input fields: Street Address, Suite/Other, City, State (a dropdown menu), and Zip Code (with a note that it must be 5 digits, numbers only). The modal also features 'Cancel' and 'Add Hiring Site' buttons at the bottom right.

Add Hiring Site

To expedite the number of hiring sites added, you may want to use [Bulk Upload](#).

Street Address (required)

Suite/Other

City (required)

State (required)

- Select -

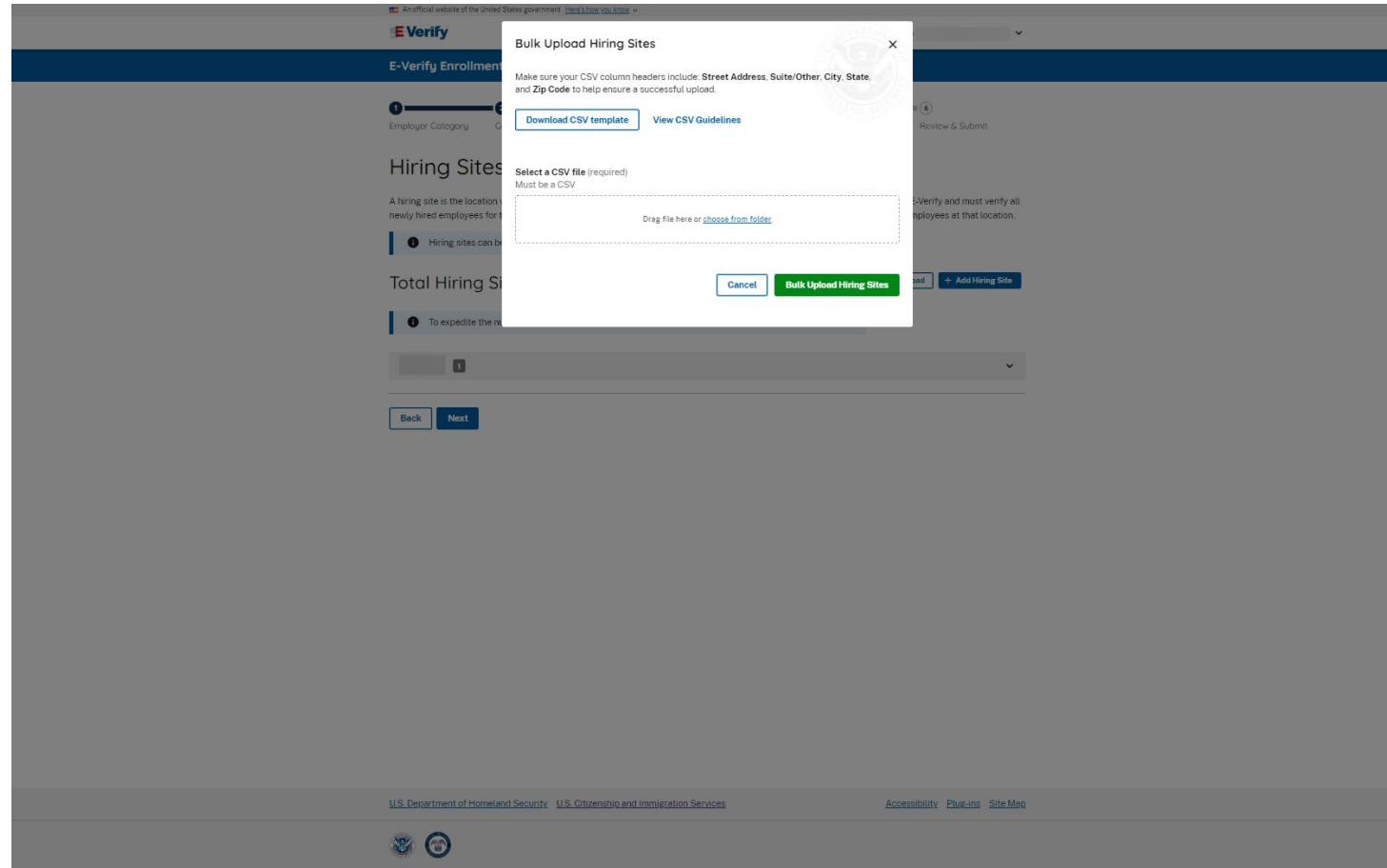
Zip Code (required)
5 digits, numbers only

[Cancel](#) [Add Hiring Site](#)

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E-Verify Enrollment - Bulk Upload Hiring Sites



The screenshot shows the E-Verify Bulk Upload Hiring Sites interface. A modal dialog titled "Bulk Upload Hiring Sites" is open, displaying instructions and a file selection area. The background interface includes a progress bar, a "Hiring Sites" section with a definition, a "Total Hiring Sites" section, and navigation buttons at the bottom.

Bulk Upload Hiring Sites

Make sure your CSV column headers include: **Street Address, Suite/Other, City, State,** and **Zip Code** to help ensure a successful upload.

[Download CSV template](#) [View CSV Guidelines](#)

Select a CSV file (required)
Must be a CSV

Drag file here or [choose from folder](#)

[Cancel](#) [Bulk Upload Hiring Sites](#)

E-Verify Enrollment

1 **Hiring Sites**

Employer Category

A hiring site is the location where newly hired employees for your organization will be working. Hiring sites can be used to track and manage the hiring process for new employees.

Total Hiring Sites

To expedite the hiring process, you can bulk upload hiring sites.

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

E-Verify Enrollment - Edit Hiring Sites

An official website of the United States government [Learn how you know](#)

E-Verify

E-Verify Enrollment

1 Employer Category

Hiring Sites

A hiring site is the location where newly hired employees for your organization will be working.

1 Hiring sites can be added to your enrollment.

Total Hiring Sites

1 To expedite the review process, you must add at least one hiring site.

New York 1

Street Address Suite/Other City Zip Code

Rows Per Page 10 1

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

Accessibility Plug-ins Site Map

Edit Hiring Site

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

Cancel Save

E-Verify Enrollment - Delete Hiring Sites

The screenshot shows the E-Verify Enrollment process at the 'Hiring Sites' step. A modal error message is displayed at the top, stating 'Cannot Delete Hiring Site' with a warning icon and the text 'At least one hiring site is required.' The background page shows a progress bar with steps: Employer Category, Company Information, Company Addresses, Hiring Sites (current), E-Verify Users, and Review & Submit. The 'Hiring Sites' section includes a description, a note that sites can be added or deleted after enrollment, and a 'Total Hiring Sites' count of 1. There are buttons for 'Bulk Upload' and '+ Add Hiring Site'. A table for 'New York' is partially visible with columns for Street Address, Suite/Other, City, and Zip Code. The footer contains links for U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, Accessibility, Privacy, and Site Map.

Cannot Delete Hiring Site

At least one hiring site is required.

E-Verify Enrollment

1 Employer Category 2 Company Information 3 Company Addresses 4 Hiring Sites 5 E-Verify Users 6 Review & Submit

Hiring Sites

A hiring site is the location where employees are hired and complete Form I-9. Employers select which hiring sites participate in E-Verify and must verify all newly hired employees for that hiring site. If you decide not to have a hiring site participate, you are not permitted to verify any employees at that location.

Hiring sites can be added or deleted at any time after enrollment is complete.

Total Hiring Sites 1

Bulk Upload + Add Hiring Site

To expedite the number of hiring sites added, you may want to use [Bulk Upload](#).

New York 1			
Street Address	Suite/Other	City	Zip Code

Rows Per Page 10 1

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E-Verify Enrollment - Users

An official website of the United States government

Learn how you know



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Employer Category

Company Information

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Hiring Sites

E-Verify Users

Review & Submit

E-Verify Users

A company must have one Memorandum of Understanding (MOU) Signatory and at least one Program Administrator.

- The **MOU Signatory** must have authority to sign the MOU on behalf of your company and will be added as the Point of Contact on the E-Verify account. The MOU signatory can also optionally be registered as a Program Administrator.
- **Program Administrators** have the ability to create and manage cases and user accounts, run reports, update account information, and unlock passwords for other user accounts.
- Sharing accounts is not allowed; all users must have their own individual user accounts.

1

If you will need access to E-Verify once your company is enrolled, please add yourself as a Program Administrator. Note a new User ID will be provided to you.

Add user(s) below and designate which one is the MOU Signatory and who the Program Administrators are. Program Administrators can be added or deleted at any time after enrollment is complete.

+ Add User

No Users Added

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Accessibility

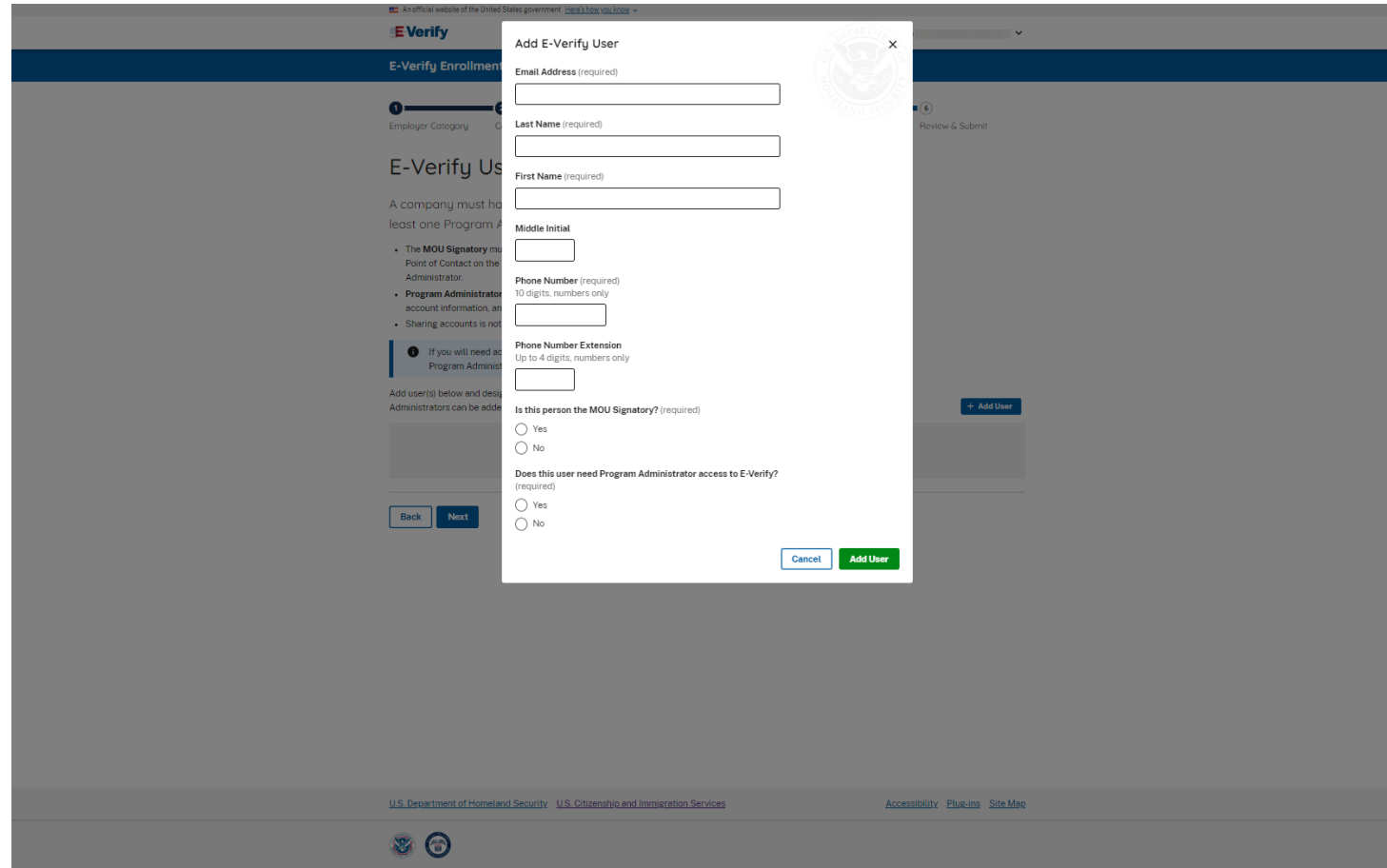
Plugins

Site Map





E-Verify Enrollment - Add Users



Add E-Verify User

Email Address (required)

Last Name (required)

First Name (required)

Middle Initial

Phone Number (required)
10 digits, numbers only

Phone Number Extension
Up to 4 digits, numbers only

Is this person the MOU Signatory? (required)

Does this user need Program Administrator access to E-Verify? (required)

[Cancel](#) [Add User](#)

E-Verify Enrollment

1 Employer Category

E-Verify User

A company must have at least one Program Administrator.

- The MOU Signatory must be the Point of Contact on the E-Verify Administrator.
- Program Administrator account information, and
- Sharing accounts is not allowed.

If you will need a Program Administrator

Add user(s) below and designate Administrators can be added.

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

[+ Add User](#)

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

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E-Verify Enrollment - Users

An official website of the United States government

Here's how you know



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Employer Category

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Review & Submit

E-Verify Users

A company must have one Memorandum of Understanding (MOU) Signatory and at least one Program Administrator.

- The **MOU Signatory** must have authority to sign the MOU on behalf of your company and will be added as the Point of Contact on the E-Verify account. The MOU signatory can also optionally be registered as a Program Administrator.
- **Program Administrators** have the ability to create and manage cases and user accounts, run reports, update account information, and unlock passwords for other user accounts.
- Sharing accounts is not allowed; all users must have their own individual user accounts.

1

If you will need access to E-Verify once your company is enrolled, please add yourself as a Program Administrator. Note a new User ID will be provided to you.

Add user(s) below and designate which one is the MOU Signatory and who the Program Administrators are. Program Administrators can be added or deleted at any time after enrollment is complete.

+ Add User

Last Name	First Name	M.I.	Phone Number	Email Address	MOU Signatory	Program Admin	
		---			Yes	Yes	 

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Next

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E-Verify Enrollment – Users – Additional Program Administrators and Signatory

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E-Verify Users

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Review and Submit

E-Verify Users

You must add one Program Administrator and one Signatory during enrollment.

Program Administrator

Program Administrators have the ability to manage cases and user accounts, as well as run reports. Sharing accounts is not allowed; all users must have their own individual user accounts.

The person entered here will become a Program Administrator for this E-Verify account. Additional Program Administrators can be added after enrollment is complete.

Email Address

First Name (required)

This field is required.

Middle Initial

Last Name (required)

This field is required.

Phone Number (required)

10 digits, numbers only

This field is required.

Phone Number Extension

Up to 6 digits, numbers only

Signatory

The **Signatory** must have authority to sign the MDU on behalf of your company and will be added as the Point of Contact on the E-Verify account.

☐ The Signatory is the same person as the Program Administrator.

Email Address (required)

This field is required.

First Name (required)

This field is required.

Middle Initial

Last Name (required)

This field is required.

Phone Number (required)

10 digits, numbers only

This field is required.

Phone Number Extension

Up to 6 digits, numbers only

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E-Verify Enrollment –Review and Submit with EV Terms of Service & EV+ Terms of Service

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Employer Category

Company Information

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Review and Submit

Review and Submit Enrollment

Company Information

Company Name	Doing Business As (DBA) Name

Employer Identification Number (EIN)	Unique Entity Identifier (UEI)

DUNS Number	Total Number of Employees
---	5,000 to 9,999
NAICS Code	Sector
725	Accommodation and Food Services
Subsector	
Accommodation	

Edit Company Information

Employer Category

Employer Category

None of these categories apply

Edit Employer Category

Company Addresses

Physical Address

2

Mailing Address

Same as Physical Address

Edit Company Addresses

Hiring Sites

Number of Sites

1

Edit Hiring Sites

E-Verify Users

Signatory

Program Administrator

Edit E-Verify Users

Company Access

My Company is configured to:

Verify its Own Employees

Memorandum of Understanding

[View MOUT](#)

Terms and Conditions

⚠ You must agree to Terms of Use and Terms of Service policies in order to enroll in E-Verify.

E-Verify Terms of Service

By submitting this enrollment, I affirm that I have read and agree with the terms and conditions of the **Terms Service (TOS)**, 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 enrollment in order for the **TOS** to take effect.

IMPORTANT: The **TOS** sets forth my company's responsibilities under the E-Verify program. Failure to comply with the **TOS** 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 **TOS** and share it with your Human Resources Manager, legal counsel, and other appropriate staff.

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

☐ I agree to the E-Verify Terms of Service

E-Verify+ Terms of Service

Before participating in E-Verify+, the participating employer, or an authorized agent of the participating employer, must read, agree with, and accept all the terms and conditions contained in these Terms of Service. Failure to comply with these Terms of Service may lead to legal liability, suspension, or termination from E-Verify and E-Verify+.

About E-Verify and E-Verify+

E-Verify is a Department of Homeland Security (DHS) program operated in cooperation with the Social Security Administration (SSA) that permits participants to electronically confirm the eligibility of individuals to work in the United States. E-Verify compares information from an employee's Form I-9, Employment Eligibility Verification, to data from government data systems to confirm identity and employment eligibility.

In these Terms of Service, persons and other entities that enroll in and use E-Verify and E-Verify+ are called "participants." The Form I-9 generated by E-Verify+ is labeled "Form I-9NG". E-Verify+ references to "Form I-9" in

☐ I agree to the E-Verify+ Terms of Service

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E-Verify Enrollment – Terms of Service (TOS)



Company ID Number: _____

Before participating in E-Verify, an authorized representative must read, agree with and accept all the terms and conditions contained in these Terms of Service. Failure to comply with these Terms of Service may lead to legal liability, suspension, or termination from E-Verify.

About E-Verify

E-Verify is a Department of Homeland Security (DHS) program operated in cooperation with the Social Security Administration (SSA) that permits participants to electronically confirm the eligibility of individuals to work in the United States. E-Verify compares information from an employee's Form I-9, Employment Eligibility Verification, to data from government data systems to confirm identity and employment eligibility. In these Terms of Service, persons and other entities that enroll in E-Verify are called E-Verify "participants."

E-Verify is authorized by Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, require covered Federal contractors and subcontractors ("Federal contractors") to use E-Verify to confirm the employment eligibility of certain individuals working on Federal contracts. Airport Operators may use E-Verify in accordance with the FAA Extension, Safety and Security Act of 2016, Pub. L. No. 114-190, § 3405(d) when determining eligibility for unescorted access to any security identification display area of an airport.

When a participant confirms the identity and employment eligibility of a newly hired employee using E-Verify, it establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) (8 U.S.C. § 1324a(1)(A)), with respect to the hiring of that employee. A participant that receives a final nonconfirmation regarding an individual from E-Verify may terminate the individual's employment. If the participant does not terminate the individual's employment, it must notify DHS in E-Verify of the individual's continued employment. Each failure to notify DHS that an individual continues to be employed after receiving a final nonconfirmation from E-Verify is a violation of INA section 274A(a)(1)(B), and may subject the participant to a civil money penalty, among other sanctions. A participant that continues to employ any individual after receiving a final nonconfirmation from E-Verify is subject to a rebuttable presumption that the person or entity has knowingly employed an unauthorized alien in violation of INA section 274A(a)(1)(A). No E-Verify participant may be held civilly or criminally liable under any law for any action taken in good faith reliance on information provided through E-Verify.

A. Accepted Uses

Participants who acknowledge and accept these Terms of Service agree to:

- (1) Use E-Verify and any related service as directed by Federal law and regulation, Executive Order, and these Terms of Service; and become familiar with and follow the most recent E-Verify user manual(s), agency guidance, and tutorials.

E-Verify Enrollment - Enrollment Complete – View Terms and Conditions

 An official website of the United States government [Here's how you know](#) ^

 useremailgoeshere@address.com ▾

E-Verify Enrollment

Enrollment Completed

 You have successfully enrolled your company in E-Verify.

Your E-Verify program administrator will receive an email with sign-in directions. Most people receive the email within a few minutes. Please check email inboxes as well as spam or junk mail folders because sometimes our emails are mistakenly marked as spam.

If the email is not received within 48 hours, contact E-Verify support at E-Verify@uscis.dhs.gov 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 Terms and Conditions** and print or save a copy to share with your Human Resources manager, legal counsel, and other appropriate staff. If you have trouble viewing the Terms and Conditions, 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! Email E-Verify support at E-Verify@uscis.dhs.gov.

View Terms and Conditions

Log out of E-Verify

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E-Verify Enrollment - Enrollment Pending

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E-Verify

E-Verify Enrollment

Enrollment Pending

⚠ It's okay! We are temporarily unable to approve your enrollment at this time.

We couldn't immediately approve your enrollment in E-Verify because we were unable to verify the information you entered. Please contact the E-Verify Customer Support team at 888-464-4218 or e-mail us at E-Verify@uscis.dhs.gov within five federal government workdays in order to confirm the information provided during enrollment. **Do not enroll your company again in E-Verify. If you attempt to re-enroll, your enrollment may be further delayed.**

Thanks for signing up for E-Verify. Your participation is vital in ensuring a legal U.S. workforce. We look forward to hearing from you shortly to confirm your enrollment information.

[Log out of E-Verify](#)

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

Confirm with Confidence

Enroll in E-Verify for fast and efficient employment eligibility verification.

[ENROLL NOW](#)**1**

ALREADY ENROLLED?

Use our search tool to see if your company is already enrolled in E-Verify.

[CHECK STATUS](#)**2**

ENROLLMENT CHECKLIST

Make sure you have all the information and documentation you need to expedite the enrollment process.

[VIEW CHECKLIST](#)**3**

ENROLLMENT PROCESS

Take an in-depth look at the entire process to get a better understanding of what is required for enrollment.

[REVIEW THE PROCESS](#)

Enrolling in E-Verify is Easy!

It only takes a few simple steps to enroll in E-Verify and begin confirming the employment eligibility of all of your new hires. However, once you start the [Enrollment Process](#) you cannot save your progress if it cannot be completed right away, so make sure you have everything you need before you begin. Use the [Quick Reference Guide](#) or follow the links provided above and below to help you prepare for enrollment. Need help? Visit the [E-Verify Contact Center](#) webpage.

Use Agreement

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

Paperwork Reduction Act

OMB Control No. 1615-0092 • Expiration Date 5/31/2027

Use Agreement

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 personnel only. Information contained herein, or in transit, is unclassified but may be exempt from public release under the Freedom of Information Code and other criminal laws. This information is not to be disseminated outside the DHS. If you are not an authorized user, you must not access authority, or obtains, a copy of this information on the computer system, or any related equipment is used for non-official purposes, including for investigative purposes, inquiries, or other applicable security features and controls.

By clicking "I agree" below or

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, Office of Policy and Strategy, Regulatory Coordination Division, 5900 Capital Gateway Drive, Mail Stop #2140, Camp Springs, MD 20588-0009. **Do not mail your application to this address.**

I Agree

Paperwork Reduction Act

OMB Control No. 1615-0092 • Expiration Date 5/31/2027

Create a New Company Account

Please submit your email address to receive an activation link to help ensure a secure enrollment.

i If your company already has an E-Verify account do not enroll again. Contact your account administrator if you need to create a new user account or reactivate an existing user account.

Email Address (required)

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

Submit



E-Verify Enrollment

Create a New Company Account

Please submit your email address to receive an activation link to help ensure a secure enrollment.

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Email Address (required)

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

Submit

Check your Email

Within a few minutes you should receive an email at with your activation link. Note your link will expire in 24 hours.



Please check email inboxes as well as spam or junk mail folders for emails sent from no-reply@uscis.dhs.gov, as sometimes the emails are mistakenly marked as spam. If you do not receive the confirmation email, contact E-Verify@uscis.dhs.gov for assistance.

From: enrollment@uscis.dhs.gov <enrollment@uscis.dhs.gov>

Date: [REDACTED]

To: [REDACTED]

Subject: Complete Your Company's E-Verify Enrollment



Go to <https://everify.gov/activationlink> to begin the enrollment process. You must complete your company's enrollment in a single session.

Note: For security purposes your enrollment link will expire 24 hours after you receive your confirmation email.

E-Verify Resources:

- Join a [free E-Verify webinar](#)
- Review the [E-Verify Manuals, Guides and Job Aids](#)
- Watch [E-Verify Videos](#)
- Call E-Verify Customer Support at 888-464-4218 Monday through Friday, from 8 a.m. to 8 p.m. Eastern, TTY – for hearing and speech impaired users' phone 877-875-6028 (except when the federal government is closed) or contact us at E-Verify@uscis.dhs.gov.

We're excited that you've joined E-Verify, and we're committed to helping your company ensure a legal workforce.

Regards,

The E-Verify Team

Stay connected, like and follow us on



Do not reply to this message; this email was sent from an address that is not monitored.

Enrollment Checklist

Deciding to enroll your company in E-Verify is the first step toward supporting a legal workforce. For more information, visit the [Enrolling in E-Verify](#) 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.

**Enrollment must be completed within a single web session**

Refer to this checklist to ensure you have the required information before you begin. Estimated time to complete is 10-15 minutes. Note you will be logged out of the system after 10 minutes of inactivity.

All Companies

- Company's legal name
- Employer identification number (also called a Federal Tax ID Number) ?
- Primary physical address which your company will access E-Verify
- Mailing address (if different from the physical address)
- Hiring sites that will participate in E-Verify in each state ?
- Total number of current employees
- Your company's [North American Industry Classification System](#) (NAICS) code ?
- Contact information (name, phone number, email address) for your company's:
 - * Signatory ?
 - * Program Administrator ?

Federal Contractors Subject to the FAR E-Verify Clause ?

- Unique Entity Identifier (UEI) ?

Providing this information will help us to quickly verify your company. If you need additional guidance, email E-Verify support at E-Verify@uscis.dhs.gov.

[Next](#)

Choose Account Access

Please select the account access method that best describes how your company plans to use E-Verify. To learn more, click the arrow on the right of each option.

☐ **Employer** MOST COMMON

Your company plans to verify the employment eligibility of its own employees using the E-Verify website.



☐ **Employer Agent**

Your company plans to verify employment eligibility for other company's employees, and if needed can also verify employment eligibility for its own employees.



☐ **Web Services - Employer**

Your company plans to develop or use software that connects to E-Verify to verify employment eligibility for its own employees.



☐ **Corporate Administrator** MANAGEMENT OVERSIGHT ACCOUNT

Your company plans to link and manage multiple Employer accounts which share a common ownership structure or corporate control.



Cases CANNOT be created, managed, or viewed using a Corporate Administrator account.

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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Choose Account Access

Please select the account access method that best describes how your company plans to use E-Verify. To learn more, click the arrow on the right of each option.

☒ **Employer** MOST COMMON

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☐ **Employer Agent**

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☐ **Corporate Administrator** MANAGEMENT OVERSIGHT ACCOUNT

Your company plans to link and manage multiple Employer accounts which share a common ownership structure or corporate control.



Cases CANNOT be created, managed, or viewed using a Corporate Administrator account.

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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E-Verify Enrollment



Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐  Federal Contractor 

☐  Government 

☐  Airport Operator 

☐  None of the Above  MOST COMMON

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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E-Verify Enrollment



Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? *(required)*

☒  Federal Contractor 

☐  Government 

☐  Airport Operator 

☐  None of the Above  MOST COMMON

What is the type of government?

☒  Federal Government 

☐  State Government 

☐  Local Government 

What type of Federal Contractor is your company?

☒  Federal Contractor **with** FAR E-Verify Clause 

☐  Federal Contractor **without** FAR E-Verify Clause 

What type of Federal Contractor with FAR E-Verify Clause is your company?

☒  Institute of Higher Education 

☐  State or Local Government 

☐  Federally Recognized Indian Tribe 

☐  Sureties 

☐  None of the Above 

Which employees will your company verify?

☐  All new hires and all existing employees assigned to a Federal contract 

☒  Employees assigned to a covered Federal contract only 

☐  Employees assigned to a covered Federal contract and new hires throughout the organization 

☐  Entire workforce (all new hires and all existing employees throughout the entire company) 

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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Company Information (blank) – **Unique Entity Identifier (UEI) / What is the primary reason you’re enrolling in E-Verify? (required)**

E-Verify

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Employer Category

Company Info

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Review and Submit

Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)

9 digits, numbers only

Unique Entity Identifier (UEI) (required)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total number of employees (required)

.Select-

NAICS Code

NAICS Code (required)

Description

Look up a code

Additional Information

What is the primary reason you're enrolling in E-Verify (required)

.Select-

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Company Information - **UEI Entity Identifier (UEI) (Modal) FAR required**

An official website of the United States government

Learn how you know

Unique Entity Identifier (UEI)

X

A UEI is a 12-digit alphanumeric identifier that is provided by [SAM.gov](#) to all entities who register to do business with the federal government. Learn more about the UEI.

All federal contractors with the Federal Acquisition Regulation (FAR) E-Verify clause are required to have a Unique Entity Identifier (UEI) Number. This includes all related Company Locations. Case creation will be disabled until completed.

Unique Entity Identifier (UEI) ⓘ
12 characters, numbers and letters only

DUNS Number ⓘ
9 digits, numbers only

Total Number of Employees (required)

- Select -

NAICS Code(s)

3-Digit NAICS Code (required) ⓘ

Description

3-Digit NAICS Code (required)

Look up a Code

...

Additional Information

What is the primary reason you're enrolling in E-Verify?

- Select -

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Company Information (filled) – **Unique Entity Identifier (UEI) / What is the primary reason you're enrolling in E-Verify? (required)**

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Employer Category

Company Information

Company Addresses

Hiring Sites

E-Verify Users

Review and Submit

Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)

9 digits, numbers only

Unique Entity Identifier (UEI) (required)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total number of employees (required)

NAICS Code

NAICS Code (required)

Look up a code

Description

Construction of Buildings

Additional Information

What is the primary reason you're enrolling in E-Verify? (required)

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This field is required for Federal Contractors and is optional for all other employers.

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Review and Submit

Company Addresses

Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

County (required)

Mailing Address

☐ Mailing Address is the same as Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

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E-Verify Enrollment



Company Addresses

Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

County (required)

Mailing Address

☒ Mailing Address is the same as Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

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E-Verify Enrollment



Hiring Sites

A hiring site is the location where employees are hired and they complete Form I-9. Employers select which hiring sites participate in E-Verify and must verify all newly hired employees for that hiring site once they are enrolled. If a hiring site is not added to your client's E-Verify account, you are not permitted to verify any employees hired at that location.

 Hiring sites can be added or deleted at any time after enrollment is complete.

Total Hiring Sites

[+ Add Site](#)California 

Street Address

Suite/Other

City

Zip Code



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E-Verify Enrollment



E-Verify Users

You must add one Program Administrator and one Signatory during enrollment.

Program Administrator

Program Administrators have the ability to manage cases and user accounts, as well as run reports. Sharing accounts is not allowed; all users must have their own individual user accounts.

This Program Administrator will be responsible for adding or deleting users after enrollment is complete.

Email Address (required)

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E-Verify Enrollment



E-Verify Users

You must add one Program Administrator and one Signatory during enrollment.

Program Administrator

Program Administrators have the ability to manage cases and user accounts, as well as run reports. Sharing accounts is not allowed; all users must have their own individual user accounts.

This Program Administrator will be responsible for adding or deleting users after enrollment is complete.

Email Address (required)

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E-Verify Users (blank) – Signatory

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Employer Category

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Review & Submit

E-Verify Users

A company must have one Signatory one Program Administrator.

Program Administrator

Program Administrators have the ability to manage cases and user accounts, as well as run reports. Sharing accounts is not allowed; all users must have their own individual user accounts.

This Program Administrator will be responsible for adding or deleting users after enrollment is complete.

Email Address

First Name (required)

Middle Initial (required)

Last Name (required)

Phone Number

10 digits, numbers only

Phone Number Extension

Up to 6 digits, numbers only

Signatory

The **Signatory** must have authority to sign the Terms and Conditions behalf of your company and will be added as the Point of Contact on the E-Verify account.

☐ The Signatory is the same person as the Program Administrator.

Email Address (required)

First Name (required)

Middle Initial (required)

Last Name (required)

Phone Number

10 digits, numbers only

Phone Number Extension

Up to 6 digits, numbers only

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E-Verify Users (filled) – Signatory

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E-Verify Users

A company must have one Signatory one Program Administrator.

Program Administrator

Program Administrators have the ability to manage cases and user accounts, as well as run reports. Sharing accounts is not allowed; all users must have their own individual user accounts.

This Program Administrator will be responsible for adding or deleting users after enrollment is complete.

Email Address

First Name (required)

Middle Initial (required)

Last Name (required)

Phone Number

10 digits, numbers only

Phone Number Extension

Up to 6 digits, numbers only

Signatory

The Signatory must have authority to sign the Terms and Conditions behalf of your company and will be added as the Point of Contact on the E-Verify account.

☐ The Signatory is the same person as the Program Administrator.

Email Address (required)

First Name (required)

Middle Initial (required)

Last Name (required)

Phone Number

10 digits, numbers only

Phone Number Extension

Up to 6 digits, numbers only

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Review and Submit Enrollment – **Terms and Conditions**

E-Verify Enrollment

- Employer Category**
- Company Information**
- Company Addresses**
- Hiring Sites**
- E-Verify Users**
- Review & Submit**

Review and Submit Enrollment

Company Information

<p>Company Name</p> <input type="text"/>	<p>Doing Business As (DBA) Name</p> <input type="text"/>
<p>Employer ID Number (EIN)</p> <input type="text"/>	<p>Unique Entity Identifier (UEI)</p> <input type="text"/>
<p>DUNS Number</p> <input type="text"/>	<p>Total Number of Employees</p> <input type="text"/>
<p>NAICS Code</p> <input type="text"/>	<p>Sector</p> <input type="text"/>
<p>Subsector</p> <input type="text"/>	

[Edit Company Information](#)

Employer Category

Employer Category

[Edit Employer Category](#)

Company Addresses

Physical Address

Mailing Address

[Edit Company Addresses](#)

Hiring Sites

Number of Hiring Sites

[Edit Hiring Sites](#)

E-Verify Users

<p>Enrollment Point of Contact</p> <input type="text"/>	<p>Signature</p> <input type="text"/>
<p>Program Administrator</p> <input type="text"/>	

[Edit E-Verify Users](#)

Company Access

My Company is Configured to:

Terms and Conditions

You must agree to Terms of Use in order to enroll in E-Verify.

E-Verify Terms of Use

By submitting this enrollment, I affirm that I have read and agree with the terms and conditions of the [Memorandum of Understanding 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 enrollment 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 certify that the information provided for this enrollment is correct. I am aware that Federal law provides for imprisonment and/or fines for knowing false statements or other fraudulent conduct in connection with the registration. I am aware that providing any false information may be grounds for terminating participation in E-Verify.

☐ I agree to the E-Verify Terms of Use

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Employer / Enrollment Completed – **View Terms and Conditions**

 An official website of the United States government [Here's how you know](#) ^

 **E-Verify**

useremailgoeshere@address.com ▼

E-Verify Enrollment

Enrollment Completed

 You have successfully enrolled your company in E-Verify.

Your E-Verify program administrator will receive an email with sign-in directions. Most people receive the email within a few minutes. Please check email inboxes as well as spam or junk mail folders because sometimes our emails are mistakenly marked as spam.

If the email is not received within 48 hours, contact E-Verify support at E-Verify@uscis.dhs.gov 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 Terms and Conditions** and print or save a copy to share with your Human Resources manager, legal counsel, and other appropriate staff. If you have trouble viewing the Terms and Conditions, 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! Email E-Verify support at E-Verify@uscis.dhs.gov.

View Terms and Conditions

Log out of E-Verify

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

Enrollment Pending



It's okay! We are temporarily unable to approve your enrollment at this time.

We couldn't immediately approve your enrollment in E-Verify because we were unable to verify the information you entered. Please contact the E-Verify Customer Support team at 888-464-4218 or email us at E-Verify@uscis.dhs.gov within five federal government workdays in order to confirm the information provided during enrollment. **Do not enroll your company again in E-Verify. If you attempt to re-enroll, your enrollment may be further delayed.**

Thanks for signing up for E-Verify. Your participation is vital in ensuring a legal U.S. workforce. We look forward to hearing from you shortly to confirm your enrollment information.

Log out of E-Verify

Enrollment – **Activation Link - Expired**



E-Verify Enrollment



Expired Activation Link

The link you used is no longer valid. Enter your email address below to generate a new link.

Create a New Company Account

Please submit your email address to request a new confirmation email.



If your company already has an E-Verify account do not enroll again. Contact your account administrator if you need to create a new user account or reactivate an existing user account.

Email Address (required)

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

Submit

Enrollment – **Activation Link - Invalid**



E-Verify Enrollment



Invalid Activation Link

The link you used is not valid. Enter your email address below to generate a new link.

Create a New Company Account

Please submit your email address to receive an activation link to help ensure a secure enrollment.



If your company already has an E-Verify account do not enroll again. Contact your account administrator if you need to create a new user account or reactivate an existing user account.

Email Address (required)

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

Submit

Employer Enrollment

E-Verify Enrollment



E-Verify Users

You must add one Program Administrator and one MOU Signatory during enrollment.

Program Administrator

Program Administrators have the ability to create and manage cases and user accounts and run reports. Sharing accounts is not allowed; all users must have their own individual user accounts.

This Program Administrator will be responsible for adding or deleting users after enrollment is complete.

Email Address (required)

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E-Verify Enrollment



E-Verify Users

You must add one Program Administrator and one MOU Signatory during enrollment.

Program Administrator

Program Administrators have the ability to create and manage cases and user accounts and run reports. Sharing accounts is not allowed; all users must have their own individual user accounts.

This Program Administrator will be responsible for adding or deleting users after enrollment is complete.

Email Address (required)

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Current Process - Signatory (*blank*) will be replaced with new MFA Process



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E-Verify Users

A company must have one Signatory one Program Administrator.

Program Administrator

Program Administrators have the ability to manage cases and user accounts, as well as run reports. Sharing accounts is not allowed; all users must have their own individual user accounts.

This Program Administrator will be responsible for adding or deleting users after enrollment is complete.

Email Address

1

This email address is associated with an existing E-Verify user. Name and phone number are stored in a shared user profile and will be visible after the user signs in for the first time.

Signatory

The **Signatory** must have authority to sign the Terms and Conditions behalf of your company and will be added as the Point of Contact on the E-Verify account.

Email Address (required)

First Name (required)

Middle Initial (required)

Last Name (required)

Phone Number
10 digits, numbers only

Phone Number Extension
Up to 6 digits, numbers only

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Current Process - MOU Signatory (*filled*) will be replaced with new MFA Process







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Hiring Sites

E-Verify Users

Review & Submit

E-Verify Users

A company must have one Signatory one Program Administrator.

Program Administrator

Program Administrators have the ability to manage cases and user accounts, as well as run reports. Sharing accounts is not allowed; all users must have their own individual user accounts.

This Program Administrator will be responsible for adding or deleting users after enrollment is complete.

Email Address



This email address is associated with an existing E-Verify user. Name and phone number are stored in a shared user profile and will be visible after the user signs in for the first time.

Signatory

The **Signatory** must have authority to sign the Terms and Conditions behalf of your company and will be added as the Point of Contact on the E-Verify account.

Email Address (required)

First Name (required)

Middle Initial (required)

Last Name (required)

Phone Number
10 digits, numbers only

Phone Number Extension
Up to 6 digits, numbers only

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Review & Submit

Review and Submit Enrollment

Company Information

Company Name

Doing Business As (DBA) Name

--

Employer ID Number (EIN)

Unique Entity Identifier (UEI)

DUNS Number

--

Total Number of Employees

NAICS Code

Sector

Subsector

Edit Company Information

Employer Category

Employer Category

Edit Employer Category

Company Addresses

Physical Address

Number of Hiring Sites

Mailing Address

Edit Hiring Sites

Edit Company Addresses

E-Verify Users

Enrollment Point of Contact

Signatory

Program Administrator

Edit E-Verify Users

Company Access

My Company is Configured to:

Dual Enrollment – EV Terms of Use & EV+ Terms of Service

Terms and Conditions

 You must agree to Terms of Use and Terms of Service policies in order to enroll in E-Verify.

E-Verify Terms of Use

By submitting this enrollment, I affirm that I have read and agree with the terms and conditions of the [Terms of Service \(TOS\)](#), 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 enrollment in order for the [TOS](#) to take effect.

IMPORTANT: The [TOS](#) 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 [TOS](#), and share it with your Human Resources Manager, legal counsel, and other appropriate staff.

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

☐ I agree to the E-Verify Terms of Use

E-Verify+ Terms of Service

Before participating in E-Verify+, the participating employer, or an authorized agent of the participating employer, must read, agree with, and accept all the terms and conditions contained in these Terms of Service. Failure to comply with these Terms of Service may lead to legal liability, suspension, or termination from E-Verify and E-Verify+.

About E-Verify and E-Verify+

E-Verify is a Department of Homeland Security (DHS) program operated in cooperation with the Social Security Administration (SSA) that permits participants to electronically confirm the eligibility of individuals to work in the United States. E-Verify compares information from an employee's Form I-9, Employment Eligibility Verification, to data from government data systems to confirm identity and employment eligibility.

In these Terms of Service, persons and other entities that enroll in and use E-Verify and E-Verify+ are called "participants." The Form I-9 generated by E-Verify+ is labeled "Form I-9NG". E-Verify+ references to "Form I-9" in these Terms of Service also refer to the Form I-9NG.

☐ I agree to the E-Verify+ Terms of Service

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[Submit Enrollment](#)

Employer-Existing User / Enrollment Completed – **View Terms and Conditions**

 An official website of the United States government [Here's how you know](#) ^

 useremailgoeshere@address.com ▼

E-Verify Enrollment

Enrollment Completed

 You have successfully enrolled your company in E-Verify.

Your E-Verify program administrator will receive an email with sign-in directions. Most people receive the email within a few minutes. Please check email inboxes as well as spam or junk mail folders because sometimes our emails are mistakenly marked as spam.

If the email is not received within 48 hours, contact E-Verify support at E-Verify@uscis.dhs.gov 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 Terms and Conditions** and print or save a copy to share with your Human Resources manager, legal counsel, and other appropriate staff. If you have trouble viewing the Terms and Conditions, 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! Email E-Verify support at E-Verify@uscis.dhs.gov.

View Terms and Conditions

Log out of E-Verify

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

Corporate Administrator Enrollment

Choose Account Access

Please select the account access method that best describes how your company plans to use E-Verify. To learn more, click the arrow on the right of each option.

☐ **Employer** MOST COMMON

Your company plans to verify the employment eligibility of its own employees using the E-Verify website.

☐ **Employer Agent**

Your company plans to verify employment eligibility for other company's employees, and if needed can also verify employment eligibility for its own employees.

☐ **Web Services - Employer**

Your company plans to develop or use software that connects to E-Verify to verify employment eligibility for its own employees.

☒ **Corporate Administrator** MANAGEMENT OVERSIGHT ACCOUNT

Your company plans to link and manage multiple Employer accounts which share a common ownership structure or corporate control.

i Cases CANNOT be created, managed, or viewed using a Corporate Administrator account.

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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Company Information

Company Addresses

Corporate Administrator

Review and Submit

Company Information

Company Name (required)

Doing Business As (DBA) Name 

Unique Entity Identifier (UEI) (required) 

12 characters, numbers and letters only

DUNS Number 

9 digits, numbers only

Additional Information

What is the primary reason you're enrolling in E-Verify (required)

-Select-



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E-Verify Enrollment

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Company InformationCompany AddressesCorporate AdministratorReview and Submit

Company Information

Company Name (required)

Doing Business As (DBA) Name ?

Unique Entity Identifier (UEI) (required) ?

12 characters, numbers and letters only

DUNS Number ?

9 digits, numbers only

Additional Information

What is the primary reason you're enrolling in E-Verify? (required)

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Corporate Administrator

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Review and Submit

Company Addresses

Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

County (required)

Mailing Address

☐ Mailing Address is the same as Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

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Review and Submit

Company Addresses

Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

County (required)

Mailing Address

☒ Mailing Address is the same as Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

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Corporate Administrator

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Review and Submit

Corporate Administrator

A company must designate one Corporate Administrator.

- Corporate Administrators have the ability to create company locations, create user accounts, perform queries, view reports, update account information, and unlock user accounts.
- Corporate Administrators CANNOT create, edit, or view E-Verify cases.
- Sharing accounts is not permitted; all users must have their own individual user accounts.



If you will need access to E-Verify once your company is enrolled, please add yourself as the Corporate Administrator.

The person entered here will become a Corporate Administrator for this E-Verify account. This Corporate Administrator will be responsible for adding or deleting users after enrollment is complete.

Email Address (required)

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Error Message due to Existing Login.Gov Account

E-Verify

E-Verify Enrollment

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Corporate Administrator

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Review and Submit

Corporate Administrator

A company must designate one Corporate Administrator.

- Corporate Administrators have the ability to create company locations, create user accounts, perform queries, view reports, update account information, and delete company locations.
- Corporate Administrators Can Only Create One Corporate Administrator.
- Sharing accounts is not permitted.

3

If you will need access to the E-Verify system, you must designate a Corporate Administrator.

The person entered here will be responsible for managing the E-Verify account. The Corporate Administrator will be responsible for managing the E-Verify account.

Email Address (required)

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Existing E-Verify User

1

This email address is associated with an existing E-Verify user. Name and phone number are stored in a shared user profile and will be visible after the user signs in for the first time.

Cancel

Continue

E-Verify Enrollment



Corporate Administrator

A company must designate one Corporate Administrator.

- Corporate Administrators have the ability to create company locations, create user accounts, perform queries, view reports, update account information, and unlock user accounts.
- Corporate Administrators CANNOT create, edit, or view E-Verify cases.
- Sharing accounts is not permitted; all users must have their own individual user accounts.

❗ If you will need access to E-Verify once your company is enrolled, please add yourself as the Corporate Administrator.

The person entered here will become a Corporate Administrator for this E-Verify account. This Corporate Administrator will be responsible for adding or deleting users after enrollment is complete.

Email Address**Last Name** (required)**First Name** (required)**Middle Initial****Phone Number** (required)

10 digits, numbers only

Phone Number Extension

Up to 6 digits, numbers only

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E-Verify Enrollment



Corporate Administrator

A company must designate one Corporate Administrator.

- Corporate Administrators have the ability to create company locations, create user accounts, perform queries, view reports, update account information, and unlock user accounts.
- Corporate Administrators CANNOT create, edit, or view E-Verify cases.
- Sharing accounts is not permitted; all users must have their own individual user accounts.

i If you will need access to E-Verify once your company is enrolled, please add yourself as the Corporate Administrator.

The person entered here will become a Corporate Administrator for this E-Verify account. This Corporate Administrator will be responsible for adding or deleting users after enrollment is complete.

Email Address

Last Name (required)

First Name (required)

Middle Initial

Phone Number (required)

10 digits, numbers only

Phone Number Extension

Up to 6 digits, numbers only

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Corporate Administrator Enrollment (New Login.gov user) – Terms and Conditions

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Review & Submit

Review and Submit Enrollment

Company Information

Company Name

Doing Business As (DBA) Name

--

Unique Entity Identifier (UEI)

DUNS Number

--

Edit Company Information

Company Addresses

Physical Address

Mailing Address

Edit Company Addresses

E-Verify Users

Enrollment Point of Contact

Corporate Administrator

Edit Users

Company Access

My Company is Configured to:

Terms and Conditions

You must agree to Terms of Use in order to enroll in E-Verify.

E-Verify Terms of Use

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

☐ I agree to the E-Verify Terms of Use

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Submit Enrollment

Corporate Administrator Enrollment (Existing Login.gov user) – Terms and Conditions



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Review and Submit

Review and Submit Enrollment

Company Information

Company Name

Doing Business As (DBA) Name

Unique Entity Identifier (UEI)

DUNS Number

Edit Company Information

Company Addresses

Physical Address

Mailing Address

Edit Company Address

Corporate Administrator

1

This email address is associated with an existing E-Verify user. Name and phone number are stored in a shared user profile and will be visible after the user signs in for the first time.

Corporate Administrator

Edit Administrator

Company Access and MOU

My Company is Configured to:

⚠

Agree to Terms of Use

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

☒

I agree

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Submit Enrollment

Enrollment Completed



You have successfully enrolled your company in E-Verify.

Your E-Verify corporate administrator will receive an email with sign-in directions. Most people receive the email within a few minutes. Please check email inboxes as well as spam or junk mail folders because sometimes our emails are mistakenly marked as spam.

If the email is not received within 48 hours, contact E-Verify support at E-Verify@uscis.dhs.gov for assistance.

Do not enroll your company again in E-Verify. If you attempt to re-enroll, your enrollment may be delayed.

If you ever have any questions, we're here to help! Just email E-Verify support at E-Verify@uscis.dhs.gov.

Log out of E-Verify

Corporate Administrator - Enrolling a New Employer Account

Company Locations

Search (Company Name, Company ID, Phone Number, Street Address, City, Zip Code)



4 Company Locations Found

☐ Select All

Sort by:

Company Name ▾



Terminate Selected

+ Add New Company

☐	<div><div></div><div>ACTIVE</div></div>	View Company Profile	Terminate	▾
Street Address	City, State and Zip	Company ID	Unique Entity Identifier (UEI)	
☐	<div><div></div><div>TERMINATED</div></div>	View Company Profile		▾
Street Address	City, State and Zip	Company ID	Unique Entity Identifier (UEI)	
☐	<div><div></div><div>ACTIVE</div></div>	View Company Profile	Terminate	▾
Street Address	City, State and Zip	Company ID	Unique Entity Identifier (UEI)	
☐	<div><div></div><div>TERMINATION REQUESTED</div></div>	View Company Profile	Terminate	▾
Street Address	City, State and Zip	Company ID	Unique Entity Identifier (UEI)	

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E-Verify Enrollment

Choose Account Access

Please select the account access method that best describes how your company plans to use E-Verify. To learn more, click the arrow on the right of each option.

☐ **Employer** **MOST COMMON**

Your company plans to verify the employment eligibility of its own employees using the E-Verify website.



☐ **Web Services - Employer**

Your company plans to develop or use software that connects to E-Verify to verify employment eligibility for its own employees.



Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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E-Verify Enrollment

Choose Account Access

Please select the account access method that best describes how your company plans to use E-Verify. To learn more, click the arrow on the right of each option.

☒ **Employer** MOST COMMON

Your company plans to verify the employment eligibility of its own employees using the E-Verify website.



☐ **Web Services - Employer**

Your company plans to develop or use software that connects to E-Verify to verify employment eligibility for its own employees.



Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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Add New Company Location

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Review and Submit

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐

Federal Contractor ?

☐

Government ?

☐

Airport Operator ?

☐

None of the Above ?

MOST COMMON

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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Add New Company Location



Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☒  Federal Contractor ?

☐  Government ?

☐  Airport Operator ?

☐  None of the Above ? **MOST COMMON**

What is the type of government?

☒  Federal Government ?

☐  State Government ?

☐  Local Government ?

What type of Federal Contractor is your company?

☒  Federal Contractor **with** FAR E-Verify Clause ?

☐  Federal Contractor **without** FAR E-Verify Clause ?

What type of Federal Contractor with FAR E-Verify Clause is your company?

☒  Institute of Higher Education ?

☐  State or Local Government ?

☐  Federally Recognized Indian Tribe ?

☐  Sureties ?

☐  None of the Above ?

Which employees will your company verify?

☐  All new hires and all existing employees assigned to a Federal contract ?

☒  Employees assigned to a covered Federal contract **only** ?

☐  Employees assigned to a covered Federal contract and new hires throughout the organization ?

☐  Entire workforce (all new hires and all existing employees throughout the entire company) ?

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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Company Location / Company Information (blank) – **What is the primary reason you're enrolling in E-Verify? (required)**

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Employer Category

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Review and Submit

Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)

9 digits, numbers only

Unique Entity Identifier (UEI) (required)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total number of employees (required)

-Select-

NAICS Code

NAICS Code (required)

Description

Look up a code

Additional Information

What is the primary reason you're enrolling in E-Verify? (required)

-Select-

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Company Location / Company Information (filled) – **What is the primary reason you’re enrolling in E-Verify? (required)**

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Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)

9 digits, numbers only

Unique Entity Identifier (UEI) (required)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total number of employees (required)

NAICS Code

NAICS Code (required)

Look up a code

Description

Additional Information

What is the primary reason you're enrolling in E-Verify (required)

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Add New Company Location



Company Addresses

Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

County (required)

Mailing Address

☐ Mailing Address is the same as Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

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Company Addresses

Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

County (required)

Mailing Address

☒ Mailing Address is the same as Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

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Add New Company Location



Hiring Sites

A hiring site is the location where employees are hired and they complete Form I-9. Employers select which hiring sites participate in E-Verify and must verify all newly hired employees for that hiring site once they are enrolled. If a hiring site is not added to your client's E-Verify account, you are not permitted to verify any employees hired at that location.

i Hiring sites can be added or deleted at any time after enrollment is complete.

Total Hiring Sites **1**

[+ Add Site](#)

1				▾	
Street Address	Suite/Other	City	Zip Code		
	---			  	
Rows Per Page <input type="text" value="10"/>		1 - 1 of 1 items		< Page <input type="text" value="1"/> of 100 >	

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Add New Company Location



E-Verify Users

You must add one Program Administrator and one MOU Signatory during enrollment.

Program Administrator

Program Administrators have the ability to manage cases and user accounts, as well as run reports. Sharing accounts is not allowed; all users must have their own individual user accounts.

The person entered here will become a Program Administrator for this E-Verify account. Additional Program Administrators can be added after enrollment is complete.

Email Address (required)

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E-Verify Users

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Program Administrator

Program Administrators have the ability to manage cases and user accounts, as well as run reports. Sharing accounts is not allowed; all users must have their own individual user accounts.

The person entered here will become a Program Administrator for this E-Verify account. Additional Program Administrators can be added after enrollment is complete.

Email Address (required)

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Company Location / E-Verify Users – Signatory

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E-Verify Users

A company must have one Signatory one Program Administrator.

Program Administrator

Program Administrators have the ability to manage cases and user accounts, as well as run reports. Sharing accounts is not allowed; all users must have their own individual user accounts.

This Program Administrator will be responsible for adding or deleting users after enrollment is complete.

Email Address

First Name (required)

Middle Initial (required)

Last Name (required)

Phone Number

10 digits, numbers only

Phone Number Extension

Up to 6 digits, numbers only

Signatory

The **Signatory** must have authority to sign the Terms and Conditions behalf of your company and will be added as the Point of Contact on the E-Verify account.

☐ The Signatory is the same person as the Program Administrator.

Bottom of page:

Email Address (required)

First Name (required)

Middle Initial (required)

Last Name (required)

Phone Number

10 digits, numbers only

Phone Number Extension

Up to 6 digits, numbers only

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E-Verify Users

You must add one Program Administrator and one MOU Signatory during enrollment.

Program Administrator

Program Administrators have the ability to manage cases and user accounts, as well as run reports. Sharing accounts is not allowed; all users must have their own individual user accounts.

The person entered here will become a Program Administrator for this E-Verify account. This Program Administrator will be responsible for adding or deleting users after enrollment is complete.

Email Address (required)

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Corporate Administrator Company Enrollment (Existing Login.gov user) – Terms and Conditions

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Review & Submit

Review and Submit Enrollment

Company Information

Company Name

Doing Business As (DBA) Name

Employer Identification Number (EIN)

Unique Entity Identifier (UEI)

EIN's Number

Total Number of Employees

NACHA Code

Sector

Subsector

Edit Company Information

Employer Category

Employer Category

Edit Employer Category

Company Addresses

Physical Address

Working Address

Edit Company Addresses

Hiring Sites

Number of Hiring Sites

Edit Hiring Sites

Signatory

Signatory

Edit Signatory

Company Access

is Configured for

How Employees Managed and Verified by My Company

Terms and Conditions

You must agree to Terms of Use and Terms of Service policies in order to enroll in E-Verify.

E-Verify Terms of Use

By submitting this enrollment, I affirm that I have read and agree with the terms and conditions of the Terms of Service (TOS) 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 enrollment in order for the TOS to take effect.

IMPORTANT: The TOS sets forth my company's responsibilities under the E-Verify program. Failure to comply with the TOS may result in legal liability for my company under federal and state law, including the payment of back pay, civil monetary penalties, and other damages under Title 48 of the Code of Federal Regulations at 48 CFR 48.101 and the same administrative provisions of the investigation and nationality act. You should print the TOS, and share it with your Human Resources Manager, legal counsel, and other appropriate staff.

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

☐ I agree to the E-Verify Terms of Use

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Review and Submit Enrollment

Company Information

Company Name

Doing Business As (DBA) Name

Employer ID Number (EIN)

Unique Entity Identifier (UEI)

NAICS Number

Total Number of Employees

NAICS Code

Sector

Subsector

Edit Company Information

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Employer Category

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Enrollment Point of Contact

Signature

Program Administrator

Edit E-Verify Users

Company Access

My Company is Configured for

Bottom of page:

Terms and Conditions

You must agree to Terms of Use and Terms of Service in order to enroll with e-Verify.

E-Verify Terms of Use

By submitting this enrollment, I affirm that I have read and agree with the terms and conditions of the [Terms of Use](#), as set forth by my company's participation with our federal government's paid e-Verify program. I understand that I must complete my enrollment in order for the [E-Verify](#) suite of tools.

WARRANTY: The [E-Verify](#) suite built my company's participation under the E-Verify program. I agree to comply with the rules that govern legal liability for my company under federal and state laws, including the payment of fines and civil monetary penalties, and other damages under Title 5 of the Code of Federal Regulations (5 CFR) and the anti-discrimination provisions of the Immigration and Nationality Act ("the Immigration Act"), and share it with government agencies (Immigration, Agriculture, and other departments).

I certify that the information provided in this enrollment is correct. I acknowledge that failure to provide for information could result in federal immigration matters, or other federal matters, and in connection with the registration, can cause the providing of false information may be grounds for terminating participation in E-Verify.

☐ I agree to the E-Verify Terms of Use.

E-Verify- Terms of Service

Before participating in E-Verify, the participating employer, or an authorized agent of the participating employer, must read, agree with, and accept all the terms and conditions contained in these Federal Service Rules, in compliance with these Terms of Service.

I agree to legal liability, suspension, or termination from E-Verify and E-Verify.

About E-Verify suite of tools:

E-Verify is a Department of Homeland Security (DHS) program operated in cooperation with the Social Security Administration (SSA) that permits participating employers to electronically confirm the eligibility of individuals to work in the United States. E-Verify compares information from employer's form, its Employment Eligibility Confirmation, to federal government data systems to confirm identity and employment eligibility.

Notice: Terms of Service, govern another public that would use E-Verify and E-Verify associated "performance" (the form and guidance E-Verify is used "from within" E-Verify) information, based on various terms of service and other (see Terms of Use).

☐ I agree to the E-Verify Terms of Service.

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Submit Enrollment

 An official website of the United States government [Here's how you know](#) ^



 useremailgoeshere@address.com ▾

E-Verify Enrollment

Enrollment Completed

 You have successfully enrolled your company in E-Verify.

Your E-Verify program administrator will receive an email with sign-in directions. Most people receive the email within a few minutes. Please check email inboxes as well as spam or junk mail folders because sometimes our emails are mistakenly marked as spam.

If the email is not received within 48 hours, contact E-Verify support at E-Verify@uscis.dhs.gov 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 Terms and Conditions** and print or save a copy to share with your Human Resources manager, legal counsel, and other appropriate staff. If you have trouble viewing the Terms and Conditions, 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! Email E-Verify support at E-Verify@uscis.dhs.gov.

View Terms and Conditions

Log out of E-Verify

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



Enrollment Emails

Employer Enrollment Email – Updated with Terms of Service Language

From: no-reply@uscis.dhs.gov
Date: [REDACTED]
To: [REDACTED]
Subject: Welcome to E-Verify - Activate Your New User Account



Welcome to E-Verify! Your company has successfully enrolled and added you as a **Program Administrator**. E-Verify uses Login.gov for account sign in. Login.gov uses the highest standards of security to keep your information safe.

Sign in to E-Verify with Login.gov: <http://E-Verify.login.gov>

What to expect:

1. Create or sign in to your Login.gov account. (Note: If you already have an Login.gov account, do not create a new one.)
2. Follow the prompts in Login.gov until you are directed back to E-Verify.
3. Review and confirm your E-Verify user profile details are accurate.
4. Activate your E-Verify user account.
5. Take the online tutorial and pass the knowledge test. After you've completed the tutorial and passed the knowledge test, you may begin using E-Verify.
6. Access your signed E-Verify! **Terms of Service (TOS)** [REDACTED]. All E-Verify participants must follow the rules and responsibilities set forth in the E-Verify **TOS**.
 - Directions: After signing in to E-Verify, go to 'Company Account' in your user menu and select 'Company Profile'. Click on 'View Current **TOS**' at the bottom of the screen.
7. You can add additional users by clicking on your name in the upper right corner, selecting **Company Account**, and then **Add New User**. When you add a new user, you can choose between **Program Administrator** and **General User** access. Anyone with **Program Administrator** access can add, delete, modify, and reset the passwords of other **Program Administrator** and **General User** accounts.

Tips:

- Bookmark the login website at E-Verify.login.gov for easy access.
- Review Login.gov [Frequently Asked Questions](#).

E-Verify Resources:

- Join a free [E-Verify webinar](#)
- Review the [E-Verify Manuals, Guides and Job Aids](#)
- Watch [E-Verify Videos](#)
- Call E-Verify Customer Support at 888-464-4218 Monday through Friday, from 8 a.m. to 8 p.m. Eastern, TTY – for hearing and speech impaired users' phone 877-875-6028 (except when the federal government is closed) or contact us at E-Verify@uscis.dhs.gov.

Regards,
The E-Verify Team

Stay connected, like and follow us on



Do not reply to this message; this email was sent from an address that is not monitored.

Web Service Enrollment

Email – Updated with Terms of Service Language

From: no-reply@uscis.dhs.gov
Date: [REDACTED]
To: [REDACTED]
Subject: Welcome to E-Verify - Activate Your New User Account



Welcome to E-Verify! Your company has successfully enrolled and added you as a **Web Services Program Administrator**. A Program Administrator manages the site administration of their E-Verify account. The E-Verify website uses Login.gov for account sign in. Login.gov uses the highest standards of security to keep your information safe.

Sign in to E-Verify with Login.gov: <http://E-Verify.login.gov>

What to expect:

1. Create or sign in to your Login.gov account. (Note: If you already have a Login.gov account, do not create a new one.)
2. Follow the prompts in Login.gov until you are directed back to E-Verify.
3. Review and confirm your E-Verify user profile details are accurate.
4. Activate your E-Verify user account.
5. Take the online tutorial and pass the knowledge test. After you've completed the tutorial and passed the knowledge test, you may begin using E-Verify.
6. Access your signed E-Verify **Terms of Service (TOS)**. All E-Verify participants must follow the rules and responsibilities set forth in the E-Verify **TOS**.
 - Directions: After signing in to E-Verify, go to 'Company Account' in your user menu and select 'Company Profile'. Click on 'View Current TOS' at the bottom of the screen.
7. You can add additional users by clicking on your name in the upper right corner, selecting Company Account, and then Add New User. When you add a new user, you can choose between Program Administrator and General User access. Anyone with Program Administrator access can add, delete, modify, and reset the passwords of other Program Administrator and General User accounts.

During enrollment, you told us that your company plans to develop its own software to access E-Verify, which is an option we call Web Services. 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.

To view the Interface Control Agreement (ICA), click on Resources at the top of the E-Verify homepage, select View Essential Resources, and then Web Services. The ICA provides your company with a framework for developing your own software to access E-Verify. It is a highly technical document that contains the information that your software programmers will need to begin development.

If you have questions related to your Web Services account, or for Web Services technical support, [email e-verify: web-services@uscis.dhs.gov](mailto:email-e-verify@web-services@uscis.dhs.gov). When you are ready to test your account with E-Verify, or are updating to a newer ICA version, email verify.newaccount@uscis.dhs.gov.

While your company completes the development, certification, and testing process for Web Services, you can still access E-Verify through the E-Verify website. The information contained in the beginning of this e-mail will help you get started using the E-Verify website.

If your company decides not to develop software for Web Services, you may continue to use the E-Verify website to verify your employees.

Tips:

- Bookmark the login website at E-Verify.login.gov for easy access.
- Review Login.gov [Frequently Asked Questions](#).

E-Verify Resources:

- Join a free [E-Verify webinar](#)
- Review the [E-Verify Manuals, Guides and Job Aids](#)
- Watch [E-Verify Videos](#)
- Call E-Verify Customer Support at 888-464-4218 Monday through Friday, from 8 a.m. to 8 p.m. Eastern, TTY - for hearing and speech impaired users' phone 877-875-6028 (except when the federal government is closed) or contact us at E-Verify@uscis.dhs.gov.

Regards,
The E-Verify Team

Stay connected, like and follow us on



Do not reply to this message; this email was sent from an address that is not monitored.

Corporate Administrator Enrollment Email

From: no-reply@uscis.dhs.gov

Date: [REDACTED]

To: [REDACTED]

Subject: Welcome to E-Verify - Activate Your New User Account



Welcome to E-Verify! Your company has successfully enrolled and added you as a **Corporate Administrator**. E-Verify uses Login.gov for account sign in. Login.gov uses the highest standards of security to keep your information safe.

Sign in to E-Verify with Login.gov: <http://E-Verify.login.gov>

What to expect:

1. Create or sign in to your Login.gov account. (Note: If you already have an Login.gov account, do not create a new one.)
2. Follow the prompts in Login.gov until you are directed back to E-Verify.
3. Review and confirm your E-Verify user profile details are accurate.
4. Activate your E-Verify user account.
5. Take the online tutorial and pass the knowledge test. After you've completed the tutorial and passed the knowledge test, you may begin using E-Verify.
7. You can add additional Corporate Administrator users by clicking on your name in the upper right corner, selecting Company Account, and then Add New User.

Tips:

- Bookmark the login website at E-Verify.login.gov for easy access.
- Review Login.gov [Frequently Asked Questions](#).

E-Verify Resources:

- Join a free [E-Verify webinar](#)
- Review the [E-Verify Manuals, Guides and Job Aids](#)
- Watch [E-Verify Videos](#)
- Call E-Verify Customer Support at 888-464-4218 Monday through Friday, from 8 a.m. to 8 p.m. Eastern, TTY – for hearing and speech impaired users' phone 877-875-6028 (except when the federal government is closed) or contact us at E-Verify@uscis.dhs.gov.

Regards,
The E-Verify Team

Stay connected, like and follow us on



Do not reply to this message; this email was sent from an address that is not monitored.

Employer Agent Enrollment Email

From: <no-reply@uscis.dhs.gov>
Sent on: 1 [REDACTED]
To: [REDACTED]
Subject: Welcome to E-Verify - Activate Your New User Account



Welcome to E-Verify! Your company has successfully enrolled and added you as a **Program Administrator**.

You must use Login.gov to access E-Verify. Login.gov is a secure service that allows the public to sign in to participating government agencies' websites, including E-Verify.

Sign in to E-Verify at <https://devtest.everify.uscis.dhs.gov/home/login/loginDotGov>

To access your new E-Verify account:

1. Sign in to E-Verify at <https://devtest.everify.uscis.dhs.gov/home/login/loginDotGov>
 - If you have a Login.gov account, sign in using your associated email address and password.
 - If you do not have a Login.gov account, select Create an Account and follow the prompts to set up your Login.gov account. Review and confirm the information on Your Account screen is correct in your new Login.gov account.
2. Complete the online training requirements. Once you have finished the training, you may begin using E-Verify.
3. Access your signed Terms and Conditions. All E-Verify participants must follow the rules and responsibilities set forth in the E-Verify Terms and Conditions.
 - Directions: After signing in to E-Verify, go to Company Account in your user menu and select Company Profile. Click the link at the bottom of the screen to view your document.
4. You can add additional users by clicking on your name in the upper right corner, selecting Company Account, and then Add New User. When you add a new user, you can choose between Program Administrator and General User access. Anyone with Program Administrator access can add, delete, modify, and reset the passwords of other Program Administrator and General User Accounts.

Helpful Tips and E-Verify Resources

- Visit [Login.gov](#).
- Bookmark the [E-Verify system login page](#) for easy access.
- Join a free [E-Verify webinar](#).
- Review the [Employer Resources](#).
- Watch [E-Verify videos](#).
- Contact E-Verify Customer Support:
 - Email E-Verify@uscis.dhs.gov
 - Phone 888-464-4218 (TTY 877-875-6028) Monday – Friday 8 a.m. to 8 p.m. Eastern.

Regards,
The E-Verify Team

Stay connected, like and follow us on



Do not reply to this message: this email was sent from an address that is not monitored.

Client enrollment email

From: <enrollment@uscis.dhs.gov>
Sent on: [REDACTED]
To: [REDACTED]
Subject: Complete Your Company's E-Verify Enrollment
Attachments: tagline.txt (28.51 KB)



Welcome to E-Verify! Complete Your Company's E-Verify Enrollment

Hello,

To complete your company's E-Verify enrollment, click <https://devtest.everify.vis.uscis.dhs.gov/account/new/code/f10fcb27-d83b-484d-848e-f2b265436de0>. This is a single-use link and will only be available once, please wait to click until you are ready to begin enrollment.

You must complete your company's E-Verify enrollment in a single session.

Note: For security purposes your enrollment link will expire 24 hours after you receive this confirmation email.

Helpful Tips and E-Verify Resources

- Visit [Login.gov](#).
- Bookmark the [E-Verify system login page](#) for easy access.
- Join a free [E-Verify webinar](#).
- Review the [Employer Resources](#).
- Watch [E-Verify videos](#).
- Contact E-Verify Customer Support:
 - Email E-Verify@uscis.dhs.gov
 - Phone 888-464-4218 (TTY 877-875-6028) Monday – Friday 8 a.m. to 8 p.m. Eastern.

We're excited that you've joined E-Verify and we're committed to helping your company ensure a legal workforce.

Regards,
The E-Verify Team

Stay connected, like and follow us on



Do not reply to this message; this email was sent from an address that is not monitored.

E-Verify Enrollment Pending Email

From: enrollment@uscis.dhs.gov
To:
Subject: Welcome to E-Verify - Your E-Verify Enrollment Confirmation (Pending)
Date:
Attachments: [logo](#)
[tagline](#)
[x](#)
[facebook](#)
[youtube](#)
[linkedin](#)



XXXXXXX,

We couldn't immediately approve your enrollment in E-Verify because we were unable to verify the information you entered.

Please contact the E-Verify Customer Support team at 888-464-4218 or email us at E-Verify@uscis.dhs.gov within **five federal government workdays** in order to confirm the information provided during enrollment. **Do not enroll your company again in E-Verify. If you attempt to re-enroll, your enrollment may be further delayed.**

Thanks for signing up for E-Verify. Your participation is vital in ensuring a legal U.S. workforce. We look forward to hearing from you shortly to confirm your enrollment information.

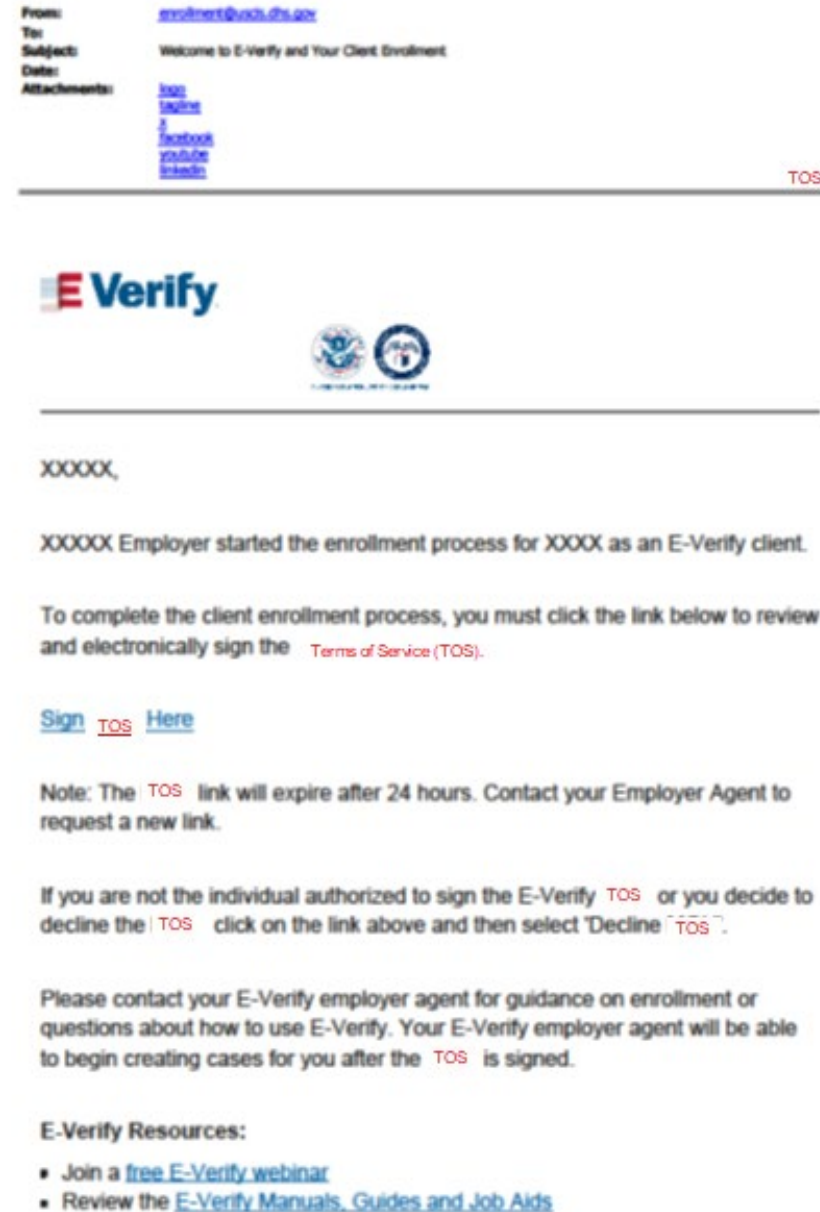
Regards,
The E-Verify Team

Stay connected, like and follow us on



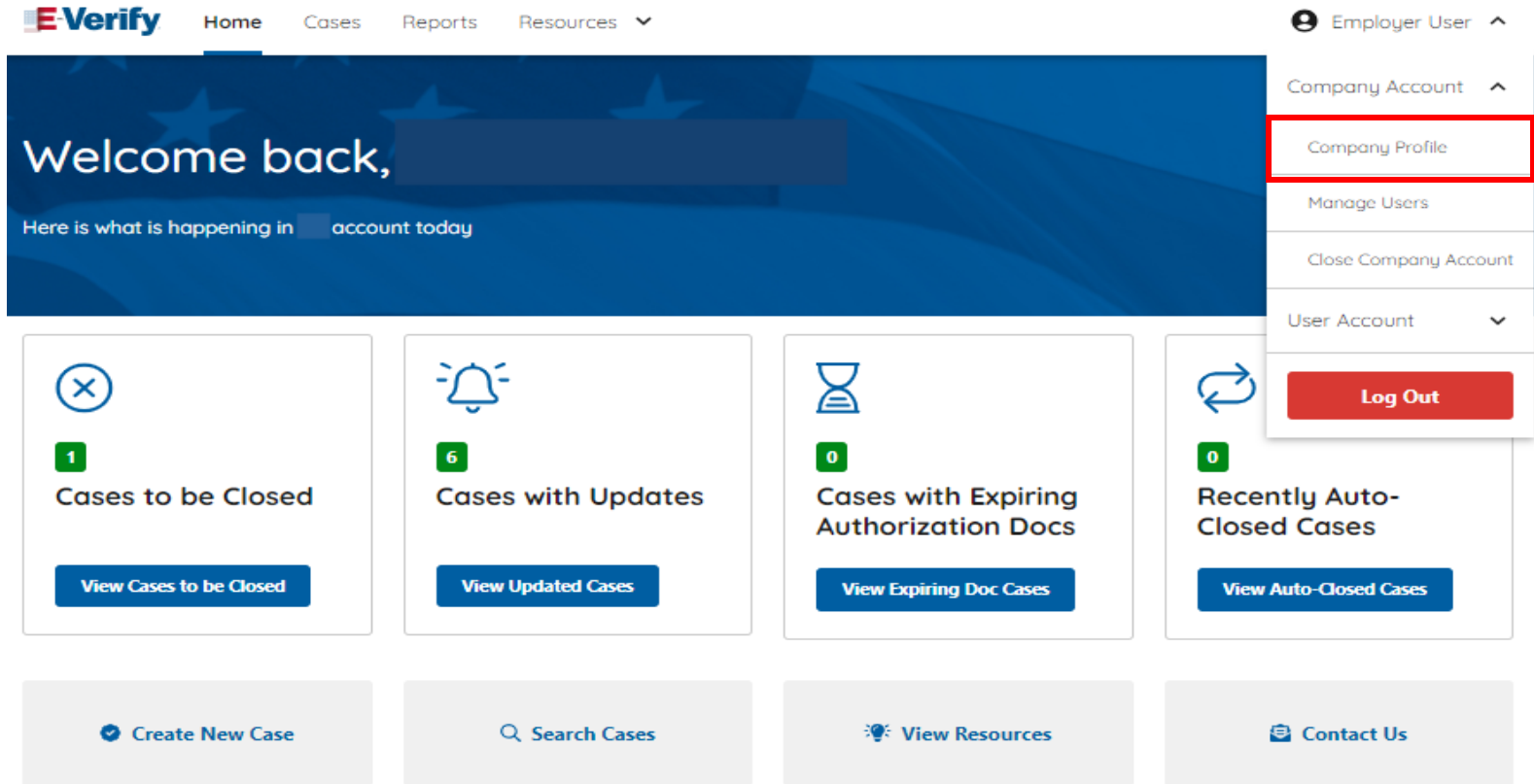
This e-mail was sent from an address that is not monitored; do not reply to this

Client Companies - Client Enrollment Email – Updated with Terms of Service Language



**E-Verify Employer and
Employer Agent Company
Account Management –
Requiring UEI Number for
Existing Users**

Company Profile



The screenshot shows the E-Verify Employer User dashboard. The top navigation bar includes the E-Verify logo and links for Home, Cases, Reports, and Resources. A user menu in the top right corner shows the user is an 'Employer User' and lists options: 'Company Account', 'Company Profile' (highlighted with a red box), 'Manage Users', 'Close Company Account', and 'User Account'. A 'Log Out' button is also visible in the user menu. The main dashboard area features a welcome message and a summary of case counts: 1 Case to be Closed, 6 Cases with Updates, 0 Cases with Expiring Authorization Docs, and 0 Recently Auto-Closed Cases. Each category has a corresponding 'View' button. At the bottom, there are four action buttons: 'Create New Case', 'Search Cases', 'View Resources', and 'Contact Us'.

E-Verify Home Cases Reports Resources

Welcome back, [Redacted]

Here is what is happening in [Redacted] account today

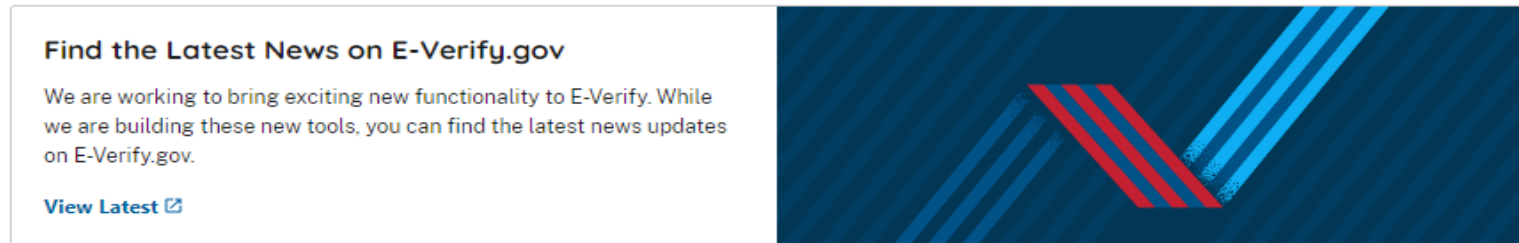
- 1** Cases to be Closed
[View Cases to be Closed](#)
- 6** Cases with Updates
[View Updated Cases](#)
- 0** Cases with Expiring Authorization Docs
[View Expiring Doc Cases](#)
- 0** Recently Auto-Closed Cases
[View Auto-Closed Cases](#)

[Create New Case](#) [Search Cases](#) [View Resources](#) [Contact Us](#)

Employer User

- Company Account
- Company Profile**
- Manage Users
- Close Company Account
- User Account
- [Log Out](#)

E-Verify News and Announcements



The section contains a text box on the left with the heading 'Find the Latest News on E-Verify.gov' and a paragraph about new functionality. A 'View Latest' link with an external icon is at the bottom. To the right is a decorative graphic with blue and red diagonal stripes.

Find the Latest News on E-Verify.gov

We are working to bring exciting new functionality to E-Verify. While we are building these new tools, you can find the latest news updates on E-Verify.gov.

[View Latest](#)

Company Profile - **UEI Successful Alert Banner**



HomeCasesClientsReportsResources



Welcome back,

Here is what is happening in account today



has been successfully updated to include the required Unique Entity Identifier (UEI).



1

Cases to be Closed

View Cases to be Closed



1

Cases with Updates

View Updated Cases



0

Cases with Expiring Authorization Docs

View Expiring Doc Cases



0

Recently Auto-Closed Cases

View Auto-Closed Cases



Create New Case



Search Cases



View Resources



Contact Us

Find the Latest News on E-Verify.gov

We are working to bring exciting new functionality to E-Verify. While we are building these new tools, you can find the latest news updates on E-Verify.gov.

[View Latest](#)



Company Profile (Employer) - UEI Screen



Update Company Account

Unique Entity Identifier



All federal contractors with the Federal Acquisition Regulation (FAR) E-Verify clause are required to have a Unique Entity Identifier (UEI) Number.

Enter required Unique Entity Identifier for

Unique Entity Identifier (UEI) (required) 

12 characters, numbers and letters only

Cancel

Submit and Continue

Company Profile For Employer Agent Only - UEI Screen

EVerify

Update Company Account

Unique Entity Identifier

▲

All federal contractors with the Federal Acquisition Regulation (FAR) E-Verify clause are required to have a Unique Entity Identifier (UEI) Number. This includes all related Client Companies. Case creation will be disabled until completed.

Enter required Unique Entity Identifier for

Unique Entity Identifier (UEI) (required) ⓘ
12 characters, numbers and letters only

Client Companies

The Client Companies listed below have self identified as a Federal Contractor with E-Verify Clause.

ⓘ

Case creation will be disabled until the UEI number is provided for these companies.

Company Name	Company ID	Unique Entity Identifier

Cancel

Submit and Continue

Company Profile - UEI (Modal)

E-Verify

Update Company Account

Unique Entity Identifier (UEI)

⚠

All federal contractors with the Federal Acquisition Regulation (FAR) E-Verify clause are required to have a Unique Entity Identifier (UEI) Number.

Enter required Unique Entity Identifier for .

Unique Entity Identifier (UEI) (required) ?

12 characters, numbers and letters only

Cancel

Submit and Continue

Unique Entity Identifier (UEI)

A UEI is a 12-digit alphanumeric identifier that is provided by [SAM.gov](#) to all entities who register to do business with the federal government. Learn more about the UEI.

Company Profile - **UEI Validation Error**



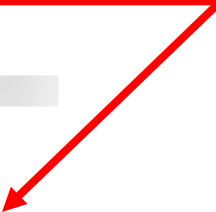
Update Company Account

Unique Entity Identifier



All federal contractors with the Federal Acquisition Regulation (FAR) E-Verify clause are required to have a Unique Entity Identifier (UEI) Number.







Enter required Unique Entity Identifier for 

Unique Entity Identifier (UEI) (required) 

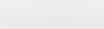
12 characters, numbers and letters only

Cancel

Submit and Continue

Company Profile - General User - UEI Message



Update Company Account

Unique Entity Identifier

Federal requirements mandate a Unique Entity Identifier (UEI) for .



All users of this account will be unable to access and use E-Verify until  has been updated with a Unique Entity Identifier (UEI). Please contact your Program Administrator or email E-Verify support at E-Verify@uscis.dhs.gov.

Company Profile

Home

Cases

Reports

Resources

9

My Company Account

My Company Profile

Company Information

Company Name

Company ID

Employer Identification Number (EIN)

DUNS Number

NAICS Code

Subsector

Doing Business As (DBA) Name

Enrollment Date

Unique Entity Identifier (UEI)

Total Number of Employees

Sector

Edit Company Information

Employer Category

Employer Category

Edit Employer Category

Company Addresses

Physical Address

Mailing Address

Edit Company Addresses

Hiring Sites

Number of Sites

Edit Hiring Sites

Company Access and MOU

My Company is configured to:

Memorandum of Understanding

[View Current MOU](#)

Company Profile - UEI Successful Alert Banner

EVerify

[Home](#)[Cases](#)[Clients](#)[Reports](#)[Resources](#)

Company Account

has been successfully updated to include the required Unique Entity Identifier (UEI).

Company Profile

Company Information

Company Name	Doing Business As (DBA) Name
<div></div>	--
Company ID	Enrollment Date
<div></div>	
Employer ID Number (EIN)	Unique Entity Identifier (UEI)
<div></div>	<div></div>
DUNS Number	Total Number of Employees
<div></div>	<div></div>
NAICS Code	Sector
<div></div>	<div></div>
Subsector	
<div></div>	

Edit Company Information

Employer Category

Employer Category

Federal Contractor with FAR E-Verify Clause

Edit Employer Category

Company Addresses

Physical Address

Mailing Address

Edit Company Addresses

Hiring Sites

Number of Hiring Sites

Edit Hiring Sites

Company Access and MOU

is configured to:

Memorandum of Understanding

[View Current MOU](#)

E-Verify Employer and Employer Agent Company Account Management

Edit Company Information



HomeCasesReportsResources



My Company Account

Edit Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)

9 digits, numbers only

Unique Entity Identifier (UEI) (required)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total Number of Employees (required)

NAICS Code(s)

3-Digit NAICS Code (required)	Description
<div>3-Digit NAICS Code (required)</div> <div><div></div><div>Look up a Code</div></div>	

Cancel

Save

Edit Company Information (cont.)

An official website of the United States government [Here's how you know](#) ▾

E-Verify Home

My Company Account ▾

Edit Company Information

Doing Business As (DBA) Name ✕

The Doing Business As (DBA) Name is the name under which a company operates. The DBA is visible to the public, but is not the legal, registered name of that organization.

Company Name (required)

Doing Business As (DBA) Name ?

Employer Identification Number (EIN) (required) ?
9 digits, numbers only

Unique Entity Identifier (UEI) ?
12 characters, numbers and letters only

DUNS Number ?
9 digits, numbers only

Edit Company Information (cont.)

An official website of the United States government [Here's how you know](#) ▾

E-Verify Home ▾

My Company Account

Edit Company Information

Employer Identification Number (EIN) ✕

An Employer Identification Number (EIN) is also known as the Federal Tax Identification Number, and is used to identify a business entity. An EIN is required for an employer to enroll in E-Verify. Employers who do not have an EIN can [apply online](#) with the IRS to receive an EIN immediately.

Company Name (required)

Doing Business As (DBA) Name ?

Employer Identification Number (EIN) (required) ?
9 digits, numbers only

Unique Entity Identifier (UEI) ?
12 characters, numbers and letters only

DUNS Number ?
9 digits, numbers only

Edit Company Information (cont.)

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E-Verify Home

My Company Account

Edit Company Information

Company Name (required)

Doing Business As (DBA) Name ?

Employer Identification Number (EIN) (required) ?
9 digits, numbers only

Unique Entity Identifier (UEI) ?
12 characters, numbers and letters only

DUNS Number ?
9 digits, numbers only

Unique Entity Identifier (UEI) ✕

A UEI is a 12-digit alphanumeric identifier that is provided by SAM.gov to all entities who register to do business with the federal government. [Learn more about the UEI.](#)

Edit Company Information (cont.)

An official website of the United States government [Here's how you know](#) ▾

E-Verify Home ▾

My Company Account

Edit Company Information

Company Name (required)

Doing Business As (DBA) Name ?

Employer Identification Number (EIN) (required) ?
9 digits, numbers only

Unique Entity Identifier (UEI) ?
12 characters, numbers and letters only

DUNS Number ?
9 digits, numbers only

DUNS Number ✕

A DUNS number is a unique, 9-digit identifier issued and maintained by Dun & Bradstreet that can help verify the existence of a business entity. [Learn more about the DUNS Number.](#)

Edit Company Information (cont.)

An official website of the United States government

Here's how you know

EVerify

Home

My Company Account

Edit Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)

9 digits, numbers only

Unique Entity Identifier (UEI)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total Number of Employees (required)

NAICS Code

NAICS Code (required)

Look up a Code

Cancel

Save

NAICS Code

The North American Industry Classification System (NAICS) classifies businesses by industry to collect, analyze, and publish statistical data related to the U.S. business economy. A three (3) digit NAICS code is required for an employer to enroll in E-Verify. If you do not know your client company's three (3) digit NAICS code, you can select the sector and subsector of the client company to determine the NAICS code.

Edit Company Information (cont.)

An official website of the United States government

Here's how you know

Verify

Home

My Company Account

Edit Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number

9 digits, numbers only

Unique Entity Identifier (UEI)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total Number of Employees

(required)

NAICS Code

NAICS Code (required)

Look up a Code

Description

Cancel

Save

Look Up NAICS Code

Sector (required)

Select -

Select -

Accommodation and Food Services (72)

Administrative and Support and Waste Management and Remediation Services (56)

Agriculture, Forestry, Fishing and Hunting (11)

Arts, Entertainment, and Recreation (71)

Construction (23)

Educational Services (61)

Finance and Insurance (52)

Health Care and Social Assistance (62)

Information (51)

Management of Companies and Enterprises (55)

Manufacturing (31-33)

Mining (21)

Other Services (Except Public Administration) (81)

Professional, Scientific, and Technical Services (54)

Public Administration (92)

Real Estate and Rental and Leasing (53)

Retail Trade (44-45)

Transportation and Warehousing (48-49)

Utilities (22)

Edit Company Information (cont.)

Home

My Company Account

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN)
9 digits, numbers only

Unique Entity Identifier (UEI)
12 characters, numbers and letters only

DUNS Number
9 digits, numbers only

Total Number of Employees (required)

NAICS Code

NAICS Code (required)

Look up a Code

Cancel

Save

Look Up NAICS Code

Sector (required)

Sub-Sector (required)

-Select-

-Select-

Edit Employer Category

 Home Cases Reports Resources

My Company Account

Edit Employer Category

Which category best describes (required)

☐  None of these categories apply  MOST COMMON

☒  Federal Contractor 

☐  Government 

☐  Airport Operators 

What type of Federal Contractor is (required)

☒  Federal Contractor with FAR E-Verify Clause 

☐  Federal Contractor without FAR E-Verify Clause 

What type of Federal Contractor with FAR E-Verify Clause is (required)

☒  None of these categories apply 

☐  Institution of Higher Education 

☐  State or Local Government 

☐  Federally Recognized Indian Tribe 

☐  Sureties 

Which employees will verify? (required)

☐  All new hires and all existing employees assigned to a Federal contract 

☐  Entire workforce (all new hires and all existing employees throughout the entire company) 

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

Cancel

Save

Edit Employer Category (cont.)

An official website of the United States government [Here's how you know](#) ▾

E-Verify Home ▾

My Company Account ▾

Edit Employer Category

Which category best describes (required)

☒  None of these categories apply  **MOST COMMON**

☐  Federal Contractor 

☐  Government 

☐  Airport Operators 

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

None of these categories apply 

Select this category if your company is not a federal contractor, government entity, or airport operator.

Edit Employer Category (cont.)

An official website of the United States government [Here's how you know](#) ▾

E-Verify Home ▾

My Company Account ▾

Federal Contractor ✕
Select this option if your company contracts with the U.S. federal government.

Edit Employer Category

Which category best describes (required)

- ☒  None of these categories apply ? **MOST COMMON**
- ☐  Federal Contractor ?
- ☐  Government ?
- ☐  Airport Operators ?

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

Edit Employer Category (cont.)

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E-Verify Home

My Company Account

Edit Employer

Which category best describes **Newest** (required)

☒  None of these categories apply [?](#) **MOST COMMON**

☐  Federal Contractor [?](#)

☐  **Government** [?](#)

☐  Airport Operators [?](#)

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

[Cancel](#) [Save](#)

Government

Select this category if your organization is part of:

- The U.S. federal government
- A U.S. state or territorial government
- A U.S. local government

Edit Employer Category (cont.)

An official website of the United States government [Here's how you know](#) ▾

E-Verify Home

My Company Account

Edit Employer Category

Which category best describes your company?

☒  None of these categories apply [?](#) **MOST COMMON**

☐  Federal Contractor [?](#)

☐  Government [?](#)

☐  Airport Operators [?](#)

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

[Cancel](#) [Save](#)

Airport Operator

Select this category if your company is an Airport Operator that oversees an airport that serves an aircraft operator or a foreign air carrier and is required by TSA to have a security program. Airport Operators use E-Verify to confirm the identity and employment eligibility of applicants to help determine eligibility for unescorted access to a Security Identification Display Area (SIDA) of an airport. If you select Airport Operator, your enrollment information will be verified with the Transportation Security Administration (TSA).

Edit Employer Category (cont.)

An official website of the United States government [Here's how you know](#) ▼

E-Verify Home

My Company Account

Edit Employer Category

Federal Contractor with FAR E-Verify Clause ✕

Select this category if your organization contracts with the U.S. federal government and your organization HAS been awarded a contract that contains the FAR E-Verify clause. Also select this category if your organization is a subcontractor on any contract that contains the FAR E-Verify clause.

Which category best describes ? (required)

☐  None of these categories apply [?](#) **MOST COMMON**

☒  Federal Contractor [?](#)

☐  Government [?](#)

☐  Airport Operators [?](#)

What type of Federal Contractor is ? (required)

☒  Federal Contractor with FAR E-Verify Clause [?](#)

☐  Federal Contractor without FAR E-Verify Clause [?](#)

Edit Employer Category (cont.)

An official website of the United States government [Here's how you know](#)

EVerify Home

My Company Account

None of these categories apply

Select this category if your company is not an institution of higher education, state or local government, federally recognized Indian tribe, or surety.

Edit Employer Category

Which category best describes ? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is ? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is ? (required)

☒ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will verify? (required)

☐ All new hires and all existing employees assigned to a Federal contract

☐ Entire workforce (all new hires and all existing employees throughout the entire company)

Edit Employer Category (cont.)

An official website of the United States government [Here's how you know](#)

EVerify Home

My Company Account

Edit Employer

Which category best describes ? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is ? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is ? (required)

☐ None of these categories apply

☒ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will verify? (required)

☐ Employees assigned to a covered Federal contract only

☐ Entire workforce (all new hires and all existing employees throughout the entire company)

Institution of Higher Education

Select this category if the contractor is an Institution of Higher Education, as defined at 20 U.S.C. Section 1001(a). The contractor may choose to only verify existing employees and new hires assigned to a covered federal contract.

Edit Employer Category (cont.)

An official website of the United States government [Here's how you know](#)

EVerify Home

My Company Account

Edit Employer

Which category best describes [redacted] ? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is [redacted] ? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is [redacted] ? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☒ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will [redacted] verify? (required)

☐ Employees assigned to a covered Federal contract only

☐ Entire workforce (all new hires and all existing employees throughout the entire company)

State or Local Government

Select this category if the contractor is a State or local government entity. The contractor may choose to only verify existing employees and new hires assigned to a covered federal contract.

Edit Employer Category (cont.)

An official website of the United States government [Here's how you know](#)

EVerify Home

My Company Account

Edit Employer

Which category best describes ? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is ? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is ? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☒ Federally Recognized Indian Tribe

☐ Sureties

Which employees will Newest CSC Test Account.3 verify? (required)

☐ Employees assigned to a covered Federal contract only

☐ Entire workforce (all new hires and all existing employees throughout the entire company)

Federally Recognized Indian Tribe

Select this category if the contractor is a Federally recognized Indian tribe. The contractor may choose only to verify existing employees and new hires assigned to a covered federal contract.

Edit Employer Category (cont.)

An official website of the United States government [Here's how you know](#)

EVerify Home

My Company Account

Edit Employer

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☒ Sureties

Which employees will you verify? (required)

☐ Employees assigned to a covered Federal contract only

☐ Entire workforce (all new hires and all existing employees throughout the entire company)

Sureties

Select this category if the contractor is a surety performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond. The contractor may choose to only verify existing employees and new hires assigned to a covered federal contract.

Edit Employer Category (cont.)

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E-Verify Home

My Company Account

Edit Employer Category

Which category best describes ? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is ? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is ? (required)

☒ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will verify? (required)

☐ All new hires and all existing employees assigned to a Federal contract

☐ Entire workforce (all new hires and all existing employees throughout the entire company)

All new hires and all existing employees assigned to a Federal contract

Select this option if your company will verify all new hires throughout the company and all existing employees who are assigned to their covered federal contracts.

Edit Employer Category (cont.)

An official website of the United States government [About this site](#)

E-Verify Home

My Company Account

Edit Employer Category

Entire workforce (all new hires and all existing employees throughout the entire company)

Select this option if your company will verify all new hires and all existing employees throughout the entire company.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☒ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will you verify? (required)

☐ All new hires and all existing employees assigned to a Federal contract

☒ Entire workforce (all new hires and all existing employees throughout the entire company)

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

Edit Employer Category (cont.)

An official website of the United States government [Here's how you know](#)

E-Verify Home

My Company Account

Edit Employer

Which category best describes Newest CSC Test Account.3? (required)

☐  None of these categories apply [?](#) **MOST COMMON**

☒  Federal Contractor [?](#)

☐  Government [?](#)

☐  Airport Operators [?](#)

What type of Federal Contractor is Newest CSC Test Account.3? (required)

☐  Federal Contractor with FAR E-Verify Clause [?](#)

☒  Federal Contractor without FAR E-Verify Clause [?](#)

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

Federal Contractor without FAR E-Verify Clause ×

Select this category if your organization contracts with the U.S. federal government, but HAS NOT been awarded a contract that contains the FAR E-Verify clause. Also select this category if your organization is a subcontractor on contracts in which none of the contracts contains the FAR E-Verify clause.

Edit Company Addresses

 [Home](#) [Cases](#) [Reports](#) [Resources](#) 

My Company Account

Edit Company Locations

Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

County (required)

Mailing Address

☒ Mailing Address is the same as Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

Edit Hiring Sites

Home Cases Reports Resources ▾ 

My Company Account

Edit Hiring Sites

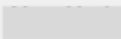
A hiring site is the location where employees are hired and they complete Form I-9.

Total Hiring Sites **2**

Bulk Upload

+ Add Hiring Site

 To expedite the number of hiring sites added, you may want to use [Bulk Upload](#).

**1**

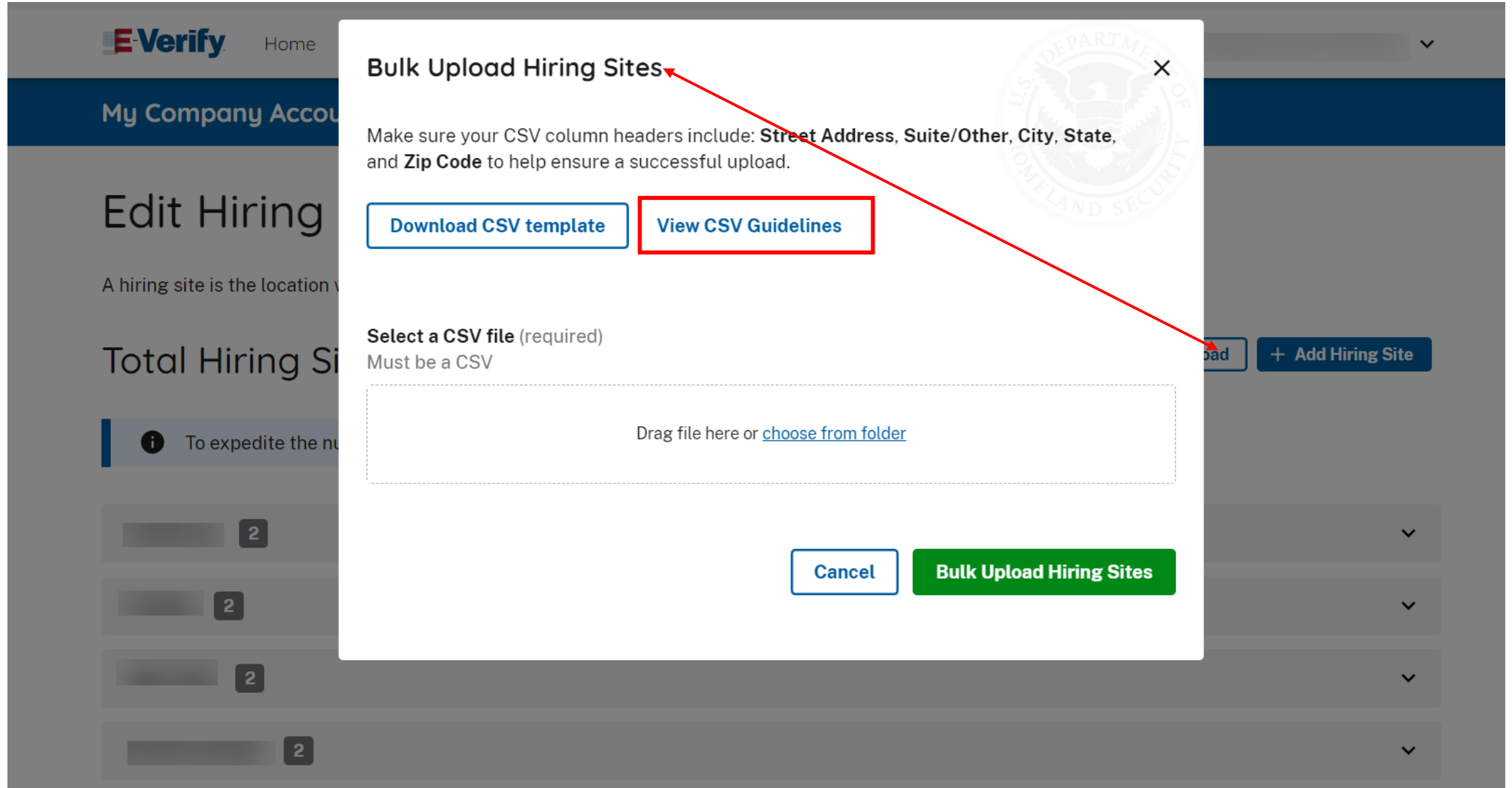


**1**



Done

Edit Hiring Sites (cont.)



Bulk Upload Hiring Sites ×

Make sure your CSV column headers include: **Street Address**, **Suite/Other**, **City**, **State**, and **Zip Code** to help ensure a successful upload.

[Download CSV template](#) [View CSV Guidelines](#)

Select a CSV file (required)
Must be a CSV

Drag file here or [choose from folder](#)

[Cancel](#) [Bulk Upload Hiring Sites](#)

Edit Hiring Sites (cont.)



E-Verify Enrollment

Hiring Sites CSV Bulk Upload Guide

This guide will help you prepare a spreadsheet to bulk upload large amounts of hiring site data into E-Verify.

Things to keep in mind

One of the most common CSV import errors is file size. That can be caused by too many rows, columns, fields, or records in the file. If an upload fails because of file size issues, you need to break the file up into smaller files to enable a successful upload.

- CSV file must not exceed 1,000 rows
- CSV file size must not exceed 1 MB

All column headers in your file(s) must match the [Hiring Site template](#). If they don't match exactly, the upload will fail. Note, an error alert will identify and export rows with missing or invalid field data.

- CSV file must meet column header requirements
- CSV file must meet column order requirements
- CSV file must include data in the required columns

Setting up your CSV

Hiring site data must appear on one spreadsheet. Include all columns below in your CSV file, even if you don't have all the information listed. Any optional fields that you don't plan on filling out must be left blank — make sure **not** to type in "N/A" or anything else into the cell.

Column Name	Data Requirements	Formatting Instructions
Street Address	Required	Street Address can be used with dashes, periods, and spaces only.
Suite/Other	Optional	Suite/Other can be used with dashes, periods, and spaces only.
City	Required	City is required.
State 	Required	State must be a two-letter abbreviation.
Zipcode	Required	Zip Code must include 5 digits, with numbers only.

E-Verify Home

My Company Account

Edit Hiring Site

A hiring site is the location where you hire new employees.

Total Hiring Sites: 2

Add Hiring Site

Add Hiring Site

To expedite the number of hiring sites added, you may want to use [Bulk Upload](#).

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

[Cancel](#) [Add Hiring Site](#)

E-Verify Home

My Company Account

Edit Hiring Site

A hiring site is the location where you hire new employees.

Total Hiring Sites: 2

Add Hiring Site

Add Hiring Site

To expedite the number of hiring sites added, you may want to use [Bulk Upload](#).

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

[Cancel](#) [Add Hiring Site](#)

Edit Hiring Sites (cont.)

 Home Cases Reports Resources

My Company Account

Edit Hiring Sites

A hiring site is the location where employees are hired and they complete Form I-9.

Total Hiring Sites **8**

Bulk Upload+ Add Hiring Site

 To expedite the number of hiring sites added, you may want to use [Bulk Upload](#).

2

Street Address	Suite/Other	City	Zip Code	
				  
				  

Rows Per Page101-2 of 2 items

<Page1of 1>

2

2

2

Done

Edit Hiring Site

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

Cancel Save

Background text: My Company Account, Edit Hiring Site, A hiring site is the location where you want to hire, Total Hiring Sites, To expedite the new hire process, Add Hiring Site, Rows Per Page 10, 1-2 of 2 items, Page 1 of 1, Done

Edit Hiring Sites (cont.)

Home

My Company Account

Edit Hiring Sites

A hiring site is the location where you want to hire.

Total Hiring Sites: 2

To expedite the number of hiring sites added, you may want to use [Bulk Upload](#).

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

5 digits, numbers only

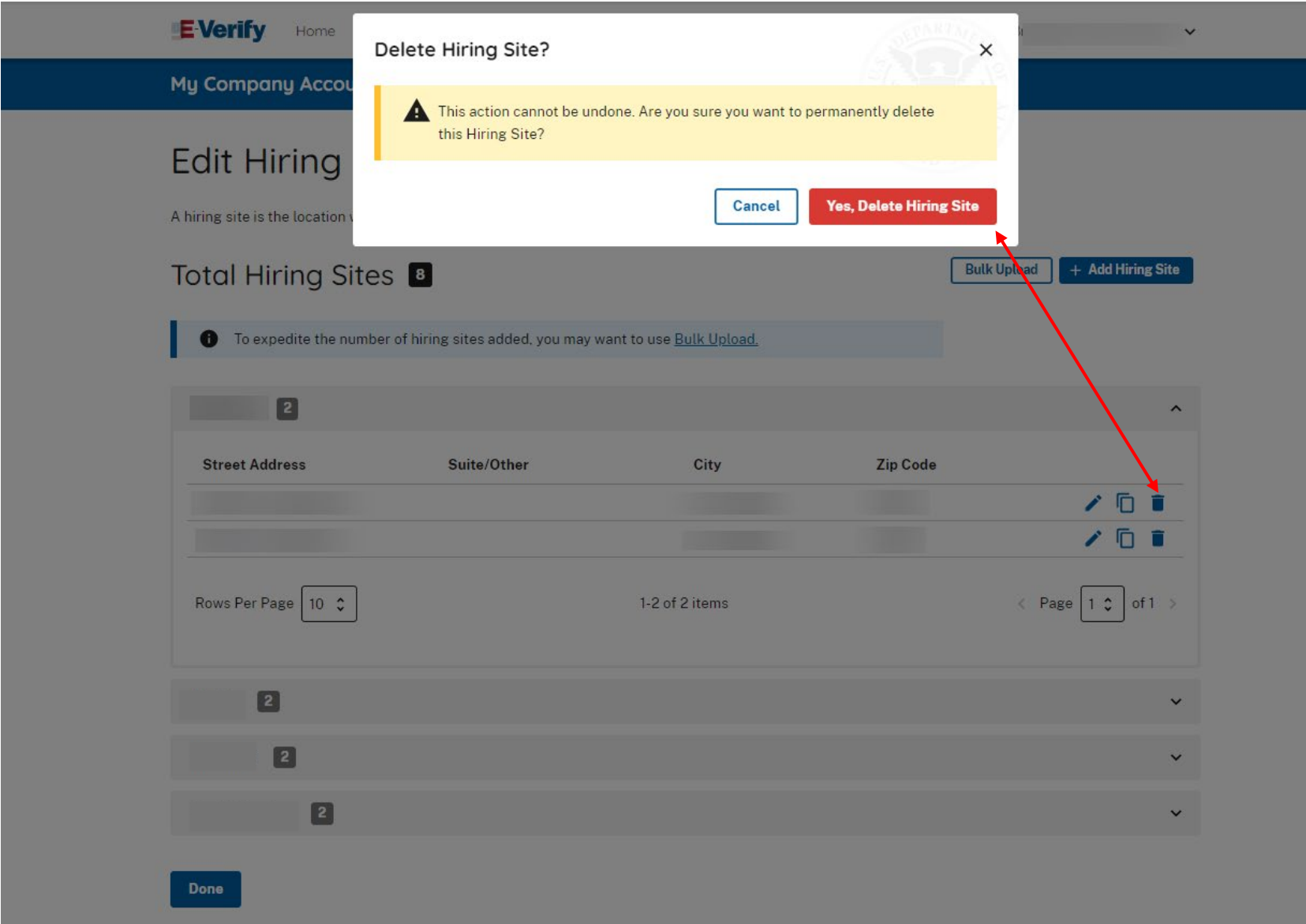
Cancel

Add Hiring Site

Done

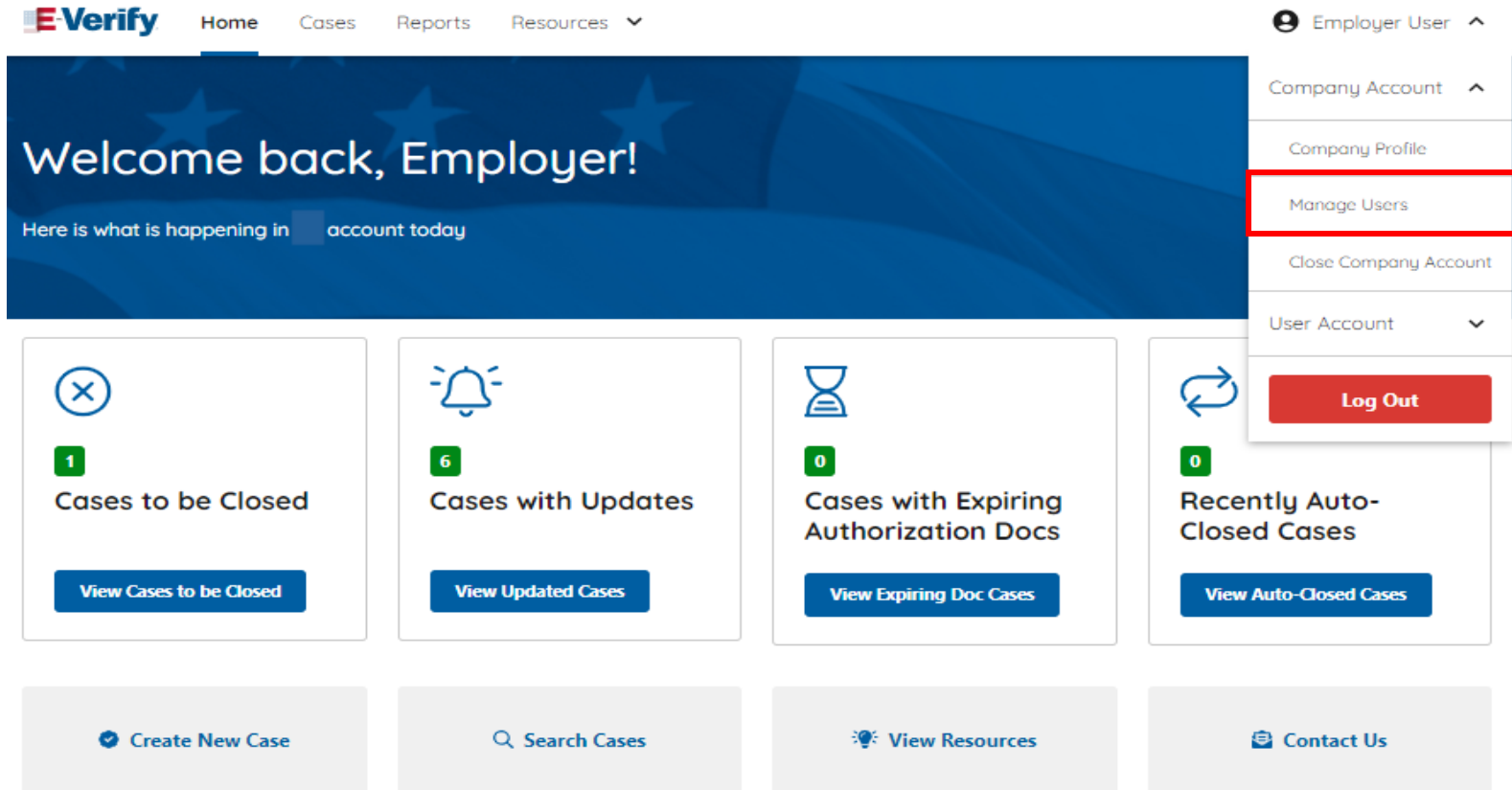
Page 1 of 1

Edit Hiring Sites (cont.)



Manage Users

Manage Users



The screenshot shows the E-Verify Employer User dashboard. At the top, the navigation bar includes the E-Verify logo and links for Home, Cases, Reports, and Resources. A dropdown menu for the Employer User is open on the right, showing options like Company Account, Company Profile, **Manage Users** (highlighted with a red box), Close Company Account, and User Account. Below the navigation bar, a blue banner reads "Welcome back, Employer!" and "Here is what is happening in your account today". The main content area features four cards: "Cases to be Closed" (1 case), "Cases with Updates" (6 cases), "Cases with Expiring Authorization Docs" (0 cases), and "Recently Auto-Closed Cases" (0 cases). Each card has a "View" button. At the bottom, there are four buttons: "Create New Case", "Search Cases", "View Resources", and "Contact Us".

E-Verify Home Cases Reports Resources

Welcome back, Employer!

Here is what is happening in your account today

1 Cases to be Closed
[View Cases to be Closed](#)

6 Cases with Updates
[View Updated Cases](#)

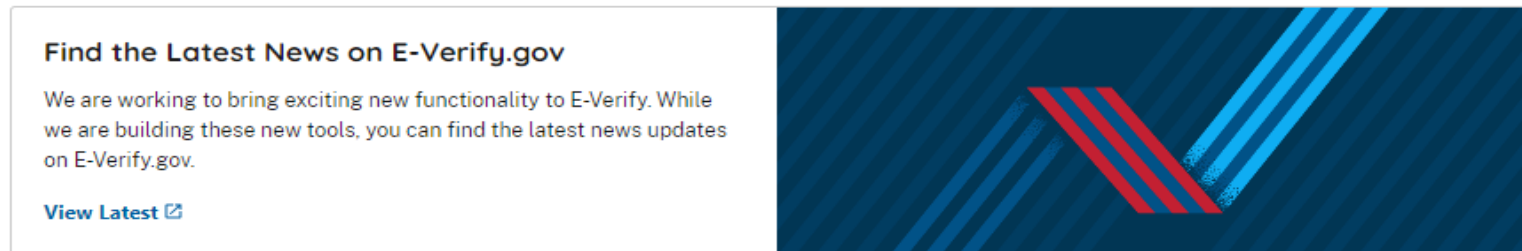
0 Cases with Expiring Authorization Docs
[View Expiring Doc Cases](#)

0 Recently Auto-Closed Cases
[View Auto-Closed Cases](#)

[Create New Case](#) [Search Cases](#) [View Resources](#) [Contact Us](#)

Employer User
Company Account
Company Profile
Manage Users
Close Company Account
User Account
[Log Out](#)

E-Verify News and Announcements



The section titled "E-Verify News and Announcements" contains a box with the heading "Find the Latest News on E-Verify.gov". The text below states: "We are working to bring exciting new functionality to E-Verify. While we are building these new tools, you can find the latest news updates on E-Verify.gov." A link "View Latest" with an external icon is provided. To the right is a decorative graphic with blue and red diagonal stripes.

Find the Latest News on E-Verify.gov

We are working to bring exciting new functionality to E-Verify. While we are building these new tools, you can find the latest news updates on E-Verify.gov.

[View Latest](#)

Manage Users – User Roles (cont)



My Company Account

User Roles

Search (User ID/Web Services ID, First Name and Last Name) ?

[Hide Filters](#)

User Role

All Roles▼

User Status

All▼

808 Users Found

+ Add User

User/Web Services ID	Last Name	First Name	Status	User Role	La
<div></div>	<div></div>	<div></div>	DEACTIVATED	General User	<div></div>
<div></div>	<div></div>	<div></div>	ACTIVE	Program Administrator	<div></div>
<div></div>	<div></div>	<div></div>	PASSWORD CHANGE REQUIRED	Program Administrator	<div></div>

Manage Users – User Roles (cont)

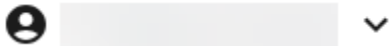
The screenshot shows the 'User Roles' management interface in the E-Verify system. At the top, there is a navigation bar with the E-Verify logo and links for Home, Cases, Reports, and Resources. Below this is a 'My Company Account' header. The main section is titled 'User Roles' and features a search bar with the placeholder text 'Search (User ID/Web Services ID, First Name and Last Name)'. A red arrow points from this search bar to a tooltip that appears when the search bar is clicked. The tooltip contains the following text:

Search (User ID/Web Services ID, First Name, or Last Name) X

Search for users by typing a value. More than one value may be selected at one time.
Searchable fields are: User ID/Web Services ID, First Name, and Last Name.

Below the search bar, there are two dropdown menus: 'User Role' (set to 'All Roles') and 'User Status' (set to 'All'). A 'Hide Filters' link is located to the right of the search bar. Below these filters, it states '813 Users Found' and there is a '+ Add User' button. The main content area is a table with columns for 'User/Web Services ID', 'First Name', 'Last Name', 'Status', 'User Role', and 'Last Name'. The table displays a list of users, with some rows showing 'DEACTIVATED' status and others showing 'ACTIVE' status. At the bottom of the page, there is a pagination section with 'Rows Per Page' set to 10, '1-10 of 813 items', and 'Page 1 of 82'.

Manage Users – User Roles (cont)



My Company Account

User Roles

Search (User ID/Web Services ID, First Name and Last Name) ?

Hide Filters

User Role

All Roles ▾
All Roles
General User
Program Administrator
Web Services Access

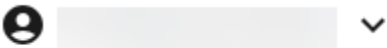
User Status

All ▾

+ Add User

User/Web Services ID	Last Name	First Name	Status	User Role	La
----------------------	-----------	------------	--------	-----------	----

Manage Users – User Roles (cont)



My Company Account

User Roles

Search (User ID/Web Services ID, First Name and Last Name) ?

Hide Filters

User Role

All Roles ▾

User Status

All ▾
All
Active
Deactivated
Locked
Password Change Required
Pending Reactivation

808 Users Found

+ Add User

User/Web Services ID	Last Name	First Name	Status	User Role	La
----------------------	-----------	------------	--------	-----------	----

Manage Users – User Roles (cont)



My Company Account

User Roles

Search (User ID, First Name and Last Name) ?

Show Filters

1 Users Found

+ Add User

User ID	Last Name	First Name	Status	User Role	Last
			ACTIVE	Program Administrator	

Rows Per Page 10 ▾

1-1 of 1 item

< Page 1 ▾ of 1 >

Manage Users – User Roles (cont)

[Home](#)[Cases](#)[Reports](#)[Resources](#) ▼

My Company Account

1

Select Role

2

Enter Information

3

Generate ID

Select User Role

Enrolled accounts can assign their users with different permissions and functions. There are two types of users: Program Administrators and General Users. You can also create Web Services credentials that will provide developer access to a suite of features that can integrate into proprietary software.

To review more detailed permissions of the user roles and Web Service access, please [read more here](#).

User Role (required)**Please select an option.**

- Select -



- Select -

General User

Program Administrator

Web Services Access

[Next](#)[Exit Add New User](#)

Manage Users – User Roles (cont)

E-Verify Home

My Company Account

1 Select Role

Select User

Enrolled accounts can assign roles to users. You can also create Web Services Access for E-Verify Employer Agents.

To review more detailed permissions for each role, click on the role name.

User Role (required)

- Select -

Next Exit Add New User

[U.S. Department of Homeland Security](#)

User Role	Permissions
Program Administrator (at least one required)	<p>Every E-Verify account must have at least one program administrator. The program administrator is responsible for following all E-Verify program rules and staying informed of changes to E-Verify policies and procedures. The program administrator role includes functions of a general user.</p> <p>Permissions include:</p> <ul style="list-style-type: none">• Registering new users• Creating user accounts for other program administrators and general users• Creating and managing cases• Viewing reports• Updating profile information for other program administrators, general users, and themselves• Unlocking user accounts• Closing company and user accounts
General User (optional)	<p>Employers can have as many or no general users as they desire. The general user is responsible for following all E-Verify program rules and staying informed of changes to E-Verify policies and procedures.</p> <p>Permissions include:</p> <ul style="list-style-type: none">• Creating and managing cases• Viewing reports• Updating their own profile
Web Services Access for Employers or Web Services Access for E-Verify Employer Agents	<p>Employer plans to develop its own software to access E-Verify.</p> <p>The web services access method requires an employer to develop software that interfaces with E-Verify to create and manage cases. The employer's software should extract data from its existing system or an electronic Form I-9 and transmit the information to E-Verify. Employers who choose this option receive a web service Interface Control Agreement (ICA) which contains the information used to develop and test the software interface. Both employer and E-Verify employer agents can use this access method.</p>

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

Manage Users – User Roles (cont)

[Home](#)[Cases](#)[Reports](#)[Resources](#) 



My Company Account

1

2

3

Select Role

Enter Information

Generate ID

Enter User Information

Email Address (required)

First Name (required)

Middle Initial

Last Name (required)

Phone Number (required)
10 digits, numbers only

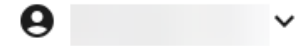
Phone Number Extension
Up to 6 digits, numbers only

Back

Next

Exit Add New User

Manage Users – User Roles (cont)

[Home](#)[Cases](#)[Reports](#)[Resources](#) 

My Company Account

1

Select Role

2

Enter Information

3**Generate ID**

Generate ID

You may accept the system generated ID displayed below or create your own.

To accept the system generated ID, click 'Submit New User.' To create your own user ID, delete the system generated user ID and type your desired user ID. Your user ID must be exactly eight alphanumeric characters (letters and numbers) and is not case sensitive. When you are finished, click 'Submit New User.'

User ID (required)

[Back](#)[Submit New ID](#)[Exit Add New User](#)

Close Company Account

Close Company Account

The screenshot displays the E-Verify Employer User interface. At the top, the navigation bar includes the E-Verify logo and links for Home, Cases, Reports, and Resources. The main header area features a blue banner with the text "Welcome back, Employer!" and a sub-header "Here is what is happening in [account] today". On the right side, a user profile dropdown menu is open, showing options for Company Account (Company Profile, Manage Users, Close Company Account), User Account, and a Log Out button. The "Close Company Account" option is highlighted with a red border. Below the banner, there are four cards: "Cases to be Closed" (1 case), "Cases with Updates" (6 cases), "Cases with Expiring Authorization Docs" (0 cases), and "Recently Auto-Closed Cases" (0 cases). Each card has a corresponding "View" button. At the bottom, there are four action buttons: "Create New Case", "Search Cases", "View Resources", and "Contact Us". Below the dashboard, there is a section for "E-Verify News and Announcements" with a link to "Find the Latest News on E-Verify.gov".

E-Verify Home Cases Reports Resources

Welcome back, Employer!

Here is what is happening in [account] today

Employer User

- Company Account
 - Company Profile
 - Manage Users
 - Close Company Account**
- User Account
- Log Out

1 Cases to be Closed
View Cases to be Closed

6 Cases with Updates
View Updated Cases

0 Cases with Expiring Authorization Docs
View Expiring Doc Cases

0 Recently Auto-Closed Cases
View Auto-Closed Cases

Create New Case Search Cases View Resources Contact Us

E-Verify News and Announcements

Find the Latest News on E-Verify.gov

We are working to bring exciting new functionality to E-Verify. While we are building these new tools, you can find the latest news updates on E-Verify.gov.

[View Latest](#)

Close Company Account

 Home Cases Reports Resources 

My Company Account

Terminate Company Account

 Once your company has been terminated, your company will no longer have access to E-Verify.

Company Name

Company ID

DUNS Number

Termination Request Date

Please provide some feedback as to why will be discontinuing the use of E-Verify. This information will help us ensure we are serving our customers to the best of our ability.

What is the primary reason for requesting account termination? (required)

- Select -



Cancel

Next

Close Company Account (cont.)

E-Verify

HomeCasesReportsResources

My Company Account

Terminate Company Account

Once your company has been terminated, your company will no longer have access to E-Verify.

Company Name

Company ID

DUNS Number

Termination Request Date

- Select -

My company location(s) no longer intend(s) to use E-Verify

My company location(s) has enrolled in the wrong access method

My company location(s) changed the way we access E-Verify

My company location(s) closed, sold, merged, or acquired

My company location(s) already enrolled with an active E-Verify account

My company location(s) contract ended and we would like to continue using E-Verify

I no longer need to be a program administrator; I am leaving the company

My company location(s) MOU signatory is no longer with the company

Other - (Please enter comment below)

- Select -

Cancel

Next

Client Company Account Management

An official website of the United States government

How's how you know?

EVerifyHomeCasesClientsReportsWeb ServicesResources

Client Company:

Client Companies

ACTIVE

Company Information

Company Name	Doing Business As (DBA) Name
Company ID	Enrollment Date
Employer Identification Number (EIN)	Unique Entity Identifier (UEI)
DUNS Number	Total Number of Employees
NAICS Code	Sector
Subsector	

Edit Company Information

Employer Category

Employer Category

Edit Employer Category

Company Addresses

Physical Address

Mailing Address

Edit Company Addresses

Hiring Sites

Number of Sites

Edit Hiring Sites

Company Access and MOU

ECN Corp. is configured to:

Memorandum of Understanding
[View Current MOU](#)
[View MOU Signature Page](#)

Client Company - Edit Company Information

An official website of the United States government

Here's how you know

Verify

Home

Cases

Clients

Reports

Web Services

Resources

Client Company:

Edit Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)

9 digits, numbers only

Unique Entity Identifier (UEI) (required)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total Number of Employees (required)

NAICS Code

NAICS Code (required)

Look up a Code

Cancel

Save

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

Accessibility

Plug-ins

Site Map

Client Company - Edit Company Information - UEI (required)

EVerify

Home

Cases

Clients

Reports

Resources

Client Companies:

Edit Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)

9 digits, numbers only

Unique Entity Identifier (UEI) (required)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total number of employees (required)

NAICS Code

NAICS Code (required)

Description

Look up a code

Cancel

Save

Client Company - Edit Company Information – Doing Business As (DBA)
Name (Helper Text)

Home

Client Company:

Doing Business As (DBA) Name

The Doing Business As (DBA) Name is the name under which a company operates. The DBA is visible to the public, but is not the legal, registered name of that organization.

Edit Company Information

Company Name (required)

Doing Business As (DBA) Name ?

Employer Identification Number (EIN) (required) ?

9 digits, numbers only

Unique Entity Identifier (UEI) (required) ?

12 characters, numbers and letters only

DUNS Number ?

9 digits, numbers only

Total Number of Employees (required)

NAICS Code

NAICS Code (required) ?	Description
<div></div>	<div>Look up a Code</div> <div></div>

Cancel

Save

[U.S. Department of Homeland Security](#)

[U.S. Citizenship and Immigration Services](#)

[Accessibility](#)

[Plug-ins](#)

[Site Map](#)

Edit Client Company Information – Employer Identification Number (EIN) (Helper Text)

An official website of the United States government

U.S. DEPARTMENT OF HOMELAND SECURITY

U.S. CITIZENSHIP AND IMMIGRATION SERVICES

E-Verify Home

Client Company:

Edit Company Information

Employer Identification Number (EIN)

X

An Employer Identification Number (EIN) is also known as the Federal Tax Identification Number, and is used to identify a business entity. An EIN is required for an employer to enroll in E-Verify. Employers who do not have an EIN can [apply online](#) with the IRS to receive an EIN immediately.

Company Name (required)

Doing Business As (DBA) Name ?

Employer Identification Number (EIN) (required) ?
9 digits, numbers only

Unique Entity Identifier (UEI) (required) ?
12 characters, numbers and letters only

DUNS Number ?
9 digits, numbers only

Total Number of Employees (required)
↓ ↑

NAICS Code

NAICS Code (required) ?	Description
	Look up a Code

Cancel Save

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



Client Company - Edit Company Information – Unique Entity Identifier (UEI) (Helper Text)

An official website of the United States government

Here's how you know

EVerify

Home

Client Company

Unique Entity Identifier (UEI)

A UEI is a 12-digit alphanumeric identifier that is provided by SAM.gov to all entities who register to do business with the federal government. [Learn more about the UEI](#)

Edit Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)

9 digits, numbers only

Unique Entity Identifier (UEI) (required)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total Number of Employees (required)

NAICS Code

NAICS Code (required)

Description

Look up a Code

Cancel

Save

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

Accessibility

Plug-ins

Site Map

Client Company - Edit Company Information – DUNS Number (Helper Text)

An official website of the United States government

Here's how you know

EVerify

Home

Client Company:

DUNS Number

A DUNS number is a unique, 9-digit identifier issued and maintained by Dun & Bradstreet that can help verify the existence of a business entity. [Learn more about the DUNS Number.](#)

Edit Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)

9 digits, numbers only

Unique Entity Identifier (UEI) (required)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total Number of Employees (required)

NAICS Code

NAICS Code (required)

Description

Look up a Code

Cancel

Save

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

Accessibility

Plug-ins

Site Map

Client Company - Edit Company Information – NAICS Code (Helper Text)

An official website of the United States government

Home

Here's how you know

E-Verify

U.S. DEPARTMENT OF HOMELAND SECURITY

Client Company:

NAICS Code

The North American Industry Classification System (NAICS) classifies businesses by industry to collect, analyze, and publish statistical data related to the U.S. business economy. A three (3) digit NAICS code is required for an employer to enroll in E-Verify. If you do not know your client company's three (3) digit NAICS code, you can select the sector and subsector of the client company to determine the NAICS code.

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)

9 digits, numbers only

Unique Entity Identifier (UEI) (required)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total Number of Employees (required)

NAICS Code

NAICS Code (required)

Description

Look up a Code

Cancel Save

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

Accessibility Plug-ins Site Map

Client Company - Edit Company Information – Look Up NAICS Code (Sector)

An official website of the United States government [Here's how you know](#)

EVerify Home

Client Company: [Name]

Edit Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)
9 digits, numbers only

Unique Entity Identifier (UEI) (required)
12 characters, numbers and letters

DUNS Number (optional)
9 digits, numbers only

Total Number of Employees (required)

NAICS Code

NAICS Code (required) [?]	Description
<input type="text"/>	<input type="text"/>

[Look up a Code](#)

Look Up NAICS Code

Sector (required)

-Select-

-Select-

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

Client Company - Edit Company Information – Look Up NAICS Code (Sub-Sector)

An official website of the United States government

Here's how you know

EVerify Home

Client Company:

Edit Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)
9 digits, numbers only

Unique Entity Identifier (UEI) (required)
12 characters, numbers and letters only

DUNS Number
9 digits, numbers only

Total Number of Employees (required)

NAICS Code (required)

Description

Cancel Save

Look Up NAICS Code

Sector (required)

Sub-Sector (required)

Cancel Done

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

Accessibility Plug-ins Site Map

Client Company - Edit Employer Category

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

 Home Cases Clients Reports Web Services Resources

Client Company:

Edit Employer Category

Which category best describes ? (required)

☐  None of these categories apply  **MOST COMMON**

☒  Federal Contractor 

☐  Government 

☐  Airport Operators 

What type of Federal Contractor is ? (required)

☒  Federal Contractor with FAR E-Verify Clause 

☐  Federal Contractor without FAR E-Verify Clause 

What type of Federal Contractor with FAR E-Verify Clause is ? (required)

☐  None of these categories apply 

☒  Institution of Higher Education 

☐  State or Local Government 

☐  Federally Recognized Indian Tribe 

☐  Sureties 

Which employees will verify? (required)

☐  Employees assigned to a covered Federal contract only 

☐  Entire workforce (all new hires and all existing employees throughout the entire company) 

☒  Employees assigned to a covered Federal contract and new hires throughout the organization 

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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

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

Client Company - Edit Employer Category – None of these categories apply (Helper Text)

An official website of the United States government

Here's how you know

E-Verify

Home

Client Company:

None of these categories apply

Select this category if your company is not a federal contractor, government entity, or airport operator.

Edit Employer Category

Which category best describes ? (required)

☐  None of these categories apply ? **MOST COMMON**

☒  Federal Contractor ?

☐  Government ?

☐  Airport Operators ?

What type of Federal Contractor is ? (required)

☒  Federal Contractor with FAR E-Verify Clause ?

☐  Federal Contractor without FAR E-Verify Clause ?

What type of Federal Contractor with FAR E-Verify Clause is ? (required)

☐  None of these categories apply ?

☒  Institution of Higher Education ?

☐  State or Local Government ?

Client Company - Edit Employer Category – Federal Contractor (Helper Text)

An official website of the United States government

Here's how you know

E-Verify Home

Client Company:

Federal Contractor

Select this option if your company contracts with the U.S. federal government.

Edit Employer Category

Which category best describes ? (required)

☐

None of these categories apply

MOST COMMON

☒

Federal Contractor

☐

Government

☐

Airport Operators

What type of Federal Contractor is ? (required)

☒

Federal Contractor with FAR E-Verify Clause

☐

Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is ? (required)

☐

None of these categories apply

☒

Institution of Higher Education

☐

State or Local Government

Client Company - Edit Employer Category – Government (Helper Text)

An official website of the United States government

Here's how you know

E-Verify

Home

Client Company:

Edit Employer

Which category best describes EON Corp.?

(required)

☐



None of these categories apply

?

MOST COMMON

☒



Federal Contractor

?

☐



Government

?

☐



Airport Operators

?

What type of Federal Contractor is

?

(required)

☒



Federal Contractor with FAR E-Verify Clause

?

☐



Federal Contractor without FAR E-Verify Clause

?

What type of Federal Contractor with FAR E-Verify Clause is

?

(required)

☐



None of these categories apply

?

☒



Institution of Higher Education

?

☐



State or Local Government

?

Government

Select this category if your organization is part of:

- The U.S. federal government
- A U.S. state or territorial government
- A U.S. local government

Client Company - Edit Employer Category – Airport Operator (Helper Text)

An official website of the United States government

Here's how you know

E-VerifyHome

Client Company:

Edit Employee Information

Which category best describes your company?

☐None of these categories apply ?**MOST COMMON**

☒ Federal Contractor ?

☐ Government ?

☐ Airport Operators ?

What type of Federal Contractor is [redacted] ? (required)

☒ Federal Contractor with FAR E-Verify Clause ?

☐ Federal Contractor without FAR E-Verify Clause ?

What type of Federal Contractor with FAR E-Verify Clause is [redacted] ? (required)

☐ None of these categories apply ?

☒ Institution of Higher Education ?

☐ State or Local Government ?

Client Company - Edit Employer Category – Federal Contractor with FAR E-Verify Clause (Helper Text)

An official website of the United States government

Here's how you know

E-VerifyHome

Client Company:

Edit Employer Information

Which category best describes ? (required)

☐None of these categories apply MOST COMMON

☒Federal Contractor

☐Government

☐Airport Operators

What type of Federal Contractor is ? (required)

☒Federal Contractor with FAR E-Verify Clause

☐Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is ? (required)

☐None of these categories apply

☒Institution of Higher Education

☐State or Local Government

Federal Contractor with FAR E-Verify Clause

Select this category if your organization contracts with the U.S. federal government and your organization HAS been awarded a contract that contains the FAR E-Verify clause. Also select this category if your organization is a subcontractor on any contract that contains the FAR E-Verify clause.

Client Company - Edit Employer Category – Federal Contractor without FAR E-Verify Clause (Helper Text)

An official website of the United States government

Here's how you know

E-VerifyHome

Client Company:

Edit Employer Information

Which category best describes ? (required)

☐None of these categories apply ? MOST COMMON

☒Federal Contractor ?

☐Government ?

☐Airport Operators ?

What type of Federal Contractor is ? (required)

☒Federal Contractor with FAR E-Verify Clause ?

☐Federal Contractor without FAR E-Verify Clause ?

What type of Federal Contractor with FAR E-Verify Clause is ? (required)

☐None of these categories apply ?

☒Institution of Higher Education ?

☐State or Local Government ?

Client Company - Edit Employer Category – Federal Contractor / None of these categories apply (Helper Text)

An official website of the United States government

Here's how you know

E-Verify

Home

Client Company:

None of these categories apply

Select this category if your company is not an institution of higher education, state or local government, federally recognized Indian tribe, or surety.

Edit Employer Category

Which category best describes ? (required)

☐ None of these categories apply MOST COMMON

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is ? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is ? (required)

☐ None of these categories apply

☒ Institution of Higher Education

☐ State or Local Government

Client Company - Edit Employer Category – Institution of Higher Education (Helper Text)

An official website of the United States government

Here's how you know

E-Verify

Home

Client Company:

Edit Employer

Which category best describes (required)

☐ None of these categories apply

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is (required)

☐ None of these categories apply

☒ Institution of Higher Education

☐ State or Local Government

Institution of Higher Education

Select this category if the contractor is an Institution of Higher Education, as defined at 20 U.S.C. Section 1001(a). The contractor may choose to only verify existing employees and new hires assigned to a covered federal contract.

Client Company - Edit Employer Category – State or Local Government (Helper Text)

An official website of the United States government

Here's how you know

E-Verify

Home

Client Company:

State or Local Government

Select this category if the contractor is a State or local government entity. The contractor may choose to only verify existing employees and new hires assigned to a covered federal contract.

Close

Which category best describes ? (required)

☐

None of these categories apply

MOST COMMON

☒

Federal Contractor

☐

Government

☐

Airport Operators

What type of Federal Contractor is ? (required)

☒

Federal Contractor with FAR E-Verify Clause

☐

Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is ? (required)

☐

None of these categories apply

☐

Institution of Higher Education

☒

State or Local Government

☐

Federally Recognized Indian Tribe

☐

Sureties

Which employees will verify? (required)

☐

Employees assigned to a covered Federal contract only

☐

Entire workforce (all new hires and all existing employees throughout the entire contract)

Client Company - Edit Employer Category – Federally Recognized Indian Tribe (Helper Text)

An official website of the United States government

Here's how you know

EVerify

Home

Client Company:

Edit Employer

Which category best describes ? (required)

☐

 None of these categories apply [?](#) **MOST COMMON**

☒

 Federal Contractor [?](#)

☐

 Government [?](#)

☐

 Airport Operators [?](#)

What type of Federal Contractor is ? (required)

☒

 Federal Contractor with FAR E-Verify Clause [?](#)

☐

 Federal Contractor without FAR E-Verify Clause [?](#)

What type of Federal Contractor with FAR E-Verify Clause is ? (required)

☐

 None of these categories apply [?](#)

☐

 Institution of Higher Education [?](#)

☐

 State or Local Government [?](#)

☒

 Federally Recognized Indian Tribe [?](#)

☐

 Sureties [?](#)

Which employees will ECN Corp. verify? (required)

☐

 Employees assigned to a covered Federal contract only [?](#)

☐

 Entire workforce (all new hires and all existing employees throughout the entire company) [?](#)

Federally Recognized Indian Tribe

Select this category if the contractor is a Federally recognized Indian tribe. The contractor may choose only to verify existing employees and new hires assigned to a covered federal contract.

Client Company - Edit Employer Category – Sureties (Helper Text)

An official website of the United States government

Here's how you know

EVerify

Home

Client Company:

Edit Employer

Sureties

Select this category if the contractor is a surety performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond. The contractor may choose to only verify existing employees and new hires assigned to a covered federal contract.

Which category best describes ? (required)

☐ None of these categories apply MOST COMMON

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is ? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is ? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☒ Sureties

Which employees will verify? (required)

☐ Employees assigned to a covered Federal contract only

☐ Entire workforce (all new hires and all existing employees throughout the entire company)

Client Company - Edit Employer Category – Employees assigned to a covered Federal contract only (Helper Text)

An official website of the United States government

Here's how you know

EVerify

Home

Client Company:

Edit Employer Category

Which category best describes ,? (required)

☐

None of these categories apply

MOST COMMON

☒

Federal Contractor

☐

Government

☐

Airport Operators

What type of Federal Contractor is ,? (required)

☒

Federal Contractor with FAR E-Verify Clause

☐

Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is ,? (required)

☐

None of these categories apply

☐

Institution of Higher Education

☐

State or Local Government

☐

Federally Recognized Indian Tribe

☒

\$ Sureties

Which employees will , verify? (required)

☒

Employees assigned to a covered Federal contract only

☐

Entire workforce (all new hires and all existing employees throughout the entire company)

Employees assigned to a covered Federal contract only

Select this option if your company fits one of the exceptions (Institution of Higher Education, State or local government entity, Federally recognized Indian tribe or surety) and will only verify new hires and existing employees assigned to a covered federal contract.

Client Company - Edit Employer Category – Entire workforce (all new hires and all existing employees throughout the entire company) (Helper Text)

E-Verify

Home

Client Company:

Edit Employer Category

Entire workforce (all new hires and all existing employees throughout the entire company)

Select this option if your company will verify all new hires and all existing employees throughout the entire company.

Which category best describes your company? (required)

☐

None of these categories apply

MOST COMMON

☒

Federal Contractor

☐

Government

☐

Airport Operators

What type of Federal Contractor is your company? (required)

☒

Federal Contractor with FAR E-Verify Clause

☐

Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐

None of these categories apply

☐

Institution of Higher Education

☐

State or Local Government

☐

Federally Recognized Indian Tribe

☒

Sureties

Which employees will you verify? (required)

☐

Employees assigned to a covered Federal contract only

☒

Entire workforce (all new hires and all existing employees throughout the entire company)

☐

Employees assigned to a covered Federal contract and new hires throughout the organization

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

Cancel

Save

Client Company - Edit Employer Category – Employees assigned to a covered Federal contract and new hires throughout the organization (Helper Text)

Employees assigned to a covered Federal contract and new hires throughout the organization

Select this option if your company will verify all existing employees newly assigned to a covered federal contract and all new hires throughout the company.

Which category best describes ECN Corp.? (required)

☐ None of these categories apply MOST COMMON

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is ECN Corp.? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is ECN Corp.? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☒ Sureties

Which employees will ECN Corp. verify? (required)

☐ Employees assigned to a covered Federal contract only

☐ Entire workforce (all new hires and all existing employees throughout the entire company)

☒ Employees assigned to a covered Federal contract and new hires throughout the organization

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov

Cancel

Save

Client Company - Edit Company Locations

An official website of the United States government

More from us.gov

E-VerifyHomeCasesClientsReportsWeb ServicesResources

Client Company:

Edit Company Locations

Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

County (required)

Mailing Address

☒ Mailing Address is the same as Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

Cancel

Save

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

Accessibility

Plugins

Site Map

Client Company - Edit Hiring Sites

 An official website of the United States government [Here's how you know](#)

 [Home](#) [Cases](#) [Clients](#) [Reports](#) [Web Services](#) [Resources](#)



Client Company:

Edit Hiring Sites

A hiring site is the location where employees are hired and they complete Form I-9.

Total Hiring Sites **1**

Bulk Upload

+ Add Hiring Site

 To expedite the number of hiring sites added, you may want to use [Bulk Upload](#).

1

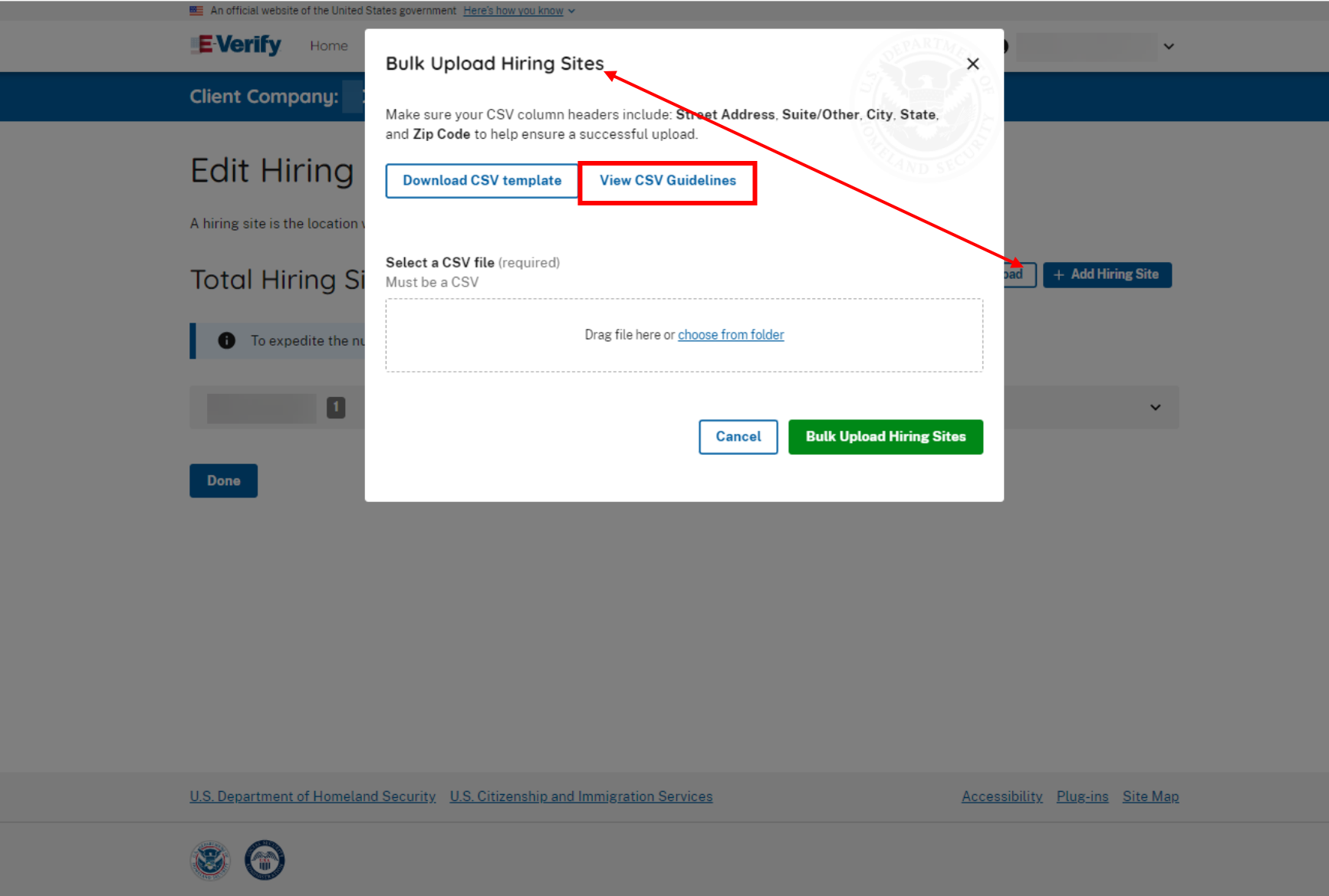
Done

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

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

Client Company - Edit Hiring Sites – Bulk Upload Hiring Sites (Helper Text)



Client Company - Edit Hiring Sites – Bulk Upload Hiring Sites (CSV Guidelines)



Hiring Sites CSV Bulk Upload Guide

This guide will help you prepare a spreadsheet to bulk upload large amounts of hiring site data into E-Verify.

Things to keep in mind

One of the most common CSV import errors is file size. That can be caused by too many rows, columns, fields, or records in the file. If an upload fails because of file size issues, you need to break the file up into smaller files to enable a successful upload.

- CSV file must not exceed 1,000 rows
- CSV file size must not exceed 1 MB

All column headers in your file(s) must match the [Hiring Site template](#). If they don't match exactly, the upload will fail. Note, an error alert will identify and export rows with missing or invalid field data.

- CSV file must meet column header requirements
- CSV file must meet column order requirements
- CSV file must include data in the required columns

Setting up your CSV

Hiring site data must appear on one spreadsheet. Include all columns below in your CSV file, even if you don't have all the information listed. Any optional fields that you don't plan on filling out must be left blank — make sure **not** to type in "N/A" or anything else into the cell.

Column Name	Data Requirements	Formatting Instructions
Street Address	Required	Street Address can be used with dashes, periods, and spaces only.
Suite/Other	Optional	Suite/Other can be used with dashes, periods, and spaces only.

Client Company - Edit Hiring Sites (cont.)

An official website of the United States government [Here's how you know](#)

E-Verify

HomeCasesClientsReportsWeb ServicesResources

Client Company: 

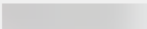
Edit Hiring Sites

A hiring site is the location where employees are hired and they complete Form I-9.

Total Hiring Sites **1**

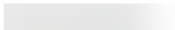
Bulk Upload+ Add Hiring Site

 To expedite the number of hiring sites added, you may want to use [Bulk Upload](#).



1



Street Address	Suite/Other	City	Zip Code	
				<div></div>

Rows Per Page10

1-1 of 1 item

< Page1 of 1 >

Done

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

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



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Here's how you know

E-VerifyHome

Client Company:

Edit Hiring Site

A hiring site is the location where you want to hire.

Total Hiring Sites

To expedite the review process, please provide as much information as possible.

1

Street Address

Rows Per Page10

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

AccessibilityPlug-insSite Map

Done

Edit Hiring Site

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

CancelSave

An official website of the United States government

Here's how you know

E-VerifyHome

Client Company:

Edit Hiring Site

A hiring site is the location where you want to hire.

Total Hiring Sites

To expedite the number of hiring sites added, you may want to use Bulk Upload.

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

Cancel

Add Hiring Site

Done

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

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Site Map

Edit Hiring Sites (cont.)

An official website of the United States government

Here's how you know

E-Verify

Home

Client Company:

Edit Hiring

A hiring site is the location

Total Hiring Sites

2

Bulk Upload

+ Add Hiring Site

To expedite the number of hiring sites added, you may want to use Bulk Upload.

One hiring site has successfully been added below.

2

Street Address	Suite/Other	City	Zip Code	
				  
				  

Rows Per Page

10

1-2 of 2 items

< Page 1 of 1 >

Done

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

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Site Map

Delete Hiring Site?

This action cannot be undone. Are you sure you want to permanently delete this Hiring Site?

Cancel

Yes, Delete Hiring Site

Terminate Client Companies

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Here's how you know

E-Verify

Home

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Client Companies

Terminate Client Companies

Once this company has been terminated it will no longer have access to E-Verify.

Selected Company to be Terminated

1

Company Name

Company Number

Rows Per Page10

1

Termination Request Date

Please provide some feedback as to why this company will be discontinuing the use of E-Verify. This information will help us ensure we are serving our customers to the best of our ability.

What is the primary reason for requesting account termination? (required)

A termination request reason is required.

-Select-

-Select-

My client no longer intends to use E-Verify

My client has been enrolled in the wrong access method

My company is changing the way they access E-Verify

My client is changing the way they access E-Verify

My client's company has been closed, sold, merged, or acquired

My client is already enrolled with an active E-Verify account

My client's contract has ended and we would like to continue using E-Verify

My client no longer needs to be a program administrator, and is leaving the company

My client's MOU signatory is no longer with the company

Other - (Please enter comment below)

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

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Site Map

Corporate Administrator - Company Account Management

Corporate Account - Corporate Profile

[Home](#)[Company Locations](#)[Reports](#)[Resources](#)



Corporate Account

Corporate Profile

Manage Administrators

Close Corporate Account

User Account

Log Out

 Manage Company Locations

 View Resources



E-Verify News and Announcements

Find the Latest News on E-Verify.gov

We are working to bring exciting new functionality to E-Verify. While we are building these new tools, you can find the latest news updates on E-Verify.gov.

[View Latest](#)



Corporate Account - Corporate Profile - **UEI Successful Alert Banner**



HomeCompany Locations ▼ReportsResources ▼



Welcome back,

Here is what is happening in account today

 All Company Locations have been successfully updated to include the required Unique Entity Identifier (UEI) information.

 Manage Company Locations

 View Resources

 Contact Us

E-Verify News and Announcements

Find the Latest News on E-Verify.gov

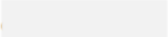
We are working to bring exciting new functionality to E-Verify. While we are building these new tools, you can find the latest news updates on E-Verify.gov.

[View Latest](#) 



Corporate Account - My Corporate Account

 Home Company Locations ▼ Reports Resources ▼

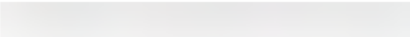
  ▼

My Corporate Account

My Corporate Account

Company Information

Company Name



Company ID



Unique Entity Identifier (UEI)

Doing Business As (DBA) Name

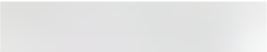
Enrollment Date

DUNS Number

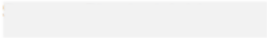
Edit Company Information

Company Addresses

Physical Address



Mailing Address



Edit Company Addresses

Company Access

My Company is configured to:



Corporate Account - Edit Company Information



[Home](#)

[Company Locations](#) ▾

[Reports](#)

[Resources](#) ▾



[Redacted]



My Corporate Account

Edit Company Information

Company Name (required)

Doing Business As (DBA) Name [?](#)

Unique Entity Identifier (UEI) [?](#)

12 characters, numbers and letters only

DUNS Number [?](#)

9 digits, numbers only

Cancel

Save

Corporate Account - Company Locations – UEI



Update Company Locations

Unique Entity Identifier



All federal contractors with the Federal Acquisition Regulation (FAR) E-Verify clause are required to have a Unique Entity Identifier (UEI) Number. This includes all related Company Locations. Case creation will be disabled until completed.

Company Locations

The Company Locations listed below have self identified as a Federal Contractor with E-Verify Clause.

Company Name	Company ID	Unique Entity Identifier

Cancel

Submit and Continue

Corporate Account - Company Locations – **UEI - Federal Contractors**



Update Company Account

Company Account 

Company Profile

Close Company Account

Log Out

Unique Entity Identifier

 All federal contractors with the Federal Acquisition Regulation (FAR) E-Verify clause are required to have a Unique Entity Identifier (UEI) Number.

Enter required Unique Entity Identifier for 

Unique Entity Identifier (UEI) (required) 
12 characters, numbers and letters only

Cancel

Submit and Continue

Manage Account

Corporate Account - Company Locations – UEI - All Other Use Types



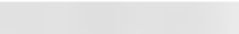
Update Company Account

Unique Entity Identifier



Federal requirements mandate a Unique Entity Identifier (UEI) for  All users will be unable to access E-Verify until all accounts have been updated with a Unique Entity Identifier (UEI). Please contact E-Verify support at E-Verify@uscis.dhs.gov if you want to change your employer category or terminate your account.



Enter required Unique Entity Identifier for 

Unique Entity Identifier (UEI) (required) 

12 characters, numbers and letters only

Cancel

Submit and Continue

[Manage Account](#)

Corporate Account - Company Locations - **UEI Successful Alert Banner**

Home

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Company Locations

Search (Company Name, Company ID, Street Address, City, Zip Code)

Show Filters

10 Company Locations Found

ACTIVE

View Company Profile

Terminate

Street Address

City, State and Zip

Company ID

Unique Entity Identifier (UEI)

ACTIVE

View Company Profile

Terminate

Street Address

City, State and Zip

Company ID

Unique Entity Identifier (UEI)

MOU Signed Date

ACTIVE

View Company Profile

Terminate

Street Address

City, State and Zip

Company ID

Unique Entity Identifier (UEI)

ACTIVE

View Company Profile

Terminate

Street Address

City, State and Zip

Company ID

Unique Entity Identifier (UEI)

MOU Signed Date

Rows Per Page

10

1

2

3

4

5

...

10

Next

All Company Locations have been successfully updated to include the required Unique Entity Identifier (UEI) information.

Corporate Account -
Company Locations - **UEI**
Successful Alert Banner
and Updated Screen
Language

EVerify

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Company Locations:

has been successfully updated to include the required Unique Entity Identifier (UEI).

Client Companies

ACTIVE

Company Information

Company Name

Doing Business As (DBA) Name

Company ID

Enrollment Date

Employer ID Number (EIN)

Unique Entity Identifier (UEI)

DUNS Number

Total Number of Employees

NAICS Code

Sector

Subsector

Edit Company Information

Employer Category

Employer Category

Edit Employer Category

Company Addresses

Physical Address

Mailing Address

Edit Company Addresses

Hiring Sites

Number of Hiring Sites

Edit Hiring Sites

Company Access and Agreement

is configured to:

Agreement

View Current Agreement

Corporate Account - Edit Company Information (cont.)

E-Verify

Home

My Corporate Account

Doing Business As (DBA) Name

The Doing Business As (DBA) Name is the name under which a company operates. The DBA is visible to the public, but is not the legal, registered name of that organization.

Edit Company Information

Company Name (required)

Doing Business As (DBA) Name ?

Unique Entity Identifier (UEI) ?

12 characters, numbers and letters only

DUNS Number ?

9 digits, numbers only

Cancel

Save

Corporate Account - Edit Company Information (cont.)

E-Verify

Home

My Corporate Account

Unique Entity Identifier (UEI)

A UEI is a 12-digit alphanumeric identifier that is provided by SAM.gov to all entities who register to do business with the federal government. [Learn more about the UEI.](#)

Edit Company Information

Company Name (required)

Doing Business As (DBA) Name ?

Unique Entity Identifier (UEI) ?

12 characters, numbers and letters only

DUNS Number ?

9 digits, numbers only

Cancel

Save

Corporate Account - Edit Company Information (cont.)

E-Verify

Home

My Corporate Account

DUNS Number

X

A DUNS number is a unique, 9-digit identifier issued and maintained by Dun & Bradstreet that can help verify the existence of a business entity. [Learn more about the DUNS Number.](#)

Edit Company Information

Company Name (required)

Doing Business As (DBA) Name ?

Unique Entity Identifier (UEI) ?

12 characters, numbers and letters only

DUNS Number ?

9 digits, numbers only

Cancel

Save

Corporate Account - Company Addresses

Verify

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Edit Company Addresses

Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

5 digits, numbers only

County (required)

Mailing Address

☒ Mailing Address is the same as Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

5 digits, numbers only

Cancel

Save

Corporate Administrator – User Account Management

Corporate Account - Manage Administrators

[Home](#)[Company Locations](#)[Reports](#)[Resources](#)

Corporate Account

Corporate Profile

Manage Administrators

Close Corporate Account

User Account

Log Out

Welcome back,

Here is what is happening in account today

Manage Company Locations

View Resources

E-Verify News and Announcements

Find the Latest News on E-Verify.gov

We are working to bring exciting new functionality to E-Verify. While we are building these new tools, you can find the latest news updates on E-Verify.gov.

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Corporate Account - Users Roles

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My Corporate Account

User Roles

Search (User ID, First Name and Last Name)

User Role

Corporate Admin

User Status

All

1 Users Found

User ID

Last Name

First Name

Corporate Administrator

ACTIVE

Rows Per Page

10

1-1 of 1 item

Page

1

of 1

Hide Filters

+ Add User

Search (User ID, First Name, or Last Name)

Search for users by typing a value. More than one value may be selected at one time.

Searchable fields are: User ID, First Name, and Last Name.

Corporate Account - Users Roles (cont.)

 Home Company Locations ▾ Reports Resources ▾

 ▾

My Corporate Account

User Roles

Search (User ID, First Name and Last Name) ?

Q

Hide Filters

User Role

Corporate Admin ▾

User Status

All ▾

All

Active

Deactivated

Locked

Password Change Required

Pending Reactivation

14 Users Found

+ Add User

User ID

Last Name

First Name

Status

User Role

Last

Corporate Account - Users Roles (cont.)

 Home Company Locations ▾ Reports Resources ▾

My Corporate Account

User Roles

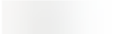
Search (User ID, First Name and Last Name) 



Show Filters

1 Users Found

+ Add User

User ID	Last Name	First Name	Status	User Role	Last
			ACTIVE	Corporate Administrator	

Rows Per Page 10 ▾

1-1 of 1 item

< Page 1 ▾ of 1 >

Corporate Account - Users Roles (cont.)



HomeCompany Locations ▼ReportsResources ▼

▼

My Corporate Account

User Roles

Search (User ID, First Name and Last Name) ?

Q

Hide Filters

User Role

Corporate Admin ▼

User Status

All ▼

14 Users Found

+ Add User

User ID	Last Name	First Name	Status	User Role	Last
---------	-----------	------------	--------	-----------	------

Corporate Account - Users Roles (cont.)

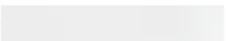


Home

Company Locations ▾

Reports

Resources ▾



My Corporate Account

1

Select Role

2

Enter Information

3

Generate ID

Select User Role

Corporate Administrators manage linked employer accounts, and cannot create or manage E-Verify cases. To add a Program Administrator or General User to a linked account, navigate to the Company Locations section of the site and select “Add New Company Location” user, then follow the prompts. To review the permissions of each user role please read more.

To review more detailed permissions of the user roles and Web Service access, please [read more here](#)

User Role (required)

Corporate Administrator

⌵

Next

Exit Add New User

EVerify Home Company Locations Reports Resources

My Corporate Account

Select User Role

Corporate Administrators must select a user role for each user linked to their account. Corporate Administrators can view the permissions of each user role by clicking on the "User Role Overview" link.

To review more detailed permission information, click on the "Permissions" link.

User Role	Permissions
Program Administrator (at least one required)	Every E-Verify account must have at least one program administrator. The program administrator is responsible for following all E Verify program rules and staying informed of changes to E Verify policies and procedures. The program administrator role includes functions of a general user. Permissions include: <ul style="list-style-type: none"> Registering new users Creating user accounts for other program administrators and general users Creating and managing cases Viewing reports Updating profile information for other program administrators general users, and themselves Unlocking user accounts Closing company and user accounts
General User (optional)	Employers can have as many or no general users as they desire. The general user is responsible for following all E Verify program rules and staying informed of changes to E Verify policies and procedures. Permissions include: <ul style="list-style-type: none"> Creating and managing cases Viewing reports Updating their own profile
Web Services Access for Employers or Web Services Access for E-Verify Employer Agents	Employer plans to develop its own software to access E-Verify The web services access method requires an employer to develop software that interfaces with E-Verify to create and manage cases. The employer's software should extract data from its existing system or an electronic Form I-9 and transmit the information to E-Verify. Employers who choose this option receive a web services Interface Control Agreement (ICA) which contains the information used to develop and test the software interface. Both employers and E Verify employer agents can use this access method.

Corporate Account - Users Roles (cont.)

 Home Company Locations ▼ Reports Resources ▼

 ▼

My Corporate Account

1

2

3

Select Role

Enter Information

Generate ID

Enter User Information

Email Address (required)

First Name (required)

Middle Initial

Last Name (required)

Phone Number (required)

10 digits, numbers only

Phone Number Extension

Up to 6 digits, numbers only

Back

Next

Exit Add New User

Corporate Account - Users Roles (cont.)

[Home](#)[Company Locations](#) ▼[Reports](#)[Resources](#) ▼

My Corporate Account

1

Select Role

2

Enter Information

3

Generate ID

Generate ID

You may accept the system generated ID displayed below or create your own.

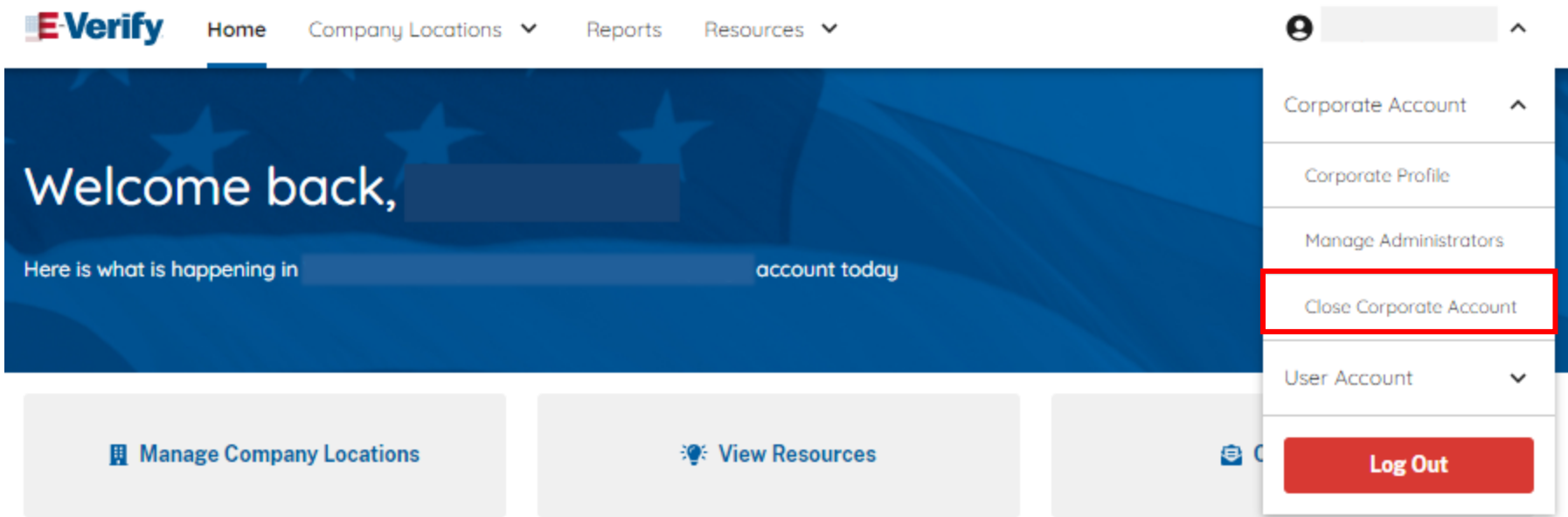
To accept the system generated ID, click 'Submit New User.' To create your own user ID, delete the system generated user ID and type your desired user ID. Your user ID must be exactly eight alphanumeric characters (letters and numbers) and is not case sensitive. When you are finished, click 'Submit New User.'

User ID (required)

[Back](#)[Submit New ID](#)[Exit Add New User](#)

Corporate Administrator – Close Corporate Account

Corporate Account - Close Corporate Account



E-Verify News and Announcements

Find the Latest News on E-Verify.gov

We are working to bring exciting new functionality to E-Verify. While we are building these new tools, you can find the latest news updates on E-Verify.gov.

[View Latest](#)

Corporate Account - Terminate Company Account



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My Corporate Account

Terminate Company Account



 Once your company has been terminated, your company will no longer have access to E-Verify.

Company Name

Company ID

DUNS Number 

9 digits, numbers only

Termination Request Date

Please provide some feedback as to why will be discontinuing the use of E-Verify. This information will help us ensure we are serving our customers to the best of our ability.

What is the primary reason for requesting account termination? (required)

- Select -

Cancel

Next

Terminate Company Account (cont.)

The screenshot shows the 'Terminate Company Account' page on the E-Verify website. A red arrow points from the 'DUNS Number' label in the form to a tooltip box. The tooltip, titled 'DUNS Number', explains that it is a unique 9-digit identifier issued by Dun & Bradstreet and provides a link to learn more. The form itself includes fields for Company Name, Company ID, DUNS Number (with a note that it must be 9 digits, numbers only), and Termination Request Date. Below these fields is a feedback section asking for the primary reason for requesting account termination, which is currently set to '- Select -'. At the bottom are 'Cancel' and 'Next' buttons.

E-Verify Home

My Corporate Account

Terminate Company Account

⚠ Once your company has been terminated, your company will no longer have access to E-Verify.

Company Name
[Redacted]

Company ID
[Redacted]

DUNS Number 
9 digits, numbers only

[Redacted]

Termination Request Date
[Redacted]

Please provide some feedback as to why [Redacted] will be discontinuing the use of E-Verify. This information will help us ensure we are serving our customers to the best of our ability.

What is the primary reason for requesting account termination? (required)
A termination request reason is required.

- Select -

Cancel **Next**

DUNS Number
A DUNS number is a unique, 9-digit identifier issued and maintained by Dun & Bradstreet that can help verify the existence of a business entity. [Learn more about the DUNS Number.](#)

Corporate Account - Terminate Company Account (cont.)

 Home Cases Reports Resources 

My Company Account

Terminate Company Account

 Once your company has been terminated, your company will no longer have access to E-Verify.

Company Name

Company ID

DUNS Number

Termination Request Date

- Select -

My company location(s) no longer intend(s) to use E-Verify

My company location(s) has enrolled in the wrong access method

My company location(s) changed the way we access E-Verify

My company location(s) closed, sold, merged, or acquired

My company location(s) already enrolled with an active E-Verify account

My company location(s) contract ended and we would like to continue using E-Verify

I no longer need to be a program administrator; I am leaving the company

My company location(s) MOU signatory is no longer with the company

Other - (Please enter comment below)

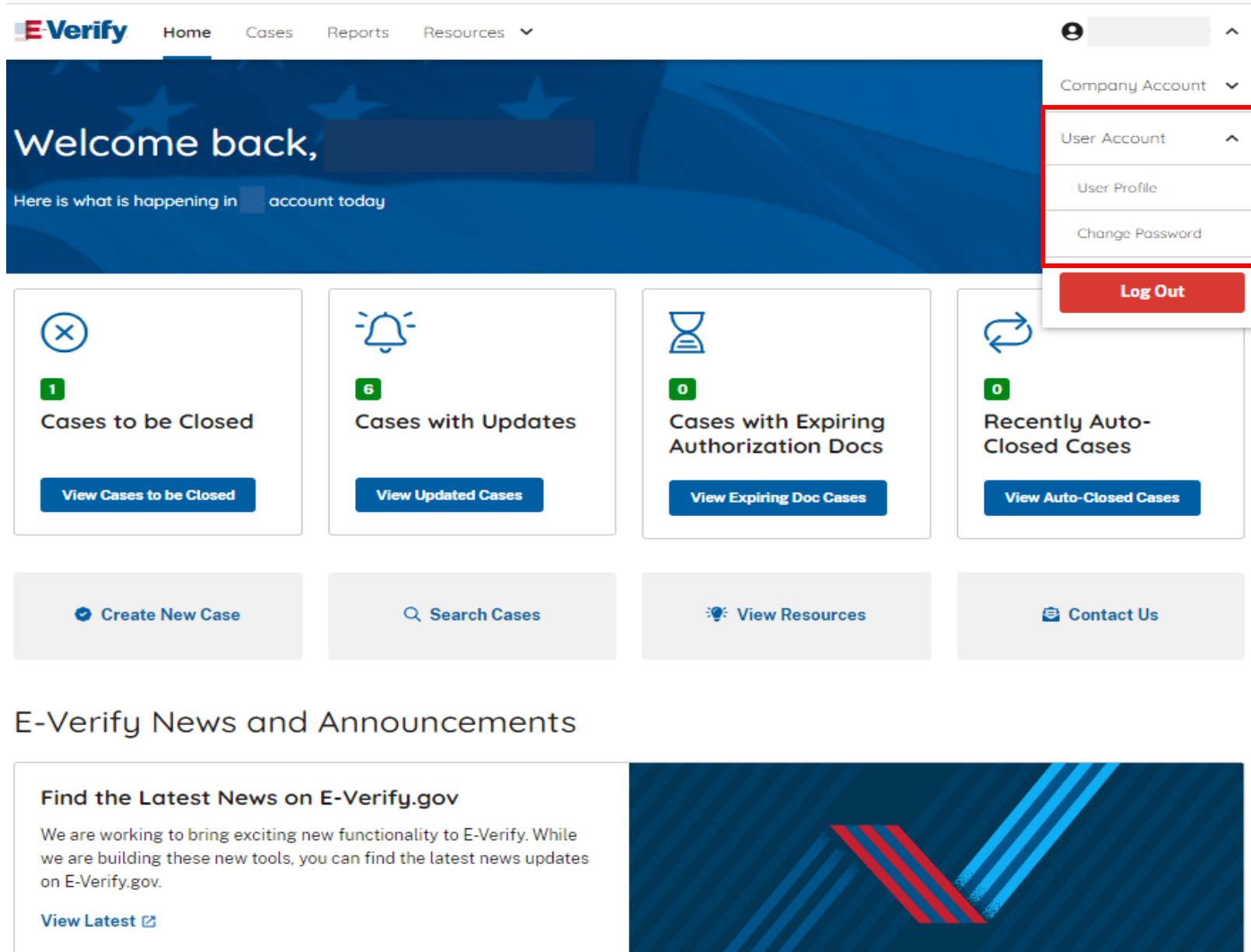
- Select -

Cancel

Next

**Employer and Employer
Agent User Account
Management – All User Types**

User Account Management – Program Administrator



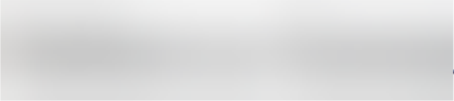
User Account Management – User Profile



HomeCompany Locations ▼ReportsResources ▼

▼

My User Profile



's User Account

ACTIVE

 Your user information can be updated on your [Dashboard](#) under 'User Profile'.

Name

User ID

Email Address

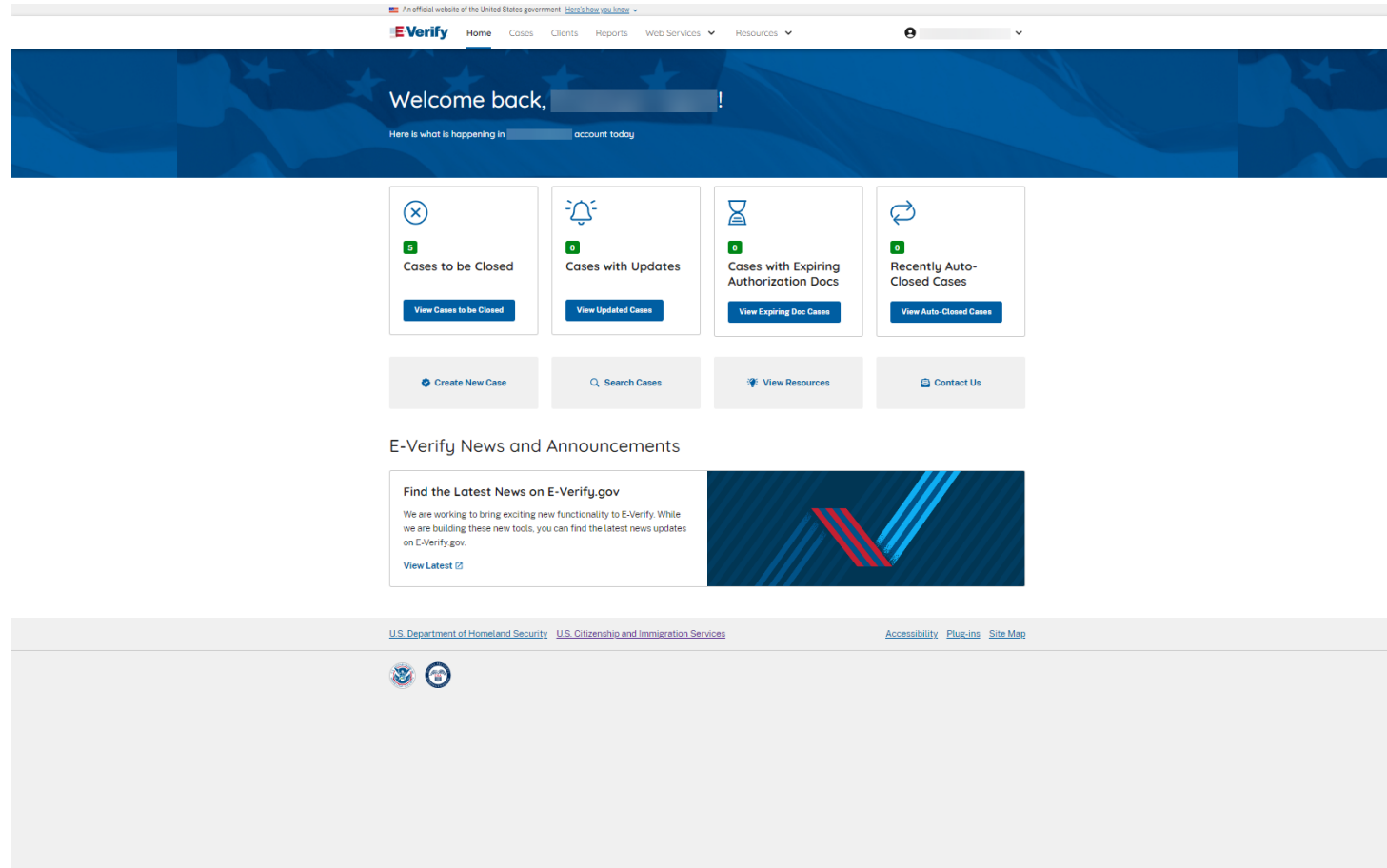
Phone Number

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Client Enrollment

Client Companies - Home Screen



Client Companies - Clients

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EVerify Home Cases **Clients** Reports Web Services Resources

Client Companies

Search (Company Name, Company ID, Street Address, City, Zip Code)

[Show Filters](#)

17 Client Companies Found

☐ Select All Sort by: Company Name [↑](#)

[Terminate Selected](#) [+ Add New Company](#)

☐	<div><div></div><div>REJECTED</div></div>	View Company Profile	Resend MOU Email	▼
	Street Address	City, State, and Zip	Company ID	Unique Entity Identifier (UEI)
	<div></div>	<div></div>	<div></div>	<div></div>
☐	<div><div></div><div>REJECTED</div></div>	View Company Profile	Resend MOU Email	▼
	Street Address	City, State, and Zip	Company ID	Unique Entity Identifier (UEI)
	<div></div>	<div></div>	<div></div>	<div></div>
☐	<div><div></div><div>REJECTED</div></div>	View Company Profile	Resend MOU Email	▼

Client Companies - New Company Enrollment - Add New Company

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 Home Cases **Clients** Reports Web Services Resources

Client Companies

Search (Company Name, Company ID, Street Address, City, Zip Code)

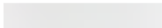
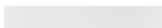
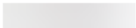
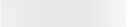
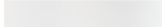
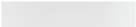
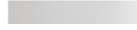
Show Filters

17 Client Companies Found

☐ Select All Sort by: Company Name  

Terminate Selected

+ Add New Company

☐	 REJECTED	View Company Profile	Resend MOU Email	
	Street Address	City, State, and Zip	Company ID	Unique Entity Identifier (UEI)
				
☐	 REJECTED	View Company Profile	Resend MOU Email	
	Street Address	City, State, and Zip	Company ID	Unique Entity Identifier (UEI)
				
☐	 REJECTED	View Company Profile	Resend MOU Email	

Client Companies - New Client - Employer Category

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Employer Category

Company Information

Company Addresses

Hiring Sites

MOU Signatory

Review & Submit

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐  None of these categories apply **MOST COMMON**

☐  Federal Contractor

☐  Government

☐  Airport Operators

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Client Companies - New Client - Employer Category - None of these categories apply

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1 **Employer Category** 2 Company Information 3 Company Addresses 4 Hiring Sites 5 MOU Signatory 6 Review & Submit

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☒  None of these categories apply **MOST COMMON**

☐  Federal Contractor

☐  Government

☐  Airport Operators

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Client Companies - New Client - Employer Category - None of these categories apply (Helper Text)

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Add New Client

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐  None of these categories apply **MOST COMMON**

☐  Federal Contractor

☐  Government

☐  Airport Operators

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Client Companies - New Client - Employer Category - Federal Contractor with FAR

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E-Verify Home Cases Clients Reports Web Services Resources

Add New Client

1 **Employer Category** 2 Company Information 3 Company Addresses 4 Hiring Sites 5 MOU Signatory 6 Review & Submit

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ **Federal Contractor**

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ **Federal Contractor with FAR E-Verify Clause**

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☒ **None of these categories apply**

☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☒ **All new hires and all existing employees assigned to a Federal contract**

☐ Entire workforce (all new hires and all existing employees throughout the entire company)

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Client Companies - New Client - Employer Category - Federal Contractor (Helper Text)

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E-Verify Home

Add New Client

Federal Contractor
Select this option if your company contracts with the U.S. federal government.

1 **Employer Category** 2 Company Information 3 Company Addresses 4 Hiring Sites 5 MOU Signatory 6 Review & Submit

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐  None of these categories apply **MOST COMMON**

☐  Federal Contractor

☐  Government

☐  Airport Operators

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Client Companies - New Client - Employer Category - Federal Contractor with FAR

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Add New Client

1 Employer Category 2 Company Information 3 Company Addresses 4 Hiring Sites 5 IDIU Signatory 6 Review & Submit

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☒ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☒ Employees assigned to a covered Federal contract only

☐ Entire workforce (all new hires and all existing employees throughout the entire company)

☐ Employees assigned to a covered Federal contract and new hires throughout the organization

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☒ State or Local Government

☐ Federally Recognized Indian Tribe

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Which employees will your company verify? (required)

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☐ Entire workforce (all new hires and all existing employees throughout the entire company)

☐ Employees assigned to a covered Federal contract and new hires throughout the organization

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1 Employer Category 2 Company Information 3 Company Addresses 4 Hiring Sites 5 IDIU Signatory 6 Review & Submit

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☒ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☒ Employees assigned to a covered Federal contract only

☐ Entire workforce (all new hires and all existing employees throughout the entire company)

☐ Employees assigned to a covered Federal contract and new hires throughout the organization

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Employer Category

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☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

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☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☒ Sureties

Which employees will your company verify? (required)

☒ Employees assigned to a covered Federal contract only

☐ Entire workforce (all new hires and all existing employees throughout the entire company)

☐ Employees assigned to a covered Federal contract and new hires throughout the organization

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov

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Add New Client

1 Employer Category 2 **Company Information** 3 Company Addresses 4 Hiring Sites 5 MOU Signatory 6 Review & Submit

Company Information

Company Name (required)

Doing Business As (DBA) Name ⓘ

Employer Identification Number (EIN) (required) ⓘ
9 digits, numbers only

Unique Entity Identifier (UEI) (required) ⓘ
12 characters, numbers and letters only

DUNS Number ⓘ
9 digits, numbers only

Total Number of Employees (required)

- Select -

NAICS Code(s)

3-Digit NAICS Code (required) ⓘ	Description
3-Digit NAICS Code (required)	Look up a Code
<input type="text"/>	---

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Add New Client

1 Employer Category 2 **Company Information** 3 Company Addresses 4 Hiring Sites 5 MOU Signatory 6 Review & Submit

Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)
9 digits, numbers only

Unique Entity Identifier (UEI) (required)
12 characters, numbers and letters only

DUNS Number
9 digits, numbers only

Total Number of Employees (required)

NAICS Code(s)

3-Digit NAICS Code (required)	Description
3-Digit NAICS Code (required)	
<input type="text"/>	Look up a Code Accommodation

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Client Companies - New Client - Review and Submit Enrollment - Federal Contractor with FAR – Terms of Use Update

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Review & Submit

Review and Submit Enrollment

Company Information

Company Name

Doing Business As (DBA) Name

Employer Identification Number (EIN)

Unique Entity Identifier (UEI)

DUNS Number

Total Number of Employees

NAICS Code

Sector

Subsector

Edit Company Information

Employer Category

Employer Category

Federal Contractor with FAR E-Verify Clause

Edit Employer Category

Company Addresses

Hiring Sites

Physical Address

Number of Sites

Mailing Address

Same as Physical Address

Edit Company Addresses

Edit Hiring Sites

MOU Signatory

MOU Signatory

Edit MOU Signatory

Company Access and MOU

Test is configured to:

Have Employees Managed and Verified by My Company

Memorandum of Understanding

[View MOU](#)

Agree to Terms of Use

By submitting this enrollment, I affirm that I have read and agree with the terms and conditions of the [Federal Acquisition Regulation \(FAR\)](#) and am authorized by the company to act on its behalf with respect to the E-Verify program. I understand that I must complete the electronic enrollment in order for benefits to take effect.

IMPORTANT: The FAR sets forth my company's responsibilities under the E-Verify program.

Failure to comply with the FAR may result in legal liability for the company under Federal and state law, including the payment of back pay, civil monetary penalties, and other damages under Title 28 of the Code of Federal Regulations and the discussion provided in the "Employment and Nationality Act." You should print the FAR and share it with your Human Resources Manager legal counsel, and other management staff.

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

☐ Agree

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

☐ I Agree

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Client Companies - New Client - Employer Category - Federal Contractor without FAR

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Add New Client

1 **Employer Category** 2 Company Information 3 Company Addresses 4 Hiring Sites 5 MOU Signatory 6 Review & Submit

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ **Federal Contractor**

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☐ Federal Contractor with FAR E-Verify Clause

☒ **Federal Contractor without FAR E-Verify Clause**

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov

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Client Companies - New Client - Company Information - Federal Contractor without FAR

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Add New Client

Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)

9 digits, numbers only

Unique Entity Identifier (UEI)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total Number of Employees (required)

NAICS Code(s)

3-Digit NAICS Code (required)	Description
3-Digit NAICS Code (required)	
<input type="text"/> Look up a Code	<input type="text"/>

[Cancel](#) [Save](#)

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Client Companies - New Client - Review and Submit Enrollment - Federal Contractor without FAR – Terms of Use Update

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Review and Submit Enrollment

Company Information

Company Name

Employer Identification Number (EIN)

DUNS Number

NACIS Code

Subcontractor

Doing Business As (DBA) Name

Unique Entity Identifier (UEI)

Total Number of Employees

Sector

Edit Company Information

Employer Category

Employer Category

Federal Contractor without FAR - Verify Clause

Edit Employer Category

Company Addresses

Physical Address

Mailing Address

Same as Physical Address

Edit Company Addresses

Hiring Sites

Number of Sites

1

Edit Hiring Sites

MOU Signatory

MOU Signatory

Edit MOU Signatory

Company Access and MOU

Test to configure for:

Have Employees Managed and Verified by My Company

Memorandum of Understanding

View MOU

Agree to Terms of Use

By completing this enrollment I affirm that I have read and agree with the terms and conditions of the Terms of Service (TOS) and am authorized by my company to act on its behalf with respect to the Self-Service program. I understand that I must complete the electronic enrollment agreement. The TOS sets forth my company's responsibilities under the Self-Service program. Failure to comply with the TOS may result in legal liability for my company under federal and state law, including the payment of civil and criminal penalties, and other damages under Title 48 of the Code of Federal Regulations, Act of 1986 and the anti-discrimination provisions of the Immigration and Nationality Act. I understand the TOS and agree to my company's responsibilities under the Self-Service program, and other applicable laws. I certify that the information provided for this enrollment is correct. I am aware that Federal law provides for imprisonment and/or fines for knowing false statements or other fraudulent conduct in connection with the registration process and that providing any false information may be grounds for terminating participation in Self-Service.

☐ I Agree

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Employer CategoryCompany InformationCompany AddressesHiring SitesMOU SignatoryReview & Submit

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐  None of these categories apply [Help](#) **MOST COMMON**

☐  Federal Contractor [Help](#)

☒  Government [Help](#)

☐  Airport Operators [Help](#)

What type of Government is your company? (required)

☒  Federal Government [Help](#)

☐  State Government [Help](#)

☐  Local Government [Help](#)

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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Review and Submit Enrollment

Company Information

Company Name

Employer Identification Number (EIN)

Unique Entity Identifier (UEI)

DUNS Number

NACIS Code

Doing Business As (DBA) Name

Unique Entity Identifier (UEI)

Total Number of Employees

Sector

Submitter

Edit Company Information

Employer Category

Employer Category

Federal Government

Edit Employer Category

Company Addresses

Physical Address

Mailing Address

Same as Physical Address

Hiring Sites

Number of Sites

1

Edit Hiring Sites

Edit Company Address

MOU Signatory

MOU Signatory

Edit MOU Signatory

Company Access and MOU

Test is configured for

Have Employees Managed and Verified by My Company

Memorandum of Understanding

View MOU

▲

Agree to Terms of Use

By continuing this enrollment, I affirm that I have read and agree with the terms and conditions of the Terms of Service (TOS) and am authorized by my company to act on its behalf with respect to the Verity program. I understand that I must complete the electronic enrollment agreement. The TOS sets forth my company's responsibilities under the Verity program. Failure to comply with the TOS may result in legal liability for my company under federal and state law, including the payment of civil penalties, monetary penalties, and other sanctions under Title 48 of the Code of Federal Regulations, Part 101.000 and the anti-discrimination provisions of the Immigration and Nationality Act. I understand the TOS and agree to comply with its terms. I am aware that Federal law provides for imprisonment and/or fines for knowing false statements or other fraudulent conduct in connection with the registration. I am aware that providing any false information may be grounds for terminating participation in the Verity program.

☐ I Agree

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Client Companies - New Client - Employer Category - Government (Helper Text)

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E-Verify Home

Add New Client

1 **Employer Category** 2 3 4 5 6 **Review & Submit**

Government
Select this category if your organization is part of:

- The U.S. federal government
- A U.S. state or territorial government
- A U.S. local government

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐  None of these categories apply **MOST COMMON**

☐  Federal Contractor

☐  Government

☐  Airport Operators

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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Client Companies - New Client - Employer Category - Airport Operators

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐  None of these categories apply **MOST COMMON**

☐  Federal Contractor

☐  Government

☒  Airport Operators

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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E-Verify Home

Add New Client

1 **Employer Category**

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐  None of these categories apply **MOST COMMON**

☐  Federal Contractor

☐  Government

☐  Airport Operators

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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Airport Operator

Select this category if your company is an Airport Operator that oversees an airport that serves an aircraft operator or a foreign air carrier and is required by TSA to have a security program. Airport Operators use E-Verify to confirm the identity and employment eligibility of applicants to help determine eligibility for unescorted access to a Security Identification Display Area (SIDA) of an airport. If you select Airport Operator, your enrollment information will be verified with the Transportation Security Administration (TSA).

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Company Information

Company Name (required)

Doing Business As (DBA) Name ⓘ

Employer Identification Number (EIN) (required) ⓘ
9 digits, numbers only

Unique Entity Identifier (UEI) ⓘ
12 characters, numbers and letters only

DUNS Number ⓘ
9 digits, numbers only

Total Number of Employees (required)

DUNS Number ⓘ
9 digits, numbers only

Total Number of Employees (required)

- Select -

NAICS Code(s)

3-Digit NAICS Code (required) ⓘ	Description
3-Digit NAICS Code (required)	
<input type="text"/>	Look up a Code ---

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Company Addresses

Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

- Select -

Zip Code (required)
5 digits, numbers only

County (required)

- Select -

Mailing Address

☐ Mailing Address is the same as Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

- Select -

Zip Code (required)
5 digits, numbers only

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Company Addresses

Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

County (required)

Mailing Address

☒ Mailing Address is the same as Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

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Hiring Sites

A hiring site is the location where employees are hired and complete Form I-9. Employers select which hiring sites participate in E-Verify and must verify all newly hired employees for that hiring site. If you decide not to have a hiring site participate, you are not permitted to verify any employees at that location.

Hiring sites can be added or deleted at any time after enrollment is complete.

Total Hiring Sites 1

Bulk Upload

+ Add Hiring Site

To expedite the number of hiring sites added, you may want to use [Bulk Upload](#).

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Client Companies - New Company Enrollment - Hiring Sites - Bulk Upload

The screenshot shows a web application interface for E-Verify. A modal window titled "Bulk Upload Hiring Sites" is open, overlaying the main content. The modal contains instructions for CSV file uploads, a "Download CSV template" button, a "View CSV Guidelines" link, and a file selection area with a "Bulk Upload Hiring Sites" button. The background shows the "Add New Client" and "Hiring Sites" sections of the E-Verify portal.

Bulk Upload Hiring Sites

Make sure your CSV column headers include: **Street Address, Suite/Other, City, State,** and **Zip Code** to help ensure a successful upload.

[Download CSV template](#) [View CSV Guidelines](#)

Select a CSV file (required)
Must be a CSV

Drag file here or [choose from folder](#)

[Cancel](#) [Bulk Upload Hiring Sites](#)

E-Verify Home

Add New Client

1 Employer Category

Hiring Sites

A hiring site is the location where newly hired employees for your company will be working.

1 Hiring sites can be added to a company.

Total Hiring Sites

1 To expedite the review process, you must verify all hiring sites before adding new employees.

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[Add Hiring Site](#)

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Client Companies - New Company Enrollment - Hiring Sites Add

The screenshot shows the E-Verify 'Add Hiring Site' modal form. The background is a blurred view of the 'Add New Client' page, which includes a progress bar with steps: 1. Employer Category, 2. Hiring Sites, 3. Total Hiring Sites, and 4. Review & Submit. The 'Add Hiring Site' modal is a white box with a close button (X) in the top right corner. It contains a blue header bar with a tip: 'To expedite the number of hiring sites added, you may want to use Bulk Upload.' Below this, there are five required input fields: 'Street Address (required)', 'Suite/Other', 'City (required)', 'State (required)' (a dropdown menu showing '- Select -'), and 'Zip Code (required)' (with a note '5 digits, numbers only'). At the bottom of the modal are two buttons: 'Cancel' and 'Add Hiring Site'.

Add Hiring Site

To expedite the number of hiring sites added, you may want to use [Bulk Upload](#).

Street Address (required)

Suite/Other

City (required)

State (required)

- Select -

Zip Code (required)

5 digits, numbers only

Cancel Add Hiring Site

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Hiring Sites

MOU Signatory

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Hiring Sites

A hiring site is the location where employees are hired and complete Form I-9. Employers select which hiring sites participate in E-Verify and must verify all newly hired employees for that hiring site. If you decide not to have a hiring site participate, you are not permitted to verify any employees at that location.

Hiring sites can be added or deleted at any time after enrollment is complete.

Total Hiring Sites

Bulk Upload

Add Hiring Site

To expedite the number of hiring sites added, you may want to use Bulk Upload.

1

Street Address	Suite/Other	City	Zip Code

Rows Per Page

10

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Client Companies - New Company Enrollment - Hiring Sites - Edit

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Verify Home

Add New Client

1 Employer Category

Hiring Sites

A hiring site is the location where newly hired employees for this company will be working.

1 Hiring sites can be added to a company.

Total Hiring Sites

1 To expedite the process, you can add multiple hiring sites at once.

Edit Hiring Site

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

Cancel Save

Street Address Suite/Other City Zip Code

Rows Per Page 10 1

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Client Companies - New Company Enrollment - Hiring Sites Add

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EVerify Home

Add New Client

Hiring Sites

A hiring site is the location where newly hired employees for the organization will work.

To expedite the number of hiring sites added, you may want to use Bulk Upload.

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

Cancel

Add Hiring Site

Total Hiring Sites

Rows Per Page

10

1

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Review & Submit

Verify and must verify all employees at that location.

+ Add Hiring Site

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Client Companies - New Company Enrollment – Signatory Update

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Add New Client

1 Employer Category 2 Company Information 3 Company Addresses 4 Hiring Sites 5 **MOU Signatory** 6 Review & Submit

Signatory

Add one client contact as Memorandum of Understanding (MOU) Signatory.

This person must have authority to sign the MOU on behalf of your client company. After you submit the enrollment the MOU Signatory will need to sign the MOU.

[+ Add MOU Signatory](#)

No MOU Signatory Added

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Client Companies - New Company Enrollment - MOU Signatory - Add

Add MOU Signatory

Email Address (required)

Last Name (required)

First Name (required)

Middle Initial

Phone Number (required)
10 digits, numbers only

Phone Number Extension
Up to 4 digits, numbers only

[Cancel](#) [Add MOU Signatory](#)

E-Verify Home

Add New Client

1 Employer Category

MOU Signatory

Add one client contact

This person must have authority to sign the MOU. Signatory will need to provide a valid email address and phone number.

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[Review & Submit](#)

[Add MOU Signatory](#)

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Client Companies - New Company Enrollment - Signatory Update

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Add New Client

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Signatory

Add one client contact as Memorandum of Understanding (MOU) Signatory.

This person must have authority to sign the MOU on behalf of your client company. After you submit the enrollment the MOU Signatory will need to sign the MOU.

[+ Add MOU Signatory](#)

Last Name	First Name	M.I.	Phone Number	Email Address

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Client Companies - New Company Enrollment - MOU Signatory - Edit

The screenshot displays the 'Edit MOU Signatory' form within the E-Verify system. The form is a modal window with a white background and a dark blue header. It contains several input fields for personal and contact information, each with a label and a '(required)' note. The fields are: Email Address, Last Name, First Name, Middle Initial, Phone Number (10 digits, numbers only), and Phone Number Extension (Up to 4 digits, numbers only). At the bottom right of the modal are 'Cancel' and 'Save' buttons. The background shows a blurred view of the E-Verify interface, including the 'Add New Client' section and a progress bar. The footer of the page includes the U.S. Department of Homeland Security and U.S. Citizenship and Immigration Services logos, along with links for Accessibility, Plugins, and Site Map.

Edit MOU Signatory

Email Address (required)

Last Name (required)

First Name (required)

Middle Initial

Phone Number (required)
10 digits, numbers only

Phone Number Extension
Up to 4 digits, numbers only

Cancel Save

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Company Information

Company Name

Doing Business As (DBA) Name

Employee Identification Number (EIN)

Unique Entity Identifier (UEI)

SIC Number

Total Number of Employees

NAICS Code

Sector

Subsector

Edit Company Information

Employer Category

Employer Category

None of these categories apply

Edit Employer Category

Company Addresses

Physical Address

Mailing Address

Same as Physical Address

Edit Company Address

Hiring Sites

Number of Sites

1

Edit Hiring Sites

MOU Signatory

MOU Signatory

Edit MOU Signatory

Company Access and MOU

Text to be signed for

Please Employees Manager and Verified by My Company

Manifestation of Understanding

Sign MOU

▲

Agree to Terms of Use

By submitting this enrollment, I affirm that I have read and agree with the terms and conditions of the [Verity Terms of Use](#) 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 enrollment with respect to the e-verify program.

The [TOU](#) sets forth my company's responsibilities under the e-verify program. Failure to comply with the [TOU](#) may result in legal liability for my company under federal and state law, including, but not limited to, civil and criminal penalties, and other sanctions under Title 5 of the Civil Rights Act of 1964 and the anti-discrimination provisions of the Immigration and Nationality Act. I understand the [TOU](#) and agree to my company's responsibilities under the e-verify program, and other applicable laws.

I certify that the information provided for this enrollment is correct, and I agree that I will use the information for employment and/or for background check statements or other background check information with the appropriate authorities and that providing any false information may be grounds for terminating participation in e-verify.

☐ I Agree

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Client Enrollment - MOU For Employers Using an Employer Agent and MOU for Employers Using a Web Service Employer Agent



Company ID Number:

Client Company ID Number:

**THE E-VERIFY
MEMORANDUM OF UNDERSTANDING
FOR EMPLOYERS USING AN E-VERIFY EMPLOYER AGENT**

**ARTICLE I
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS), the _____ (Employer), and the E-Verify Employer Agent. The purpose of this agreement is to set forth terms and conditions which the Employer and the E-Verify Employer Agent 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 E-Verify Employer Agent, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

**ARTICLE II
RESPONSIBILITIES**

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:

- a. Notice of E-Verify Participation
- b. Notice of Right to Work

2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the



Company ID Number:

Client Company ID Number:

**THE E-VERIFY
MEMORANDUM OF UNDERSTANDING
FOR EMPLOYERS USING A WEB SERVICES E-VERIFY EMPLOYER AGENT**

**ARTICLE I
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS), the (Employer), and the Web Services E-Verify Employer Agent. The purpose of this agreement is to set forth terms and conditions which the Employer and the Web Services E-Verify Employer Agent 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 E-Verify Employer Agent, the Social Security Administration (SSA), and DHS.

References in this MOU to the Employer include the Web Services E-Verify Employer Agent when acting on behalf of the Employer.

For purposes of this MOU, the E-Verify browser refers to the website that provides direct access to the E-Verify system: <https://E-Verify.uscis.gov/emp/>. You may access E-Verify directly free of charge via the E-Verify browser.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

**ARTICLE II
RESPONSIBILITIES**

A. RESPONSIBILITIES OF THE EMPLOYER

For purposes of this MOU, references to the Employer include the Web Services E-Verify Employer Agent when acting on behalf of the Employer.

1. By enrolling in E-Verify and signing the applicable MOU, the Employer asserts that it is a legitimate company which intends to use E-Verify for legitimate purposes only and in accordance with the laws, regulations and DHS policies and procedures relating to the use of E-Verify.

Client Companies - New Client – Completing the Enrollment Process

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E-Verify Home Cases Clients Reports Web Services Resources

Add New Client

Completing the Enrollment Process

Congratulations on submitting your client's enrollment for **(Company ID:)**! Before you can create cases on behalf of your client, they will need to sign the Memorandum of Understanding (MOU).

i An email was sent to the MOU Signatory that you added during enrollment. The MOU Signatory will be able to electronically sign the MOU once they receive the email. You will be notified by email once the client accepts the MOU.

REMINDER: You must print and provide each of your clients with the English and Spanish versions of the E-Verify Participation poster and the Right to Work poster. These posters are available from the [Resources](#) section. Your client(s) must display the posters in plain view at their hiring site(s) to inform prospective employees that their company is participating in E-Verify.

[View Memorandum of Understanding](#) [Manage Clients](#)

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Client Companies - New Client – Completing the Enrollment Process

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Client Company:

Client Companies

Profile PENDING

Before you can create cases on behalf of your client, the MOU Signatory you added during enrollment must electronically sign the Memorandum of Understanding (MOU) or provide a signed signature page for you to upload on their behalf.

Company Information

Company Name

...

Company ID

...

Employer Identification Number (EIN)

...

DUNS Number

...

NAICS Code

...

Subsector

...

Doing Business As (DBA) Name

...

Enrollment Date

...

Unique Entity Identifier (UEI)

...

Total Number of Employees

...

Sector

...

Edit Company Information

Employer Category

Employer Category

Airport Operators

Edit Employer Category

Company Addresses

Physical Address

...

Mailing Address

Same as Physical Address

Edit Company Addresses

Hiring Sites

Number of Sites

1

Edit Hiring Sites

Company Access and MOU

Test is configured to:

Have Employees Managed and Verified by My Company

Memorandum of Understanding

[View Current MOU](#)

Upload Signature Page

ClientCompanies-NewClient-MOUSignatureUpload- **What is the primary reason you're enrolling in E-Verify? (required)**

E-Verify

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Client Companies

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MOU Signature Upload

MOU Signature Upload

Enter the date the client company signed the Memorandum of Understanding (MOU), and upload the document in PDF format. Once the signature page is uploaded, the client company will be activated unless there is a need for USCIS to review the client company.

Client Company MOU Sign Date (required)

mm/dd/yyyy

Month

Day

Year

Upload Signed MOU (required)

Must be a PDF

Selected file

Change file

Additional Information

What is the primary reason you're enrolling in E-Verify? (required)

Please Specify (required)

Cancel

Submit Signature

Client Companies - New Client - MOU Signature Upload - Additional Information drop downs

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MOU Signature Upload

MOU Signature Upload

Enter the date the client company signed the Memorandum of Understanding (MOU), and upload the document in PDF format. Once the signature page is uploaded, the client company will be activated unless there is a need for USCIS to review the client company.

Client Company MOU Sign Date (required)
mm/dd/yyyy

Month Day Year

Upload Signed MOU (required)
Must be a PDF

Drag file here or [choose from folder](#)

Additional Information

What is the primary reason your Client Company is enrolling in E-Verify? Required

- Select -

- Select -

Due to a Government Requirement

To participate in Form I-9 Remote Document Examination

It was recommended to me

My own initiative

Cancel

Submit Signature Page

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Client Companies - New Client - MOU Signature Upload - Additional Information drop downs

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[Client Companies](#) > MOU Signature Upload

MOU Signature Upload

Enter the date the client company signed the Memorandum of Understanding (MOU), and upload the document in PDF format. Once the signature page is uploaded, the client company will be activated unless there is a need for USCIS to review the client company.

Client Company MOU Sign Date (required)
mm/dd/yyyy

Month Day Year

Upload Signed MOU (required)
Must be a PDF

Drag file here or [choose from folder](#)

Additional Information

What is the ~~primary~~ reason your Client Company is enrolling in E-Verify? required

Due to a Government Requirement

Please Specify (required)

-Select-

- Select-
- Federal contract or Requirement
- State requirement
- Local requirement

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Client Company:

Client Companies > > MOU Signature Upload

MOU Signature Upload

Enter the date the client company signed the Memorandum of Understanding (MOU), and upload the document in PDF format. Once the signature page is uploaded, the client company will be activated unless there is a need for USCIS to review the client company.

Client Company MOU Sign Date (required)
mm/dd/yyyy

Month Day Year

Upload Signed MOU (required)
Must be a PDF

Drag file here or [choose from folder](#)

Additional Information

What is the primary reason your Client Company is enrolling in E-Verify? required

To participate in Form I-9 Remote Document

Cancel

Submit Signature Page

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MOU Signature Upload

Enter the date the client company signed the Memorandum of Understanding (MOU), and upload the document in PDF format. Once the signature page is uploaded, the client company will be activated unless there is a need for USCIS to review the client company.

Client Company MOU Sign Date (required)
mm/dd/yyyy

Month Day Year

Upload Signed MOU (required)
Must be a PDF

Drag file here or [choose from folder](#)

Additional Information

What is the primary reason your Client Company is enrolling in E-Verify? required

It was recommended to me

Please Specify (required)

-Select-

-Select-

E-Verify representative (webinar, presentation, etc.)

Professional association/organization

Existing E-Verify user

Human resource vendor

Other government agency

My company/organization leadership

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Client Company:

[Client Companies](#) > [MOU Signature Upload](#)

MOU Signature Upload

Enter the date the client company signed the Memorandum of Understanding (MOU), and upload the document in PDF format. Once the signature page is uploaded, the client company will be activated unless there is a need for USCIS to review the client company.

Client Company MOU Sign Date (required)
mm/dd/yyyy

Month Day Year

Upload Signed MOU (required)
Must be a PDF

Drag file here or [choose from folder](#)

Additional Information

What is the *primary* reason your Client Company is enrolling in E-Verify? (required)

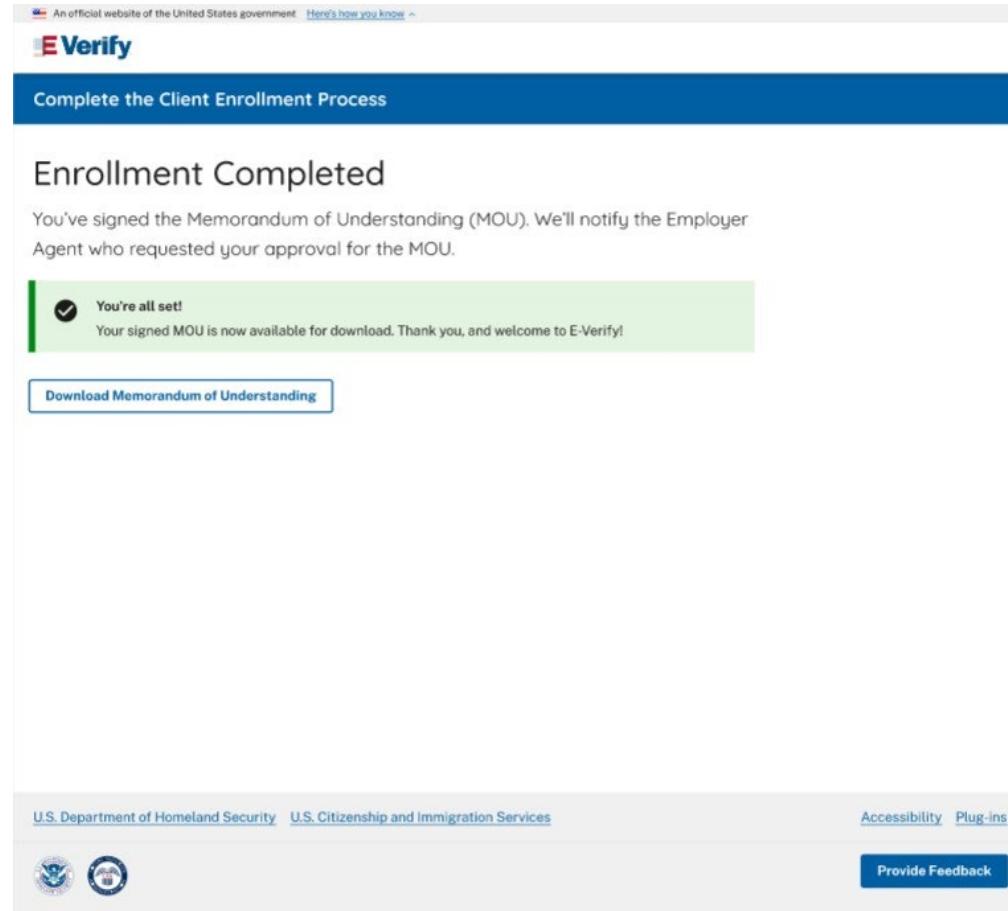
Please Specify (required)

- Select-
- Used at a prior employer
- www.E-Verify.gov
- www.uscis.gov/i-9Central
- Found on YouTube
- Found on social media
- Found in business startup toolkit
- General internet search

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Client Companies - New Client - Enrollment Completed (Enrollment Confirmation)



Enrollment – Corporate Administrator

E-Verify Enrollment - Account Access - Corporate Administrator

An official website of the United States government

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E-Verify

E-Verify Enrollment

Choose Account Access

Please select the account access method that best describes how your company plans to use E-Verify. To learn more, click the arrow on the right of each option.

Employer

MOST COMMON

Your company plans to verify the employment eligibility of its own employees using the E-Verify website.

Employer Agent

Your company plans to verify employment eligibility for company's employees, and if needed can also verify employment eligibility for its own employees.

Web Services - Employer

Your company plans to develop or use software that connects to E-Verify to verify employment eligibility for its own employees.

Web Services - Employer Agent

Your company plans to develop or use software that connects to E-Verify to verify employment eligibility for clients' employees and its own employees.

Corporate Administrator

MANAGEMENT OVERSIGHT ACCOUNT

Cases CANNOT be created, managed, or viewed using a Corporate Administrator account.

This account access allows you to:

Create and manage Employer accounts (company locations) for companies that are part of a common ownership structure or corporate control

Manage company account information

Add, edit, and delete Corporate Administrator users

Add, edit, and delete users on linked Employer accounts (company locations)

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov

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E-Verify Enrollment - Account Access - Corporate Administrator (Selection)

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Verify

E-Verify Enrollment

Choose Account Access

Please select the account access method that best describes how your company plans to use E-Verify. To learn more, click the arrow on the right of each option.

☐ Employer **MOST COMMON**

Your company plans to verify the employment eligibility of its own employees using the E-Verify website.

☐ Employer Agent

Your company plans to verify employment eligibility for company's employees, and if needed can also verify employment eligibility for its own employees.

☐ Web Services - Employer

Your company plans to develop or use software that connects to E-Verify to verify employment eligibility for its own employees.

☐ Web Services - Employer Agent

Your company plans to develop or use software that connects to E-Verify to verify employment eligibility for clients' employees and its own employees.

☒ Corporate Administrator **MANAGEMENT OVERSIGHT ACCOUNT**

Your company plans to link and manage multiple Employer accounts which share a common ownership structure or corporate control.

ⓘ

Cases CANNOT be created, managed, or viewed using a Corporate Administrator account.

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov

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E-Verify Enrollment - Company Information - Corporate Administrator - None of these categories apply

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E-Verify

E-Verify Enrollment

1 **Company Information** 2 Company Addresses 3 E-Verify Users 4 Review & Submit

Company Information

Company Name (required)

Doing Business As (DBA) Name

Unique Entity Identifier (UEI)
12 characters, numbers and letters only

DUNS Number
9 digits, numbers only

Additional Information

What is the primary reason you're enrolling in E-Verify?

- Select -

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E-Verify Enrollment-Company Information-Corporate Administrator- **What is the primary reason you're enrolling in E-Verify? (required)**



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Company InformationCompany AddressesCorporate AdministratorReview and Submit

Company Information

Company Name (required)

Doing Business As (DBA) Name ?

Unique Entity Identifier (UEI) (required) ?

12 characters, numbers and letters only

DUNS Number ?

9 digits, numbers only

Additional Information

What is the primary reason you're enrolling in E-Verify (required)

-Select-

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E-Verify Enrollment - Company Address - Corporate Administrator

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 [Click to help us improve](#)

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Company Information

Company Addresses

E-Verify Users

Review & Submit

Company Addresses

Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

County (required)

Mailing Address

☐ Mailing Address is the same as Physical Address

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

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Company Information

Company Addresses

E-Verify Users

Review & Submit

E-Verify Users

A company must designate one Corporate Administrator.

- Corporate Administrators have the ability to create company locations, create user accounts, perform queries, view reports, update account information, and unlock user accounts.
- Corporate Administrators CANNOT create, edit, or view E-Verify cases.
- Sharing accounts is not permitted; all users must have their own individual user accounts.

1

If you will need access to E-Verify once your company is enrolled, please add yourself as a Corporate Administrator. Note a new User ID will be provided to you.

The person entered here will become the Corporate Administrator and the Point of Contact for this E-Verify account. Additional Corporate Administrators can be added or deleted after enrollment is complete.

+ Add Administrator

No Corporate Administrators Added

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E-Verify Enrollment - Add Users - Corporate Administrator

The screenshot shows the 'Add E-Verify User' modal form within the E-Verify Enrollment interface. The background page is titled 'E-Verify Enrollment' and includes a progress indicator for 'Company Information'. The modal form is titled 'Add E-Verify User' and contains the following fields:

- Email Address (required)**: A text input field.
- Last Name (required)**: A text input field.
- First Name (required)**: A text input field.
- Middle Initial**: A text input field.
- Phone Number (required)**: A text input field with a sub-label '10 digits, numbers only'.
- Phone Number Extension**: A text input field with a sub-label 'Up to 4 digits, numbers only'.

At the bottom of the modal, there are two buttons: 'Cancel' and 'Add Administrator' (highlighted in green). The background page also features a 'Back' and 'Next' button at the bottom and a 'U.S. Department of Homeland Security' footer.

E-Verify Enrollment - Users - Corporate Administrator

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E-Verify Users

A company must designate one Corporate Administrator.

- Corporate Administrators have the ability to create company locations, create user accounts, perform queries, view reports, update account information, and unlock user accounts.
- Corporate Administrators CANNOT create, edit, or view E-Verify cases.
- Sharing accounts is not permitted; all users must have their own individual user accounts.

1

If you will need access to E-Verify once your company is enrolled, please add yourself as a Corporate Administrator. Note a new User ID will be provided to you.

The person entered here will become the Corporate Administrator and the Point of Contact for this E-Verify account. Additional Corporate Administrators can be added or deleted after enrollment is complete.

+ Add Administrator

Last Name	First Name	M.I.	Phone Number	Email Address	
		---			 

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E-Verify Enrollment - Edit Users - Corporate Administrator

Edit E-Verify User

Email Address (required)

Last Name (required)

First Name (required)

Middle Initial

Phone Number (required)
10 digits, numbers only

Phone Number Extension
Up to 4 digits, numbers only

Cancel Save

E-Verify Enrollment

1 Company Information

E-Verify User

A company must designate at least one Corporate Administrator to manage the company's E-Verify account.

- Corporate Administrator: view reports, update account information, add and remove users.
- Corporate Administrator: manage company's E-Verify account.
- Sharing accounts is not recommended.

If you will need additional Corporate Administrators, click the "Add Administrator" button.

The person entered here will be the primary Corporate Administrator.

Last Name

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E-Verify Enrollment - Corporate Administrator - Enrollment Completed (Enrollment Confirmation)

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E-Verify Enrollment

Enrollment Completed

 You have successfully enrolled your company in E-Verify.

Your E-Verify corporate administrator will receive their user ID and password by email. Most people receive our confirmation email within a few minutes. Please check email inboxes as well as spam or junk mail folders because sometimes our e-mails are mistakenly marked as spam.

If the email is not received within 48 hours, contact E-Verify support at E-Verify@uscis.dhs.gov for assistance. **Do not enroll your company again in E-Verify. If you attempt to re-enroll, your enrollment may be delayed.**

If you ever have any questions, we're here to help! Just email E-Verify support at E-Verify@uscis.dhs.gov.

Log out of E-Verify

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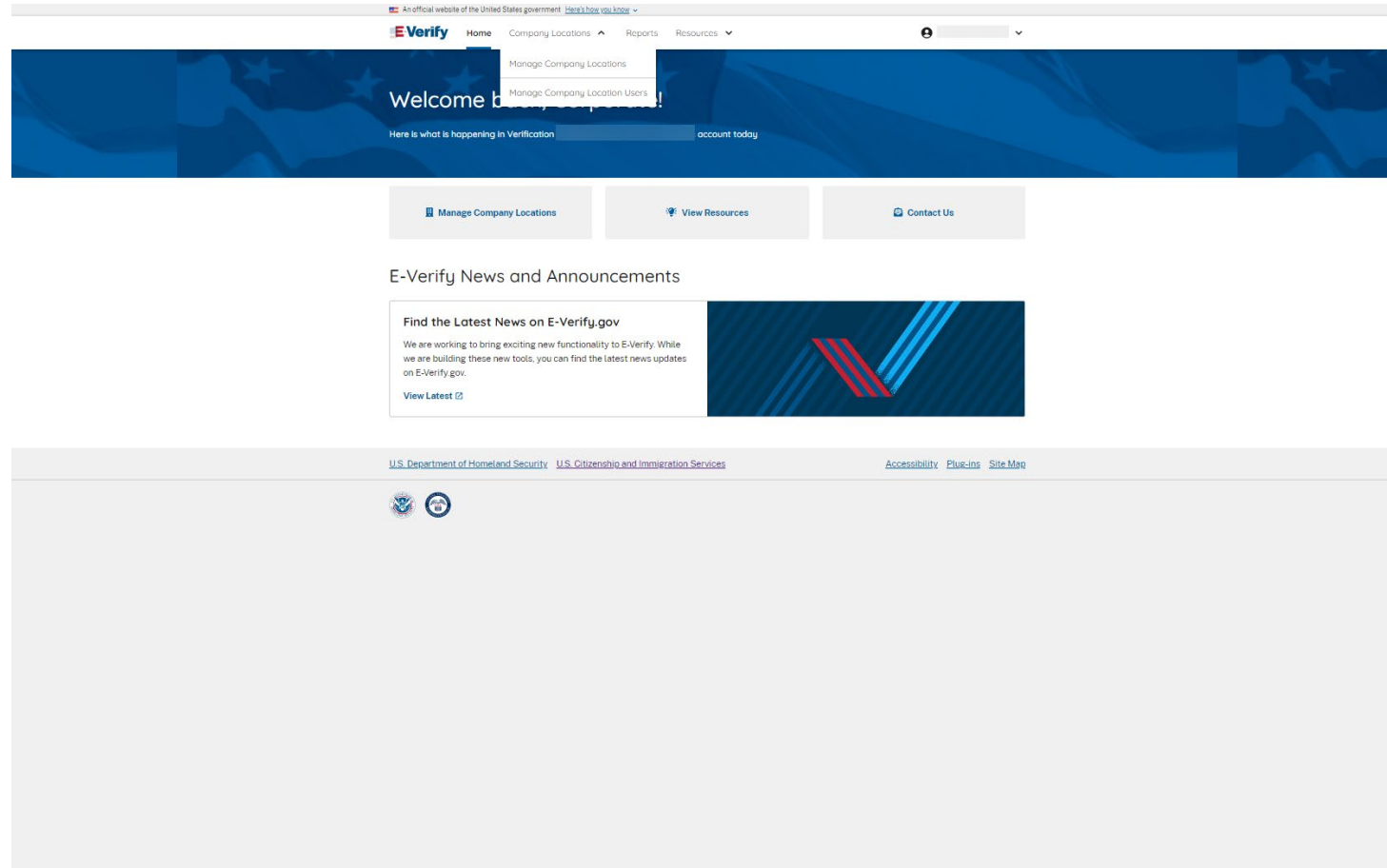
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Provide Feedback

Enrollment – Corporate Administrator Enrolling an Employer

Corporate Administrator - New Company Enrollment



Corporate Administrator - New Company Enrollment

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Manage Company Locations Manage Company Location Users

Welcome back, **[Name]**!

Here is what is happening in Verification [Sign in to your account today](#)

[Manage Company Locations](#) [View Resources](#) [Contact Us](#)

E-Verify News and Announcements

Find the Latest News on E-Verify.gov

We are working to bring exciting new functionality to E-Verify. While we are building these new tools, you can find the latest news updates on E-Verify.gov.

[View Latest](#)



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Company Locations

Search (Company Name, Company ID, Street Address, City, Zip Code)

Show Filters

27 Company Locations Found

☐ Select All

Sort by: Company Name

Terminate Selected

+ Add New Company

☐	<div>REJECTED</div>	View Company Profile	
Street Address	City, State, and Zip	Company ID	Unique Entity Identifier (UEI)
☐	<div>TERMINATED</div>	View Company Profile	
Street Address	City, State, and Zip	Company ID	Unique Entity Identifier (UEI)

☐	<div>ACTIVE</div>	View Company Profile	Terminate
Street Address	City, State, and Zip	Company ID	Unique Entity Identifier (UEI)
☐	<div>REJECTED</div>	View Company Profile	
Street Address	City, State, and Zip	Company ID	Unique Entity Identifier (UEI)
☐	<div>REJECTED</div>	View Company Profile	
Street Address	City, State, and Zip	Company ID	Unique Entity Identifier (UEI)

☐	<div>ACTIVE</div>	View Company Profile	Terminate
Street Address	City, State, and Zip	Company ID	Unique Entity Identifier (UEI)

Corporate Administrator - New Company Enrollment - Account Access For Employer and Web Service Employer

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 Home Company Locations Reports Resources

Add New Company Location

Choose Account Access

Please select the account access method that best describes how your company plans to use E-Verify. To learn more, click the arrow on the right of each option.

☐ Employer **MOST COMMON**

Your company plans to verify the employment eligibility of its own employees using the E-Verify website.

☐ Web Services - Employer

Your company plans to develop or use software that connects to E-Verify to verify employment eligibility for its own employees.

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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Corporate Administrator - New Company Enrollment - Account Access (Helper Text)

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Add New Company Location

Choose Account Access

Please select the account access method that best describes how your company plans to use E-Verify. To learn more, click the arrow on the right of each option.

☐ **Employer** MOST COMMON

Your company plans to verify the employment eligibility of its own employees using the E-Verify website.

This account access allows you to:

- Create and manage cases on the E-Verify website for your own employees
- Manage company account information
- Add, edit, and delete users
- Add, edit, and delete locations where employees are hired and complete Form I-9

☐ **Web Services - Employer**

Your company plans to develop or use software that connects to E-Verify to verify employment eligibility for its own employees.

This account access allows you to:

- Use or develop software that utilizes E-Verify APIs
- Create and manage cases for your own employees
- Manage company account information
- Add, edit, and delete users
- Add, edit, and delete locations where employees are hired and complete Form I-9

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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Employer Category

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐  None of these categories apply MOST COMMON

☐  Federal Contractor

☐  Government

☐  Airport Operators

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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Corporate Administrator - New Company Enrollment - Employer Category - None of these categories apply

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☒  None of these categories apply **MOST COMMON**

☐  Federal Contractor

☐  Government

☐  Airport Operators

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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Corporate Administrator - New Company Enrollment - Employer Category - None of these categories apply (Helper Text)

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☒  None of these categories apply **MOST COMMON**

☐  Federal Contractor

☐  Government

☐  Airport Operators

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

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Corporate Administrator - New Company Enrollment - Employer Category - Federal Contractor

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☐ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov

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Corporate Administrator - New Company Enrollment - Employer Category - Federal Contractor (Helper Text)

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E-Verify Home

Add New Company

Federal Contractor
Select this option if your company contracts with the U.S. federal government.

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☐ Federal Contractor

☐ Government

☐ Airport Operators

Questions? We're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov

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Corporate Administrator - New Company Enrollment - Employer Category - Federal Contractor with FAR

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Employer Category

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐

None of these categories apply

MOST COMMON

☒

Federal Contractor

☐

Government

☐

Airport Operators

What type of Federal Contractor is your company? (required)

☒

Federal Contractor with FAR E-Verify Clause

☐

Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐

None of these categories apply

☐

Institution of Higher Education

☐

State or Local Government

☐

Federally Recognized Indian Tribe

☐

Sureties

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Federal Contractor with FAR E-Verify Clause X
Select this category if your organization contracts with the U.S. federal government and your organization HAS been awarded a contract that contains the FAR E-Verify clause. Also select this category if your organization is a subcontractor on any contract that contains the FAR E-Verify clause.

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☒ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☒ All new hires and all existing employees assigned to a Federal contract

Corporate - New Company Enrollment - Employer Category - Federal Contractor with FAR

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ **Federal Contractor**

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ **Federal Contractor with FAR E-Verify Clause**

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☒ **None of these categories apply**

☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☐ All new hires and all existing employees assigned to a Federal contract

☐ Entire workforce (all new hires and all existing employees throughout the entire company)

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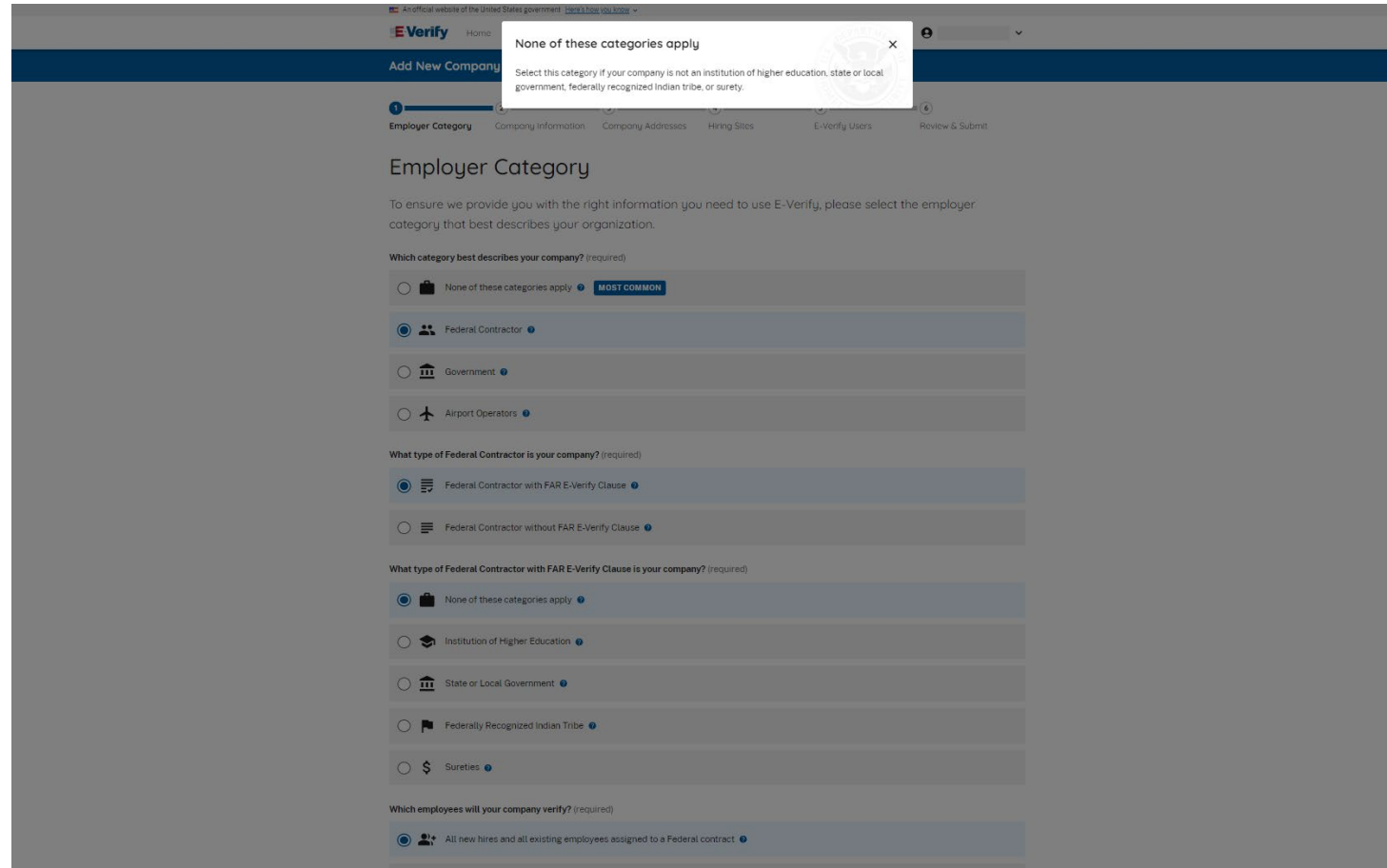
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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☒ None of these categories apply **MOST COMMON**

☐ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☒ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☒ All new hires and all existing employees assigned to a Federal contract

Corporate - New Company Enrollment - Employer Category - Federal Contractor with FAR

category that best describes your organization.

Which category best describes your company? (required)

- ☐  None of these categories apply [MOST COMMON](#)
- ☒  Federal Contractor [?](#)
- ☐  Government [?](#)
- ☐  Airport Operators [?](#)

What type of Federal Contractor is your company? (required)

- ☒  Federal Contractor with FAR E-Verify Clause [?](#)
- ☐  Federal Contractor without FAR E-Verify Clause [?](#)

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

- ☐  None of these categories apply [?](#)
- ☒  Institution of Higher Education [?](#)
- ☐  State or Local Government [?](#)
- ☐  Federally Recognized Indian Tribe [?](#)
- ☐  Sureties [?](#)

Which employees will your company verify? (required)

- ☐  Employees assigned to a covered Federal contract only [?](#)
- ☐  Entire workforce (all new hires and all existing employees throughout the entire company) [?](#)
- ☐  Employees assigned to a covered Federal contract and new hires throughout the organization [?](#)

Questions? We're here to help! Email E-Verify support at E-Verify@vocis.dhs.gov.

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Institution of Higher Education
Select this category if the contractor is an Institution of Higher Education, as defined at 20 U.S.C. Section 1001(a). The contractor may choose to only verify existing employees and new hires assigned to a covered federal contract.

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☒ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☐ Employees assigned to a covered Federal contract only

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☒ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☒ Employees assigned to a covered Federal contract only

State or Local Government
Select this category if the contractor is a State or local government entity. The contractor may choose to only verify existing employees and new hires assigned to a covered federal contract.

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Federally Recognized Indian Tribe X

Select this category if the contractor is a Federally recognized Indian tribe. The contractor may choose only to verify existing employees and new hires assigned to a covered federal contract.

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ **Federal Contractor**

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ **Federal Contractor with FAR E-Verify Clause**

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☒ **Federally Recognized Indian Tribe**

☐ Sureties

Which employees will your company verify? (required)

☐ Employees assigned to a covered Federal contract only

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Sureties
Select this category if the contractor is a surety performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond. The contractor may choose to only verify existing employees and new hires assigned to a covered federal contract.

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☒ Sureties

Which employees will your company verify? (required)

☐ Employees assigned to a covered Federal contract only

Corporate Administrator - New Company Enrollment - Employer Category - Employees assigned to a covered Federal contract and new hires throughout the organization (Helper Text)

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Employees assigned to a covered Federal contract and new hires throughout the organization

Select this option if your company will verify all existing employees newly assigned to a covered federal contract and all new hires throughout the company.

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☒ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☒ Employees assigned to a covered Federal contract only

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Employees assigned to a covered Federal contract only X
Select this option if your company fits one of the exceptions (Institution of Higher Education, State or local government entity, Federally recognized Indian tribe or surety) and will only verify new hires and existing employees assigned to a covered federal contract.

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ **Federal Contractor**

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ **Federal Contractor with FAR E-Verify Clause**

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☐ None of these categories apply

☐ Institution of Higher Education

☒ **State or Local Government**

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☒ **Employees assigned to a covered Federal contract only**

Corporate Administrator - New Company Enrollment - Employer Category - Entire workforce (all new hires and all existing employee throughout the entire company) (Helper Text)

The screenshot shows the E-Verify 'Add New Company' form, specifically the 'Employer Category' section. A tooltip is displayed over the 'Entire workforce (all new hires and all existing employees throughout the entire company)' option, providing additional instructions: 'Select this option if your company will verify all new hires and all existing employees throughout the entire company.'

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

- ☐ None of these categories apply **MOST COMMON**
- ☒ **Entire workforce (all new hires and all existing employees throughout the entire company)**
- ☐ Federal Contractor
- ☐ Government
- ☐ Airport Operators

What type of Federal Contractor is your company? (required)

- ☒ Federal Contractor with FAR E-Verify Clause
- ☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

- ☐ None of these categories apply
- ☐ Institution of Higher Education
- ☒ State or Local Government
- ☐ Federally Recognized Indian Tribe
- ☐ Sureties

Which employees will your company verify? (required)

- ☐ Employees assigned to a covered Federal contract only

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☐ Federal Contractor with FAR E-Verify Clause

☒ Federal Contractor without FAR E-Verify Clause

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Federal Contractor without FAR E-Verify Clause X
Select this category if your organization contracts with the U.S. federal government, but HAS NOT been awarded a contract that contains the FAR E-Verify clause. Also select this category if your organization is a subcontractor on contracts in which none of the contracts contains the FAR E-Verify clause.

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☒ Federal Contractor

☐ Government

☐ Airport Operators

What type of Federal Contractor is your company? (required)

☒ Federal Contractor with FAR E-Verify Clause

☐ Federal Contractor without FAR E-Verify Clause

What type of Federal Contractor with FAR E-Verify Clause is your company? (required)

☒ None of these categories apply

☐ Institution of Higher Education

☐ State or Local Government

☐ Federally Recognized Indian Tribe

☐ Sureties

Which employees will your company verify? (required)

☒ All new hires and all existing employees assigned to a Federal contract

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply

☒ MOST COMMON

☐ Federal Contractor

☒ Government

☐ Airport Operators

What type of Government is your company? (required)

☒ Federal Government

☐ State Government

☐ Local Government

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Add New Company

1 **Employer Category**

Government

Select this category if your organization is part of:

- The U.S. federal government
- A U.S. state or territorial government
- A U.S. local government

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☐ Federal Contractor

☐ Government

☐ Airport Operators

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Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐

 None of these categories apply

 MOST COMMON

☐

 Federal Contractor



☐

 Government



☒

 Airport Operators



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Airport Operator
Select this category if your company is an Airport Operator that oversees an airport that serves an aircraft operator or a foreign air carrier and is required by TSA to have a security program. Airport Operators use E-Verify to confirm the identity and employment eligibility of applicants to help determine eligibility for unescorted access to a Security Identification Display Area (SIDA) of an airport. If you select Airport Operator, your enrollment information will be verified with the Transportation Security Administration (TSA).

Employer Category

To ensure we provide you with the right information you need to use E-Verify, please select the employer category that best describes your organization.

Which category best describes your company? (required)

☐ None of these categories apply **MOST COMMON**

☐ Federal Contractor

☐ Government

☐ Airport Operators

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Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)

9 digits, numbers only

Unique Entity Identifier (UEI) (required)

12 characters, numbers and letters only

DUNS Number

9 digits, numbers only

Total number of employees (required)

-Select-

NAICS Code

NAICS Code (required)

Look up a code

Description

Additional Information

What is the primary reason you’re enrolling in E-Verify? (required)

-Select-

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Company Information

Company Name (required)

Doing Business As (DBA) Name ⓘ

Employer Identification Number (EIN) (required) ⓘ
9 digits, numbers only

Unique Entity Identifier (UEI) ⓘ
12 characters, numbers and letters only

DUNS Number ⓘ
9 digits, numbers only

Total Number of Employees (required)
- Select -

NAICS Code(s)

3-Digit NAICS Code (required) ⓘ	Description
3-Digit NAICS Code (required) <input type="text"/>	Look up a Code ---

Additional Information

What is the primary reason your Company Location is enrolling in E-Verify?
- Select -

Corporate Administrator - New Company Enrollment - Company Information - EIN (Helper Text)

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1 Employer Category 6 Review & Submit

Employer Identification Number (EIN)
An Employer Identification Number (EIN) is also known as the Federal Tax Identification Number, and is used to identify a business entity. An EIN is required for an employer to enroll in E-Verify. Employers who do not have an EIN can [apply online](#) with the IRS to receive an EIN immediately.

Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)
9 digits, numbers only

Unique Entity Identifier (UEI)
12 characters, numbers and letters only

DUNS Number
9 digits, numbers only

Total Number of Employees (required)

- Select -

NAICS Code(s)

3-Digit NAICS Code (required)	Description
3-Digit NAICS Code (required)	
<input type="text"/>	Look up a Code

Additional Information

What is the primary reason your Company Location is enrolling in E-Verify?

- Select -

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DUNS Number

A DUNS number is a unique, 9-digit identifier issued and maintained by Dun & Bradstreet that can help verify the existence of a business entity. [Learn more about the DUNS Number.](#)

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Company Information

Company Name (required)

Doing Business As (DBA) Name ⓘ

Employer Identification Number (EIN) (required) ⓘ
9 digits, numbers only

Unique Entity Identifier (UEI) ⓘ
12 characters, numbers and letters only

DUNS Number ⓘ
9 digits, numbers only

Total Number of Employees (required)

- Select -

NAICS Code(s)

3-Digit NAICS Code (required) ⓘ	Description
3-Digit NAICS Code (required)	
<input type="text"/>	Look up a Code

Additional Information

What is the primary reason your Company Location is enrolling in E-Verify?

- Select -

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NAICS Code
The North American Industry Classification System (NAICS) classifies businesses by industry to collect, analyze, and publish statistical data related to the U.S. business economy. A three (3) digit NAICS code is required for an employer to enroll in E-Verify. If you do not know your client company's three (3) digit NAICS code, you can select the sector and subsector of the client company to determine the NAICS code.

Company Information

Company Name (required)

Doing Business As (DBA) Name

Employer Identification Number (EIN) (required)
9 digits, numbers only

Unique Entity Identifier (UEI)
12 characters, numbers and letters only

DUNS Number
9 digits, numbers only

Total Number of Employees (required)

- Select -

NAICS Code(s)

3-Digit NAICS Code (required)	Description
3-Digit NAICS Code (required)	
<input type="text"/>	Look up a Code

Additional Information

What is the primary reason your Company Location is enrolling in E-Verify?

- Select -

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Hiring Sites

A hiring site is the location where employees are hired and complete Form I-9. Employers select which hiring sites participate in E-Verify and must verify all newly hired employees for that hiring site. If you decide not to have a hiring site participate, you are not permitted to verify any employees at that location.

Hiring sites can be added or deleted at any time after enrollment is complete.

Total Hiring Sites

1

Bulk Upload

+ Add Hiring Site

To expedite the number of hiring sites added, you may want to use [Bulk Upload](#).

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Employer Category Company Information Company Addresses **Hiring Sites** E-Verify Users Review & Submit

Hiring Sites

A hiring site is the location where employees are hired and complete Form I-9. Employers select which hiring sites participate in E-Verify and must verify all newly hired employees for that hiring site. If you decide not to have a hiring site participate, you are not permitted to verify any employees at that location.

Hiring sites can be added or deleted at any time after enrollment is complete.

Total Hiring Sites 1

Bulk Upload

+ Add Hiring Site

To expedite the number of hiring sites added, you may want to use [Bulk Upload](#).

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Street Address	Suite/Other	City	Zip Code

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Add New Company

1 Employer Category

Hiring Sites

A hiring site is the location where newly hired employees for this company will be working.

1 Hiring sites can be added.

Total Hiring Sites

1 To expedite the number of hiring sites added, you may want to use [Bulk Upload](#).

Add Hiring Site

Street Address (required)

Suite/Other

City (required)

State (required)

- Select -

Zip Code (required)
5 digits, numbers only

Cancel Add Hiring Site

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

Accessibility Plug-ins Site Map

Corporate Administrator - New Company Enrollment - Hiring Sites - Bulk Upload

Bulk Upload Hiring Sites

Make sure your CSV column headers include: **Street Address**, **Suite/Other**, **City**, **State**, and **Zip Code** to help ensure a successful upload.

[Download CSV template](#) [View CSV Guidelines](#)

Select a CSV file (required)
Must be a CSV

Drag file here or [choose from folder](#)

[Cancel](#) [Bulk Upload Hiring Sites](#)

Add New Company

Hiring Sites

A hiring site is the location where newly hired employees for your company will be working.

Hiring sites can be added in bulk or one at a time.

Total Hiring Sites: 1

To expedite the new company enrollment process, you must add at least one hiring site.

Street Address	Suite/Other	City	Zip Code

Rows Per Page: 10

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

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

Corporate Administrator - New Company Enrollment - Hiring Sites - Edit

An official website of the United States government [Learn how you know](#)

Verify Home

Add New Company

1 Employer Category

Hiring Sites

A hiring site is the location where newly hired employees for a company will be working.

1 Hiring sites can be added to a company.

Total Hiring Sites

1 To expedite the process, you must verify all hiring sites before you can add new employees.

[Add Hiring Site](#)

Edit Hiring Site

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)

5 digits, numbers only

[Cancel](#) [Save](#)

Corporate Administrator - New Company Enrollment - Hiring Sites Add

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E-Verify Home

Add New Company

1 Employer Category

Hiring Sites

A hiring site is the location where newly hired employees for this company will be working.

1 Hiring sites can be added.

Total Hiring Sites

1 To expedite the number of hiring sites added, you may want to use [Bulk Upload](#).

Street Address (required)

Suite/Other

City (required)

State (required)

Zip Code (required)
5 digits, numbers only

[Cancel](#) [Add Hiring Site](#)

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Corporate Administrator - New Company Enrollment - E-Verify Users

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Add New Company Location

1

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6

Employer Category

Company Information

Company Addresses

Hiring Sites

E-Verify Users

Review & Submit

E-Verify Users

A company must have one Memorandum of Understanding (MOU) Signatory and at least one Program Administrator.

- The **MOU Signatory** must have authority to sign the MOU on behalf of your company and will be added as the Point of Contact on the E-Verify account. The MOU signatory can also optionally be registered as a Program Administrator.
- **Program Administrators** have the ability to create and manage cases and user accounts, run reports, update account information, and unlock passwords for other user accounts.
- Sharing accounts is not allowed; all users must have their own individual user accounts.

1

If you will need access to E-Verify once your company is enrolled, please add yourself as a Program Administrator. Note a new User ID will be provided to you.

Add user(s) below and designate which one is the MOU Signatory and who the Program Administrators are. Program Administrators can be added or deleted at any time after enrollment is complete.

+ Add User

No Users Added

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Corporate Administrator - New Company Enrollment - E-Verify Users - Add

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Company

Category

E-Verify Users

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Program Administ

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Next

U.S. DEPARTMENT OF
HOMELAND SECURITY

Add E-Verify User

Email Address (required)

Last Name (required)

First Name (required)

Middle Initial

Phone Number (required)
10 digits, numbers only

Phone Number Extension
Up to 4 digits, numbers only

Is this person the Signatory? (required)

☐ Yes

☐ No

Does this user need Program Administrator access to E-Verify?
(required)

☐ Yes

☐ No

Cancel Add User

6 Review & Submit

+ Add User

Corporate Administrator - New Company Enrollment - E-Verify Users - Add

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company

Category

E-Verify Users

must have

Program Administrator

Signatory must be in contact on the phone.

Administrator must have information, and counts is not

will need access to Program Administrator

How and design can be added

Next

U.S. DEPARTMENT OF HOMELAND SECURITY

Add E-Verify User

Email Address (required)

Last Name (required)

First Name (required)

Middle Initial

Phone Number (required)
10 digits, numbers or

Phone Number Extension
Up to 4 digits, numbers only

Is this person the Signatory? (required)

☒ Yes
☐ No

Does this user need Program Administrator access to E-Verify? (required)

☒ Yes
☐ No

Cancel Add User

Review & Submit

+ Add User

Corporate Administrator - New Company Enrollment - E-Verify Users

An official website of the United States government

Here's how you know

E-VerifyHomeCompany Locations▼ReportsResources▼

Add New Company Location

1Employer Category

2Company Information

3Company Addresses

4Hiring Sites

5E-Verify Users

6Review & Submit

E-Verify Users

Terms of Service (TOS)

A company must have one Memorandum of Understanding (MOU) Signatory and at least one Program Administrator.

- The **MOU Signatory** must have authority to sign the MOU on behalf of your company and will be added as the Point of Contact on the E-Verify account. The MOU signatory can also optionally be registered as a Program Administrator.
- Program Administrators** have the ability to create and manage cases and user accounts, run reports, update account information, and unlock passwords for other user accounts.
- Sharing accounts is not allowed; all users must have their own individual user accounts.

1

If you will need access to E-Verify once your company is enrolled, please add yourself as a Program Administrator. Note a new User ID will be provided to you.

Add user(s) below and designate which one is the MOU Signatory and who the Program Administrators are. Program Administrators can be added or deleted at any time after enrollment is complete.

+ Add User

Last Name	First Name	M.I.	Phone Number	Email Address	MOU Signatory	Program Admin
		---			Yes	Yes

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Corporate Administrator - New Company Enrollment - E-Verify Users - Edit

the United States government [Here's how you know](#)

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Company

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First

Program Admin

Review & Submit

+ Add User

Program Admin

Edit E-Verify User

Email Address (required)

Last Name (required)

First Name (required)

Middle Initial

Phone Number (required)
10 digits, numbers only

Phone Number Extension
Up to 4 digits, numbers only

Is this person the Signatory? (required)

☒ Yes

☐ No

Does this user need Program Administrator access to E-Verify?
(required)

☒ Yes

☐ No

Cancel Save

Corporate Administrator - New Company Enrollment - Review and Submit Enrollment Review and Submit Enrollment – Update Terms of Use

[Edit Company Addresses](#)

E-Verify Users

TOS Signatory

Program Administrator(s)

[Edit E-Verify Users](#)

Company Access and **Terms of Service (TOS)**

TEST is configured to:
Verify Its Own Employees
Have Employees Managed and Verified by My Company

[View TOS](#)

▲ Agree to Terms of Service

By submitting this enrollment, I affirm that I have read and agree with the terms and conditions of the **Terms Service (TOS)** 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 enrollment in order for the **TOS** to take effect.

IMPORTANT: The **TOS** sets forth my company's responsibilities under the E-Verify program. Failure to comply with the **TOS** 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 **TOS**, and share it with your Human Resources Manager, legal counsel, and other appropriate staff.

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

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Corporate Administrator - New Company Enrollment - Review and Submit Enrollment – Update Terms of Use

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Add New Company Location

1. Employer Category

2. Company Information

3. Company Address

4. Hiring Sites

5. E-Verify Users

6. Review & Submit

Review and Submit Enrollment

Company Information

Company Name

Employer Identification Number (EIN)

EIN Number

NACCS Code

Subsector

Doing Business As (DBA) Name

Unique Entity Identifier (UEI)

Total Number of Employees

Sector

Edit Company Information

Employer Category

Employer Category

Number of Active Companies (AEs)

Edit Employer Category

Company Addresses

Physical Address

Mailing Address

Same as Physical Address

Edit Company Address

Hiring Sites

Number of Sites

1

Edit Hiring Sites

E-Verify Users

TOS Mandatory

Program Administrator(s)

Edit E-Verify Users

Company Address and Terms of Service (TOS)

TOS is configured for

Verify by Own Employees

Have Employees Managed and Verified by My Company

View TOS

Agree to Terms of Service

By submitting this enrollment, I affirm that I have read and agree with the terms and conditions of the Terms of Service (TOS), 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 enrollment in order for the TOS to take effect.

IMPORTANT: The TOS sets forth my company's responsibilities under the E-Verify program. Failure to comply with the TOS 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 TOS and store it with your Human Resources Manager, legal counsel, and other appropriate staff.

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

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Submit Enrollment

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Corporate Administrator - New Company Enrollment - Enrollment Pending

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 [Home](#) [Company Locations](#) ▼ [Reports](#) [Resources](#) ▼  ▼

Add New Company Location

Enrollment Pending

 It's okay! We are temporarily unable to approve your enrollment at this time.

We couldn't immediately approve your enrollment in E-Verify because we were unable to verify the information you entered. Please contact the E-Verify Customer Support team at 888-464-4218 or e-mail us at E-Verify@uscis.dhs.gov within five federal government workdays in order to confirm the information provided during enrollment. **Do not enroll your company again in E-Verify. If you attempt to re-enroll, your enrollment may be further delayed.**

Thanks for signing up for E-Verify. Your participation is vital in ensuring a legal U.S. workforce. We look forward to hearing from you shortly to confirm your enrollment information.

Manage Company Locations

Corporate Administrator - New Company Enrollment - Enrollment Completed (Enrollment Confirmation) – Updated Language

The screenshot shows the E-Verify website interface. At the top, there is a navigation bar with the E-Verify logo and links for Home, Company Locations, Reports, and Resources. Below this is a blue header bar with the text 'Add New Company Location'. The main content area has a title 'Enrollment Completed' and a green success message: 'You have successfully enrolled your company in E-Verify.' Below this, there is a paragraph explaining that administrators will receive user IDs and passwords by email. Another paragraph instructs users to click on 'View Agreement' and print or save a copy to share with their Human Resources manager, legal counsel, and other appropriate staff. A reminder section states that users must print and provide each of their company locations with the English and Spanish versions of the E-Verify Participation poster and the Right to Work poster. At the bottom of the main content area, there is a link to email E-Verify support at E-Verify@uscis.dhs.gov. The footer contains links to the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, Accessibility, and Plug-ins, along with a 'Provide Feedback' button.

An official website of the United States government [Here's how you know](#)

E-Verify Home **Company Locations** Reports Resources

Add New Company Location

Enrollment Completed

✓ You have successfully enrolled your company in E-Verify.

Your E-Verify program administrators will receive their user IDs and passwords by email. Most people receive our confirmation email within a few minutes. Please check email inboxes as well as spam or junk mail folders because sometimes our emails are mistakenly marked as spam.

Before you go, click on "View **Agreement**" and print or save a copy to share with your Human Resources manager, legal counsel, and other appropriate staff. If you have trouble viewing the **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.

REMINDER: You must print and provide each of your company locations with the English and Spanish versions of the E-Verify Participation poster and the Right to Work poster. These posters are available from the Resources section. Your company location(s) must display the posters in plain view at their hiring site(s) to inform prospective employees that their company is participating in E-Verify.

If you ever have any questions, we're here to help! Email E-Verify support at E-Verify@uscis.dhs.gov.

[View **Agreement**](#) [Manage Company Locations](#)

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

[Provide Feedback](#)

Case Processing – Creating Cases

All Employer Categories

Create New Case – Option 1: From the Home Page

The screenshot displays the E-Verify Home Page. At the top, a banner reads "Welcome back, [redacted]!" with a sub-header "Here is what is happening in VER HQ Child Company Test #1's account today". Below this, four dashboard cards are shown: "Cases to be Closed" (2 cases), "Cases with Updates" (0 cases), "Cases with Expiring Authorization Docs" (0 cases), and "Recently Auto-Closed Cases" (0 cases). Each card has a corresponding "View" button. A horizontal navigation bar below the cards contains four buttons: "Create Case" (highlighted with a red box), "Search Cases", "View Resources", and "Contact Us". The "Create Case" button features a plus icon and the text "Create Case". Below the navigation bar is a section titled "E-Verify News and Announcements" with a text block about new functionality and a "View Latest" link. The footer includes links to "U.S. Department of Homeland Security" and "U.S. Citizenship and Immigration Services", as well as "Accessibility", "Plug-ins", and "Site Map". Logos for the U.S. Department of Homeland Security and U.S. Citizenship and Immigration Services are also present.

An official website of the United States government [Here's how you know](#)

E-Verify Home Cases Reports Resources

Welcome back, [redacted]!
Here is what is happening in VER HQ Child Company Test #1's account today

Cases to be Closed
2
[View Cases to be Closed](#)

Cases with Updates
0
[View Updated Cases](#)

Cases with Expiring Authorization Docs
0
[View Expiring Doc Cases](#)

Recently Auto-Closed Cases
0
[View Auto-Closed Cases](#)

[+ Create Case](#) [Search Cases](#) [View Resources](#) [Contact Us](#)

E-Verify News and Announcements

Find the Latest News on E-Verify.gov

We are working to bring exciting new functionality to E-Verify. While we are building these new tools, you can find the latest news updates on E-Verify.gov.

[View Latest](#)

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

Create Case – Option 2: From the Search Cases Page Select Reverification or Rehire

An official website of the United States government | 10017346-06/2024

Verify Home Cases Clients Reports Resources

Search Cases

Search (Employee Name, Case Number, A-Number/USCIS Number, Social Security, Driver's License, I-94, or Passport Number) [Show Filters](#)

114 Cases Found

Sort by: Case Number

Create Rehire Case Create Reverification Case Create New Case

Case Number	Date of Case Creation	First Day of Employment	Client Company	
				<div>EMPLOYMENT AUTHORIZED</div> <div>CLOSED</div> View Case
				<div>Case Number</div> <div>Date of Case Creation</div> <div>First Day of Employment</div> <div>Client Company</div>
				<div>CASE INCOMPLETE</div> <div>CLOSED</div> View Case
				<div>Case Number</div> <div>Date of Case Creation</div> <div>First Day of Employment</div> <div>Client Company</div>
				<div>FINAL NONCONFIRMATION</div> <div>OPEN</div> Continue Case
				<div>Case Number</div> <div>Date of Case Creation</div> <div>First Day of Employment</div> <div>Client Company</div>
				<div>EMPLOYMENT AUTHORIZED</div> <div>CLOSED</div> View Case
				<div>Case Number</div> <div>Date of Case Creation</div> <div>First Day of Employment</div> <div>Client Company</div>
				<div>EMPLOYMENT AUTHORIZED</div> <div>CLOSED</div> View Case
				<div>Case Number</div> <div>Date of Case Creation</div> <div>First Day of Employment</div> <div>Client Company</div>
				<div>CASE INCOMPLETE</div> <div>CLOSED</div> View Case
				<div>Case Number</div> <div>Date of Case Creation</div> <div>First Day of Employment</div> <div>Client Company</div>

Create New Case - Employee Information and Attestation – New Process / Employee's E-mail Address - removed

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Enter Form I-9 Information

Employee Information and Attestation

Last Name (required)

First Name (required)

Middle Initial

Other Last Names Used

Date of Birth (required)

U.S. Social Security Number (required)

Continue

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

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Create New Case – For Employer Agent Only - Employee Information and Attestation

New Process / Employee's E-mail Address - removed

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Enter Form I-9 Information

Employee Information and Attestation

Last Name (required)

First Name (required)

Middle Initial

Other Last Names Used

Other Last Names

Date of Birth (required)

U.S. Social Security Number (required)

Client Company Name (required)

Continue

Create New Case - Employee Information and Attestation – New Process/ UEI Entity Identifier (UEI) required (Modal)

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Unique Entity Identifier (UEI) required

Federal requirements mandate a Unique Entity Identifier (UEI) for [redacted]. Case creation will be disabled until the UEI number is provided. All users will be unable to access E-Verify until all accounts have been updated with a Unique Entity Identifier (UEI).

Unique Entity Identifier (UEI) (required) ?

12 characters, numbers and letters only

Cancel

Manage Account

Submit and Continue

U.S. Social Security Number (required) ?

Client Company Name (required)

This modal will only be displayed for existing federal contractors who have not yet provided their UEI

Create New Case - Employee Information and Attestation (cont.) – Last Name (Helper Text)

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Employee Information and Attestation

Last Name (required) ⓘ

Family name or surname

Other Last Names Used

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

Date of Birth (required)

U.S. Social Security Number (required) ⓘ

Continue

U.S. Department of Homeland Security

Verify

Last Name Complex Surnames

1. Hyphenated names and names with apostrophes are permitted. Enter the entire surname, including prefixes or name stems (excluding periods).
Example:
Correct

- De La Cruz
- O'Donoghue
- Lopez-Garcia

2. Do not include suffixes. This includes Jr., Sr., III, etc.
Example:
Correct

- Garcia

Not Correct

- Garcia, Sr.

3. Do not use periods for abbreviations.
Example:
Correct

- St John

Not Correct

- St. John

4. Individuals from some cultures may write their surnames first and their given names last. Always enter the surname in the 'Last Name' field.
Example:
Employee's Name

- Nguyen Mai

Correct

- Nguyen

Not Correct

- Mai

If you encounter a name that you think may fall into this category, ask the employee for clarification or check the original document (if available). If you make a mistake, you may begin another case with the correct name. Close the original case as The case is being closed because the data entered is incorrect and create a new case with the correct information.

Last Name (required)

Family name or surname

Continue

Cancel

Create New Case - Employee Information and Attestation (cont.) – SSN (Helper Text)

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Employee Information and Attestation

Last Name (required)

Family name or surname

Other Last Names Used

If multiple last names, type each one and hit "Enter" to add a new line.

Date of Birth (required)

U.S. Social Security Number (required)

Required

Continue

EVerify

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.



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.

U.S. Social Security Number (required)

Continue

Cancel

Create New Case – Duplicate Case Found

Last Name (required) ⓘ

Family name or surname

Other Last Names Used
 Other Last Names
If multiple last names, type each one.

Date of Birth (required)

U.S. Social Security Number (required) ⓘ

Employee's E-mail Address

If the employee provided an e-mail address, you MUST enter that address here.
☒ No email address provided.

Client Company Name (required)
 Slalom Employer Agent Test

Duplicate Case Found

This case cannot be processed because 1 other OPEN case shares the Social Security Number ending in 3850.

To continue verifying employment eligibility for test testing, you must either close or continue the OPEN case.

Cancel

Review and Manage Duplicate Case

Continue

Create New Case – Duplicate Case Found cont.

You are currently managing duplicate cases. If you do not want to manage these duplicates, you can [create a new case](#) or [start a new search](#).

1 Cases Found

Sort by: Case Number  



Duplicate Cases Found

The information you entered matches 1 previously created case that shares the Social Security Number ending in 3850.

Please review ALL previous cases to ensure the employee was not already verified.

To continue verifying employment eligibility for this individual, you must either close or continue the OPEN case.

test, testing				CASE INCOMPLETE	OPEN	 DUPLICATE	Continue Case	Close Case	
Case Number	Date of Case Creation	First Day of Employment	Client Company						
2024340184245BJ	Dec 05, 2024, 8:42am	Nov 13, 2024	Slalom Employer Agent Test						

Rows Per Page 10 

1-1 of 1 item

< Page 1  of 1 >

Create New Case – Duplicate Case Found – Close Case

Home

Rebecca Green

Search Cases

You are currently managing duplicate cases.

1 Cases Found

Sort by: Case Number

Duplicate Cases

The information you entered is a duplicate of an existing case.

Please review ALL previous cases to ensure data accuracy.

To continue verifying a case, you must close the duplicate case.

Close Case

This case is 1 of 1 OPEN duplicate cases. If you close this case, you will no longer be able to proceed with it and must choose one of the other duplicate cases to continue with.

Proceeding will result in a closed case for testing test, prior to an eligibility determination. To close case #2024340184245BJ for testing test, please select a reason below.

Why are you closing this case? (required)

☐ The case is being closed because another case with the same data already exists.

☐ The case is being closed because the data entered is incorrect.

☐ The case is being closed with a reason of "Other".

Cancel

Close Case

test, testing

CASE INCOMPLETE

OPEN

DUPLICATE

Continue Case

Close Case

Case Number	Date of Case Creation	First Day of Employment	Client Company
2024340184245BJ	Dec 05, 2024, 8:42am	Nov 13, 2024	Slalom Employer Agent Test

Rows Per Page: 10

1-1 of 1 item

< Page 1 of 1 >

U.S. Department of Homeland Security

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Create New Case – Citizenship Status

Citizenship Status (required)

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

Continue

Create New Case - Employer or Authorized Representative Review and Verification – Citizen of the United States and A Noncitizen National of the United States – List A Document Options

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List A Document (required)

Select an option...

▼

Continue

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List A Document (required)

Select an option...

▼

Select an option...

U.S. Passport or Passport Card

Continue

Create New Case - Employer or Authorized Representative Review and Verification – Citizen of the United States and A Noncitizen National of the United States – List A Document – U.S. Passport or Passport Card

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List A Document (required)

U.S. Passport or Passport Card ▾

Document Number (required)

Must be 6 to 9 alphanumeric characters.

[Where can I find this number?](#)

Expiration Date (required)

MM/DD/YYYY

Continue



Create New Case – Employer or Authorized Representative Review and Verification -
Citizen of the United States and A Noncitizen National of the United States – List A
Document U.S. Passport and Passport Card Number Helper Text

Employee's E-mail Address

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

Citizenship Status (required)

A citizen of the United States	A noncitizen national of the United States
---------------------------------------	---

Employer or Authorized Representative Information

What document types are on a c's Form I-9? (required)

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

List A Document (required)

U.S. Passport or Passport Card ▼

Document Number (required)

Must be 6 to 9 alphanumeric characters.

Where can I find this number?

Expiration Date (required)

MM/DD/YYYY

Continue




U.S. Passport and Passport Card Number



The U.S. Department of State issues U.S. Passports and Passport Cards to U.S. citizens and nationals. The U.S. Passport Card is a wallet-size card that can be used only for land and sea travel between the United States and Canada, Mexico, the Caribbean and Bermuda.

U.S. Passport Number: A U.S. Passport number, circled below, usually contains nine numeric characters. There are a few versions of the U.S. Passport still in circulation that vary from the version shown. In some cases, a U.S. Passport number contains eight characters—one letter followed by seven numeric characters.

Document Number (required)

Must be 6 to 9 alphanumeric characters.

Continue
Cancel

Other Versions




Create New Case - Employer or Authorized Representative Review and Verification – Lawful Permanent Resident – List A Document – Arrival/Departure Record (I-94) with Temporary I-551 Stamp or Refugee Admission Stamp (receipt)

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List A Document (required)

Arrival/Departure Record (Form I-94) with temporary I-551 stamp or refugee admission stamp (receipt) ▼

A-Number/USCIS Number (required)

Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.

Expiration Date (required)

MM/DD/YYYY

Continue

Create New Case - Employer or Authorized Representative Review and Verification – Lawful Permanent Resident – List A Document – Permanent Resident card or Alien Registration Receipt Card (Form I-551)

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List A Document (required)

Permanent Resident Card or Alien Registration Receipt Card (Form I-551)▼

A-Number/USCIS Number (required)

Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.

Document Number (required)

Must be exactly 13 characters beginning with 3 letters.

[Where can I find this number?](#)

Continue

Create New Case - Employer or Authorized Representative Review and Verification – Lawful Permanent Resident – List A Document – Permanent Resident card or Alien Registration Receipt Card (Form I-551) Helper Text

Employee's E-mail Address

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

Citizenship Status (required)

A citizen of the United States

A noncitizen national of the United States

Employer or Authorized Representative

What document types are on a c's Form I-9? (required)

List A Document

List B & C Document

List A Document (required)

Permanent Resident Card or Alien Registration Receipt Card

A-Number/USCIS Number (required)

Must be exactly 9 digits [0-9]. Leading zeros will be added if number is less than 9 digits.

Document Number (required)

Required

Must be exactly 13 characters beginning with 3 letters.

Where can I find this number?

Continue

EVerify

Help: Permanent Resident Card (Form I-551)



The Permanent Resident Card (Form I-551) is green and contains the bearer's name, photo, document/card number, A-Number/USCIS number, birth date and card expiration date.

Document Number: The document number, also called a card number, is printed on the back of the current version of the card. The document number is exactly 13 characters. You must enter three letters followed by 10 numeric characters OR three letters followed by an "*" followed by nine numeric characters.

Document Number (required)

The first 3 digits must be alphabetic characters.

Continue

Cancel

Other Versions



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Create New Case - Employer or Authorized Representative Review and Verification – Lawful Permanent Resident and Alien Authorized to Work – List A Document – Foreign Passport with Temporary I-551 Stamp or Printed Notation on a MRV

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List A Document (required)

Foreign passport with temporary I-551 stamp or printed notation on a MRIV

A-Number/USCIS Number (required)

Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.

Document Number (required)

Must be 6 to 12 alphanumeric characters.

Expiration Date (required)

MM/DD/YYYY

Country of Issuance (required)

Select an option...

Continue

Create New Case - Employer or Authorized Representative Review and Verification – Alien Authorized to Work – List A Document – List A Document – Arrival Departure Record (Form I-94) with Temporary I-551 Stamp or Refugee Admission Stamp (Receipt)

Employer or Authorized Representative Review and Verificatio

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List A Document (required)

Arrival/Departure Record (Form I-94) with temporary I-551 stamp or refugee admission stamp (receipt) ▼

What document number is on the Form I-94? (required)

A-Number/USCIS Number

Form I-94 Admission Number

A-Number/USCIS Number (required)

Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List A Document (required)

Arrival/Departure Record (Form I-94) with temporary I-551 stamp or refugee admission stamp (receipt) ▼

What document number is on the Form I-94? (required)

A-Number/USCIS Number

Form I-94 Admission Number

I-94 Number (required)

Must be exactly 11 alphanumeric characters.

Foreign Passport Number

This information should only be provided if the employee presented a Foreign Passport on their Form I-9. Must be 6 to 12 alphanumeric characters.

Country of Issuance

Select an option... ▼

Expiration Date

MM/DD/YYYY

Continue

Create New Case - Employer or Authorized Representative Review and Verification – Alien Authorized to Work – List A Document – Employment Authorization Document (Form I-766)

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List A Document (required)

Employment Authorization Document (Form I-766) ▾

A-Number/USCIS Number (required)

Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.

Document Number (required)

/

Must be exactly 13 characters beginning with 3 letters.

[Where can I find this number?](#)

Expiration Date (required)

MM/DD/YYYY

Continue

Create New Case - Employer or Authorized Representative Review and Verification – All
Citizenship Types – List A Document – Employment Authorization Document (Form I-766)
Helper Text

What document

List A Document

A-Number/USCIS number

Document Number

Expiration Date

E-Verify

Help: Employment Authorization Document (Form I-766)

The Employment Authorization Document (Form I-766) contains the bearer's name, photo, document/card number, A-Number/USCIS number, birth date and card expiration date.

Document Number: The document number, also called a card number, is printed on the front and back of the card.

Enter the document number exactly as it appears on the document. The document number is exactly 13 characters. You must enter three letters followed by 10 numeric characters OR three letters followed by an "*" followed by nine numeric characters.

Document Expiration Number: The expiration date is located at the front on the bottom of the card.

Document Number (required)

The first 3 digits must be alphabetic characters.

Continue
Cancel

Create New Case - Employer or Authorized Representative Review and Verification – All Citizenship Types – List B/C

Employer or Authorized Representative Review and Verification

What document types are on asdf asdf's Form I-9? (required)

List A Document

List B & C Document

List B Document (required)

Select an option...

List C Document (required)

Select an option...

Continue

Create New Case - Employer or Authorized Representative Review and Verification – All Citizenship Types – List B Document Options

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List B Document (required)

Select an option...

List C Document (required)

Select an option...

Continue

Select an option...

- Driver's license or ID card issued by a U.S. state or outlying possession
- ID card issued by a U.S. federal, state or local government agency
- School ID card
- Voter registration card
- U.S. military card or draft record
- Military dependent's ID card
- U.S. Coast Guard Merchant Mariner Card
- Driver's license issued by a Canadian government authority
- School record or report card (under age 18)
- Clinic, doctor or hospital record (under age 18)
- Day-care or nursery school record (under age 18)
- Native American tribal document

Select an option...

List C Document (required)

Select an option...

Create New Case - Employer or Authorized Representative Review and Verification – All Citizenship Types – List B Document – Drivers License

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List B Document (required)

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

▼

Are you entering a Driver's License or a State Issued ID Card?

- ☒ Driver's License
- ☐ State Issued ID Card

State (required)

Select an option...

▼

Expiration Date (required)

MM/DD/YYYY

If the document has an expiration date, you MUST enter that expiration date here.

☐ No expiration date provided.

Document Number (required)

List C Document (required)

Select an option...

▼

Create New Case - Employer or Authorized Representative Review and Verification – Citizen of the United States and A Noncitizen National of the United States – List C

Employer or Authorized Representative Review and Verification

What document types are on asdf asdf's Form I-9? (required)

List A Document

List B & C Document

List B Document (required)

Select an option...

List C Document (required)

Select an option...

Continue

Select an option...

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

ID card issued by a U.S. federal, state or local government agency

School ID card

Voter registration card

U.S. military card or draft record

Military dependent's ID card

U.S. Coast Guard Merchant Mariner Card

Driver's license issued by a Canadian government authority

School record or report card (under age 18)

Clinic, doctor or hospital record (under age 18)

Day-care or nursery school record (under age 18)

Native American tribal document

Select an option...

List C Document (required)

Select an option...

Continue

Create New Case - Employer or Authorized Representative Review and Verification – Lawful Permanent Resident – List C Document – Unrestricted SSN – Document Numbers

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List B Document (required)

List C Document (required)

Unrestricted Social Security Card

[Learn more about Social Security Cards](#)

A-Number/USCIS Number (required)

A -

Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.

Continue

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List B Document (required)

List C Document (required)

Native American tribal document

A-Number/USCIS Number (required)

Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.

Continue

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List B Document (required)

List C Document (required)

Employment authorization document issued by the U.S. Department of Homeland Security

A-Number/USCIS Number (required)

A -

Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.

Continue

Create New Case - Employer or Authorized Representative Review and Verification – Lawful Permanent Resident– List C Document – Employment Authorization Document Issued by the U.S. Department of Homeland Security – Document Numbers

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List B Document (required)

List C Document (required)

Employment authorization document issued by the U.S. Department of Homeland Security

What document number is on the Form I-9? (required)

A-Number/USCIS Number

Form I-94 Admission Number

Foreign Passport Number

A-Number/USCIS Number (required)

A - 001234567

Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.

Continue

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List B Document (required)

List C Document (required)

Employment authorization document issued by the U.S. Department of Homeland Security

What document number is on the Form I-9? (required)

A-Number/USCIS Number

Form I-94 Admission Number

Foreign Passport Number

I-94 Number (required)

Must be exactly 11 alphanumeric characters.

Continue

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List B Document (required)

List C Document (required)

Employment authorization document issued by the U.S. Department of Homeland Security

What document number is on the Form I-9? (required)

A-Number/USCIS Number

Form I-94 Admission Number

Foreign Passport Number

I-94 Number (required)

Must be exactly 11 alphanumeric characters.

Continue

Create New Case - Employer or Authorized Representative Review and Verification – Noncitizen National– List C Document Options

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List B Document (required)

List C Document (required)

Select an option...

Continue

Select an option...

Unrestricted Social Security Card

Certification of Birth Abroad (FS 545)

Certificate of Report of Birth (DS 1350)

Consular Report of Birth Abroad (FS 240)

U.S. birth certificate (original or certified copy)

Native American tribal document

U.S. Citizen ID Card (Form I-197)

ID Card for Use of Resident Citizen in the United States (Form I-179)

Employment authorization document issued by the U.S. Department of Homeland Security

Select an option...

Required

Continue

Create New Case - Employer or Authorized Representative Review and Verification – Alien Authorized to Work – List C Document – Native American Tribal Document– Document Numbers

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List B Document (required)

List C Document (required)

Native American tribal document

What document number is on the Form I-9? (required)

A-Number/USCIS Number

Form I-94 Admission Number

Foreign Passport Number

A-Number/USCIS Number (required)

A -

Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.

Continue

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List B Document (required)

List C Document (required)

Native American tribal document

What document number is on the Form I-9? (required)

A-Number/USCIS Number

Form I-94 Admission Number

Foreign Passport Number

I-94 Number (required)

Must be exactly 11 alphanumeric characters.

Continue

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List B Document (required)

List C Document (required)

Native American tribal document

What document number is on the Form I-9? (required)

A-Number/USCIS Number

Form I-94 Admission Number

Foreign Passport Number

Foreign Passport Number (required)

This information should only be provided if the employee presented a Foreign Passport on their Form I-9. Must be 6 to 12 alphanumeric characters.

Country of Issuance (required)

Select an option...

Continue

Create New Case - Employer or Authorized Representative Review and Verification – Alien Authorized to Work– List C Document – Employment Authorization Document Issued by the U.S. Department of Homeland Security – Document Numbers

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List B Document (required)

List C Document (required)

Employment authorization document issued by the U.S. Department of Homeland Security

What document number is on the Form I-9? (required)

A-Number/USCIS Number

Form I-94 Admission Number

Foreign Passport Number

A-Number/USCIS Number (required)

A -

Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.

Continue

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List B Document (required)

List C Document (required)

Employment authorization document issued by the U.S. Department of Homeland Security

What document number is on the Form I-9? (required)

A-Number/USCIS Number

Form I-94 Admission Number

Foreign Passport Number

I-94 Number (required)

Must be exactly 11 alphanumeric characters.

Continue

Employer or Authorized Representative Review and Verification

What document types are on test test's Form I-9? (required)

List A Document

List B & C Document

List B Document (required)

List C Document (required)

Employment authorization document issued by the U.S. Department of Homeland Security

What document number is on the Form I-9? (required)

A-Number/USCIS Number

Form I-94 Admission Number

Foreign Passport Number

Foreign Passport Number (required)

This information should only be provided if the employee presented a Foreign Passport on their Form I-9. Must be 6 to 12 alphanumeric characters.

Country of Issuance (required)

Select an option...

Continue

Create New Case - Employer or Authorized Representative Review and Verification - Remote Hire Questions (required)

Citizenship Status (required)

A citizen of the United States

A noncitizen national of the United States

A lawful permanent resident

A noncitizen authorized to work

Employer or Authorized Representative Review and Verification

What document types are on Form I-9? (required)

List A Document

List B & C Document

List A Document (required)

Document Number (required)

Must be 6 to 9 alphanumeric characters.

Where can I find this number?

Expiration Date (required)

How did you examine documents? (required) ?

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

☒ Physical document examination

Do the documents submitted by appear to be correct? (required) ?

☒ Yes

☐ No

Is a remote hire? (required) ?

☐ Yes

☒ No

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Create New Case - Employer or Authorized Representative Review and Verification - Remote Hire (Modal)

The screenshot shows the E-Verify 'Verify Employee' interface. A modal titled 'Remote Hire' is open, providing information about remote hire procedures. The background form is partially visible and dimmed.

Remote Hire

Remote hire refers to an individual who completes the Form I-9, Employment Eligibility Verification, with an employer that is remotely examining the employee's documentation using a DHS optional alternative procedure. See <https://www.uscis.gov/i-9-central/remote-examination-of-documents>.

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Family name or surname

Given name

Middle Initial

Other Last Names Used

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

Date of Birth (required)

U.S. Social Security Number (required) ⓘ

Client Company Name (required)

Create New Case - Additional Case Details

Additional Case Details

Select the Employee's First Day of Employment

Today

1 Day Ago

2 Days Ago

Employee's First Day of Employment (required) ⓘ

06/07/2024

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

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

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Create New Case - Additional Case Details – Employee’s First Day of Employment Helper Text

Expiration Date (required)

If the document has an expiration date, you MUST enter it.

Document Number (required)

List C Document (required)

[Learn more about Social Security Cards](#)

Additional Case Details

Select the Employee's First Day of Employment

Today

1 Day Ago

2 Days Ago

Employee's First Day of Employment (required)

MM/DD/YYYY

Required

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 track the employee.

Continue

EVerify

U.S. DEPARTMENT OF HOMELAND SECURITY

Employee's First Day of Employment

Enter the employee's first day of employment recorded in Section 2 of Form I-9. The employee's first day of employment is circled below.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.

First Day of Employment (mm/dd/yyyy)

Last Name, First Name and Title of Employer or Authorized Representative

Signature of Employer or Authorized Representative

Today's Date (mm/dd/yyyy)

Employer's Business or Organization Name

Employer's Business or Organization Address, City or Town, State, ZIP Code

The earliest you may create a case in E-Verify is after the employee accepts an offer of employment and Form I-9 is complete. A case must be created within three business days after the employee's first day of employment.

If the employee's first day of employment changes after you have created the case in E-Verify, no additional action is required in E-Verify as you cannot change that date once you have created the case. You must, however, make a correction to the Section 2 Certification date on the employee's Form I-9 if the employee's first day of employment changes. Annotate the correction with your initials and the date.

If you rehire an employee within three years of the date that his or her previous Form I-9 was completed and have completed Supplement B, Reverification and Rehire, of Form I-9, enter the Date of Rehire from Supplement B of the employee's Form I-9 as the employee's first day of employment in E-Verify.

Review the [Handbook for Employers: Instructions for Completing Form I-9 \(M-274\)](#) or [I-9 Central](#) for more information.

Employee's First Day of Employment (required)

MM/DD/YYYY

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

Continue

Cancel

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Create New Case - Additional Case Details – Hiring Site (required)

Additional Case Details

Select the Employee's First Day of Employment

Today

1 Day Ago

2 Days Ago

Employee's First Day of Employment (required) ?

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

Hiring Site (required) ?

Employee ID (required)

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

Continue

Create New Case - Case Details – Hiring Site Helper Text

The screenshot shows the 'Verify Employee' form in the E-Verify system. A modal popup titled 'Hiring Site' is displayed over the form, providing a definition of a hiring site. The form itself is partially obscured but shows fields for 'Last Name', 'First Name', 'Middle Initial', 'Other Last Names Used', 'Date of Birth', 'U.S. Social Security Number', and 'Client Company Name'. The 'Hiring Site' popup text reads: 'A hiring site is the location where employees are hired and complete Form I-9. It can also be the verification location if cases are created in E-Verify at the same location.'

E-Verify Home Cases Clients Reports Resources

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Hiring Site X

A hiring site is the location where employees are hired and complete Form I-9. It can also be the verification location if cases are created in E-Verify at the same location.

Last Name

Family name or surname

First Name

Given name

Middle Initial

Other Last Names Used

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

Date of Birth (required)

U.S. Social Security Number (required)

Client Company Name (required)

Create New Case - View Case Information

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

View Case Information

Is the information below correct?
Before submitting, take some time to check the information listed in 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
Noncitizen Authorized to Work

A-Number/USCIS Number

Employee or Authorized Representative Review and Verification

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

Document Subtype
Driver's License

Document Number

Expiration Date

State
Mississippi

List C Document
Unrestricted Social Security Card

Employee or Authorized Representative Review and Verification

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

Document Subtype
Driver's License

Document Number

Expiration Date

State
Mississippi

List C Document
Unrestricted Social Security Card

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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Create New Case - For Employer Agent Only - View Case Information

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

View Case Information

Is the information below correct?
Before submitting, take some time to check the information listed in 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

Client Company Name

Citizenship Status
U.S. Citizen

Employee or Authorized Representative Review and Verification

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

Document Subtype

Document Number

Expiration Date

State

List C Document
Unrestricted Social Security Card

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

Accessibility Plug-ins Site Map

Pre-Mismatch (TNC) Review Case – U.S. Passport or Passport Card – **New Process / Existing SSN fields (moved to the top), New fields: Employee e-mail address, Employee phone number**

Enter Form I-9 Information

Review Case

Case Results

Are you sure?

Check your data entry with Form I-9, and re-enter Social Security Number.

U.S. Social Security Number (required)

Confirm U.S. Social Security Number (required)

Employee's E-mail Address (required)

☐ No email address provided.

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

Employee's Phone Number (required)

☐ No phone number was provided.

If the employee provided a phone number, you MUST enter that number here.

First Name Entered

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

Last Name Entered

☒ 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

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

U.S. Passport/Passport Card Number Entered

☒ 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

U.S. Department of Homeland Security

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Pre-TNC Review Case – Permanent Resident Card – **New Process /**
Existing SSN fields (moved to the top), New fields: Employee e-mail address, Employee phone number

Enter Form I-9 Information

Review Case

Case Results

Are you sure?

Check your data entry with Form I-9, and re-enter Social Security Number.

U.S. Social Security Number (required)

Confirm U.S. Social Security Number (required)

Employee's E-mail Address (required)

☐ No email address provided.

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

Employee's Phone Number (required)

☐ No phone number was provided.

If the employee provided a phone number, you MUST enter that address here.

First Name Entered

☒ Information entered matches Form I-9

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

Last Name Entered

☒ 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

☒ Information entered matches Form I-9

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

Driver's License/State issued ID Card Number Entered

☒ Information entered matches Form I-9

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

State Entered

☒ 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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Pre-TNC Review Case – Social Security - **New Process** /Existing SSN fields (moved to the top),
New fields: Employee e-mail address, Employee phone number


An official website of the United States government
[Here's how you know](#)


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Verify Employee


Enter Form I-9 Information


Review Case


Case Results


Are you sure?
Check your data entry with Form I-9, and re-enter Social Security Number.

U.S. Social Security Number (required)

Confirm U.S. Social Security Number (required)

Employee's E-mail Address (required)

☐ No email address provided.
If the employee provided an e-mail address, you MUST enter that address here.

Employee's Phone Number (required)

☐ No phone number was provided.
If the employee provided a phone number, you MUST enter that address here.

First Name Entered

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

Last Name Entered

☒ 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

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

Driver's License/State Issued ID Card Number Entered

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

State Entered

☒ 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

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

[Accessibility](#)
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Pre-TNC Review Case – B&C Document – **New Process** /Existing SSN fields (moved to the top), New fields: Employee e-mail address, Employee phone number

Enter Form I-9 Information

Review Case

Case Results

Are you sure?

Check your data entry with: Form I-9, and re-enter Social Security Number.

U.S. Social Security Number (required)

Confirm U.S. Social Security Number (required)

Employee's E-mail Address (required)

☐ No email address provided.

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

Employee's Phone Number (required)

☐ No phone number was provided.

If the employee provided a phone number, you MUST enter that address here.

First Name Entered

☒ Information entered matches Form I-9

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

Last Name Entered

☒ 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

☒ Information entered matches Form I-9

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

Driver's License/State Issued ID Card Number Entered

☒ Information entered matches Form I-9

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

State Entered

☒ 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

U.S. Department of Homeland Security

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View Case Information After Completing Pre-TNC Review

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

View Case Information

Is the information below correct?
Before submitting, take some time to check the information listed in 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

Employee's E-mail Address

Client Company Name

Citizenship Status
Noncitizen Authorized to Work

A-Number/USCIS Number

Employee or Authorized Representative Review and Verification

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

Document Subtype

Document Number

Expiration Date

State

List C Document
Unrestricted Social Security Card

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

Accessibility Plug-ins Site Map

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Photo Match

An official website of the United States government

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EVerify

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Employer Agent User

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Photo Match

PASSPORT



Does the photo displayed match the photo displayed on 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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Photo Match – No This Photo Doesn't Match

The screenshot shows the E-Verify 'Verify Employee' interface. The top navigation bar includes the E-Verify logo and links for Home, Cases, Reports, and Resources. A user profile icon is visible in the top right. The main header is 'Verify Employee'. On the left, a vertical sidebar shows the process steps: 'Enter Form I-9 Information' (completed with a green checkmark), 'Review Case' (current step with a blue circle), and 'Case Results' (not started with a grey circle). The main content area is titled 'Upload [redacted] : Card'. Below the title, a message states: 'Because there was no photo found for John Doe, submit a valid photo of J. [redacted] by uploading images from your computer. The file can be a .jpg, .pdf, or .png file no greater than 5MB.' There are two numbered steps for upload: '1. Please upload the [redacted] e.' with a 'Browse' button, and '2. Please upload the [redacted] e.' with a 'Browse' button. At the bottom of the main content area, there are three buttons: 'Continue', 'Save & Exit', and 'Close Case'. The footer contains the U.S. Department of Homeland Security and U.S. Citizenship and Immigration Services logos, the text 'Last Login: 02/24/2022 07:09 AM', and links for Accessibility, Download Viewers, and Provide Website Feedback.

E-Verify Home Cases Reports Resources

Verify Employee

Enter Form I-9 Information
Review Case
Case Results

Upload [redacted] : Card

Because there was no photo found for John Doe, submit a valid photo of J. [redacted] by uploading images from your computer. The file can be a .jpg, .pdf, or .png file no greater than 5MB.

1. Please upload the [redacted] e.
Browse

2. Please upload the [redacted] e.
Browse

Continue Save & Exit Close Case

U.S. Department of Homeland Security U.S. Citizenship and Immigration Services Last Login: 02/24/2022 07:09 AM
Accessibility Download Viewers **Provide Website Feedback**

Photo Match – Save & Exit



Save & Exit

Select 'Continue' to save and exit your case. Any documents you uploaded to the case **will not be saved** and will need to be uploaded again. Select 'Cancel' to return to the upload page.

Cancel

Continue

Photo Match – Close Case



Are You Sure?

Selecting this option will result in a closed case for John Doe, prior to an eligibility determination.

When creating a new case:

- Employers may not create a new E-Verify case using different documents if acceptable documents were already provided and recorded on Form I-9.
- Employers are required to make copies of the front and back of all U.S. passports, passport cards, Permanent Resident Cards (Form I-551), and Employment Authorization Documents (Form I-766) presented by employees and retain them with their Form I-9.

Cancel

Continue



Why Are You Closing This Case?

- ☒ The information entered was not correct. I am choosing to close this case.
- ☐ The employee voluntarily quit working for the employer.
- ☐ Other (full explanation required below)

Cancel

Close Case

Case Processing – Initial Responses

All Employer Categories

Employment Authorized – After Case Submission

An official website of the United States government

[Here's how you know](#)

E-Verify

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Enter Form I-9 Information

Review Case

Case Results

Employment authorized - Case Closed

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

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E-Verify Needs More Time

An official website of the United States government

Here's how you know

E-Verify

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Verify Employee

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Case Results

E-Verify Needs More Time

E-Verify needs more time to confirm that is authorized to work in the United States. You should not take any action against while E-Verify is reviewing this case.

Check back on this case periodically for an update on its status. To view the status of all your cases, click the button below.

View Cases

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

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Mismatch (Tentative Nonconfirmation)

An official website of the United States government

Verify

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Verify Employee

Case Results

Enter Form I-9 Information

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Case Results

Tentative Nonconfirmation (Mismatch)

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

Next steps:

STEP 1

You must download, print, and review the Further Action Notice with privately. Make sure that fully understands the Further Action Notice. This document will explain why 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 will choose to take action to resolve this error and correct the data mismatch that led to this result.

If chooses to take action to resolve this case, indicate that in the option below. Make sure understands that after you select this option, there will be a deadline of eight federal government working days starting today to take action. If an email was provided, will receive a confirmation email that indicates when this countdown begins.

If 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. needs to understand that refusing to take action could result in losing this job.

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

will take action to resolve this E-Verify case. understands that action must be taken by June 11, 2024.

will not take action to resolve this case. 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

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

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Mismatch (Tentative Nonconfirmation) – Employee Will Take Action to Resolve the Case

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 **eight federal government 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 28, 2024**.

☐ [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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Further Action Notice



Further Action Notice

Why You Received This Notice

Your employer, [redacted], uses E-Verify to confirm work eligibility in the United States. E-Verify compares the information you provided on your Form I-9, Employment Eligibility Verification, to official government records. The information your employer entered into E-Verify from your Form I-9 does not match records available to the Department of Homeland Security (DHS) and Social Security Administration (SSA), resulting in a mismatch, also called a Tentative Nonconfirmation.

Reason for Your Mismatch

SSN did not match. The name and/or date of birth entered for this employee did not match Social Security Administration records. DHS/TNC. The information entered for this employee did not match DHS records.

Mismatch Date: [redacted] E-Verify Case Number: [redacted]

This does not necessarily mean that you are not authorized to work in the United States. There are many possible reasons why E-Verify could not match your information to available records, listed at <http://www.E-Verify.gov/mismatch>.

Take Action to Resolve the Mismatch

Step 1: Review your information to make sure it was entered correctly.

Last Name: [redacted] Social Security Number: [redacted]
First Name: [redacted] Document Number: [redacted]
Month and Year of Birth: [redacted] A-Number or USCIS Number: [redacted]

If your information is correct, proceed to Step 2. If there are errors, show your employer so they can create a new E-Verify case using the correct information. You do not need to take any further action.

Step 2: Decide if you want to resolve your E-Verify case and mark your decision:

- ☐ I will take action to resolve this mismatch by following the instructions on this notice.
OR
☐ I will not take action to resolve this mismatch. I understand this decision means that E-Verify will not confirm my work authorization and my employer may terminate my employment.

IMPORTANT: If you fail to notify your employer of your decision by [redacted] your employer may terminate your employment and close your case.

Employee's Signature: [redacted] Date: [redacted]

Further Action Notice - Confirmation

An official website of the United States government

Here's how you know

E-Verify

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Verify Employee

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Enter Form I-9 Information

Review Case

Case Results

Confirmation: intends to take action to resolve this case.

You have referred to DHS on . To proceed, select a language and download the Referral Date Confirmation below. Provide this to , who chose to take action this DHS mismatch. Cap has until to contact DHS 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 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

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

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Referral Date Confirmation




E-VERIFY IS A SERVICE OF DHS AND DOJ

Referral Date Confirmation

E-Verify Case Number: Employee Name:

Why You Received This Document

As part of the E-Verify process, your employer gave you a Further Action Notice explaining that E-Verify could not confirm your employment eligibility in the United States.

You chose to take action, so your employer notified E-Verify, setting a deadline for you to begin resolving the mismatch. If your employer did not provide you with the Further Action Notice, contact them immediately.

Begin Resolving the Mismatch by

You must begin resolving the mismatch by following the steps on your Further Action Notice.

Employers must allow you to contest a mismatch, also called a Tentative Nonconfirmation. They may not take adverse action against you because of the mismatch while you are contesting it and your E-Verify case is pending.

If you do not act by , E-Verify will issue a final nonconfirmation and your employer may terminate your employment.

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www.E-Verify.gov

Tentative Nonconfirmation – Employee Will Not Take Action to Resolve the Case

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Tentative Nonconfirmation (Mismatch)

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

You must 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 NoticeEnglish

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 **eight federal government 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 17, 2024**.

☒ [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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Are You Sure?

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Tentative N

It's okay! E-Verify j

Next steps:

STEP 1

You must downlo

If you encounter a

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 **eight federal government 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 17, 2024**.

☒ [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

Are you sure?

Selecting this option will give [redacted] a final result that indicates we were unable to confirm [redacted] employment authorization. This cannot be undone and can result in [redacted] losing this job.

Only 'Continue' if [redacted] has confirmed to not take action to resolve this case.

Cancel

Continue

Employer Agent User

the next steps you both will need to take.

Further Action Notice. This document will explain why [redacted] received this result, and what to do next.

your pop-up blocker is disabled.

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

Accessibility Plug-ins Site Map



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Case Processing – Final Responses

All Employer Categories

Employment Authorized After TNC

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 ▼

Verify Employee

✓ Enter Form I-9 Information

✓ Review Case

○ Case Results

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

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Verify Employee

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Case Results

Final Nonconfirmation

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

Close case

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Close Case and Resubmit

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Employee Information

Employee Documents

Signature

Case Results

Report prepared:

Close Case and Resubmit

Something is incorrect in the data submitted. E-Verify needs you to close this case and re-enter information in a new case.

Case Information

Case Status

CLOSE CASE AND RESUBMIT

Case Open/Closed

OPEN

Case Number

Date of Case Creation

First Day of Employment

Case Created By

Company Information

Company Name

Company ID

Employee Information

Name

Other Last Names Used

Email Address

Date of Birth

U.S. Social Security Number

Citizenship Status

Employee ID

Document Information

List A Document

Document Type

Passport Number

Expiration Date

Back to Cases

Close and Create New Case

Close Case and Resubmit – Case Closed

An official website of the United States government

Here's how you know

E-Verify

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View Case Information

1

Employee Information

Close Case and Resubmit

Something is incorrect in the data submitted. E-Verify needs you to close this case and re-enter information in a new case.

Case Information

Case Status

CLOSE CASE AND RESUBMIT

Case Open/Closed

OPEN

Case Number

Date of Case Creation

First Day of Employment

Case Created By

Company Information

Company Name

Company ID

Employee Information

Name

Other Last Names Used

Email Address

Date of Birth

U.S. Social Security Number

Citizenship Status

Employee ID

Document Information

List A Document

Document Type

Passport Number

Expiration Date

Case Closed

✔ Case # [REDACTED] was closed successfully.

Continue

Report prepared

Reverification (new process)

Reverification - Case Processing Scenarios

Employers are required to reverify an existing employee's work authorization document upon expiration.

After Form I-9 Supplement B is completed, the employer can create a reverification case in E-Verify.

Start the Reverification Process (new process)

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E-Verify Home Cases Reports Resources

Welcome back, [redacted]!

Here is what is happening in [redacted] account today

Cases to be Closed

[View Cases to be Closed](#)

Cases with Updates

[View Updated Cases](#)

Cases with Expiring Authorization Docs

[View Expiring Doc Cases](#)

Recently Auto-Closed Cases

[View Auto-Closed Cases](#)

[Create New Case](#)

[Search Cases](#)

[View Resources](#)

[Contact Us](#)

Find the Latest News on E-Verify.gov

We are working to bring exciting new functionality to E-Verify. While we are building these new tools, you can find the latest news updates on E-Verify.gov.

[View Latest](#)

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Create Reverification Case

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

E-Verify Home Cases Clients Reports Resources

Search Cases

Search (Employee Name, Case Number, A-Number/USCIS Number, Social Security, Driver's License, I-94, or Passport Number)

[Show Filters](#)

114 Cases Found

Sort by:

[Create Rehire Case](#) [Create Reverification Case](#) [Create New Case](#)

	EMPLOYMENT AUTHORIZED CLOSED	View Case
Case Number	Date of Case Creation	First Day of Employment
	CASE INCOMPLETE CLOSED	View Case
Case Number	Date of Case Creation	First Day of Employment
	FINAL NONCOMPLIANCE OPEN	Continue Case
Case Number	Date of Case Creation	First Day of Employment
	EMPLOYMENT AUTHORIZED CLOSED	View Case
Case Number	Date of Case Creation	First Day of Employment
	EMPLOYMENT AUTHORIZED CLOSED	View Case
Case Number	Date of Case Creation	First Day of Employment
	CASE INCOMPLETE CLOSED	View Case
Case Number	Date of Case Creation	First Day of Employment

Employee Information and Attestation

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E-Verify Home Cases Reports Resources

Verify Employee Enter Form I-9 Information

Enter Form I-9 Information

Review Case

Case Results

Employee Information and Attestation

Last Name (required) 

Family name or surname

First Name (required)
Given name

Middle Initial

Other Last Names Used
If multiple last names, type each one and hit Enter to submit and Backspace to remove

Date of Birth (required)

U.S. Social Security Number (required) 

[Continue](#)

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

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Employee Information and Attestation – SSN Helper Text

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Employee Information and Attestation

Last Name (required) 

Family name or surname

Other Last Names Used

If multiple last names, type each one and hit 'Enter'

Date of Birth (required)

U.S. Social Security Number (required) 

Required

Continue

Verify

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.



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.

U.S. Social Security Number (required)

Continue

Cancel

Employee Information and Attestation - Duplicate Case Found Alert - Current Process

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Employee Information

Last Name (required)

Family name or surname

Other Last Names Used

Other Last Names

If multiple last names, type each

Date of Birth (required)

U.S. Social Security Number (required)

Employee's E-mail Address (required)

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

☐ No email address provided.

Client Company Name (required)

Continue

Closed Duplicate Case Found

The information you entered matches previously created cases that share the Social Security Number ending in . Please provide the reason why you are choosing to continue this duplicate case.

1 cases listed below are employment authorized. Please review ALL cases to ensure the employee was not already verified.

Previously Closed Cases

Reason for Continuing Duplicate Case (required)

Cancel

Continue

Employer Agent User

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

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Employee Information and Attestation - Reason for Continuing Duplicate Case – Reverification option

E-Verify

Verify Employee

Employee Information

Enter Form I-9 Information

Review Case

Case Results

Last Name (required)

Family Name or Surname

Other Last Names (optional)

Date of Birth (required)

U.S. Social Security Number (optional)

Client Company Name (required)

Closed Duplicate Case Found

Warning: The information you entered matches previously created cases that share the Social Security Number ending in [redacted]. Please provide the reason why you are choosing to continue this duplicate case.

1 cases listed below are employment authorized. Please review ALL cases to ensure the employee was not already verified.

Previously Closed Cases: 1

Reason for Continuing Duplicate Case (required)

- Select -

Reverification

Rehire

Incorrect information entered

DHS (Department of Homeland Security) asked me to create a new case

SSA (Social Security Administration) asked me to create a new case

Previous case result: Resubmit

Other (full explanation required)

Continue

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

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Employee Information and Attestation - Reverification Helper Text

Closed Duplicate Case Found

⚠ The information you entered matches previously created cases that share the Social Security Number ending in [redacted]. Please provide the reason why you are choosing to continue this duplicate case.

1 cases listed below are employment authorized. Please review ALL cases to ensure the employee was not already verified.

Previously Closed Cases 1

i Note: For reverification, employers are required to reverify an existing employee's temporary employment authorization document upon expiration. After the Form I-9 is complete, the employer must reverify the employee by creating a new case in E-Verify.

Reason for Continuing Duplicate Case (required)

Reverification

Cancel Continue

Reverification - List A

Employment Authorization Document (Form I-766)

Employer Review and Verification – List A – Employment Authorization Document (Form I-766)

Employer or Authorized Representative Review and Verification

What document types are on

Form I-9? (required)

List A Document

List C Document

List A Document (required)

Employment Authorization Document (Form I-766) ▾

A-Number/USCIS Number (required)

Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.

Document Number (required)

Must be exactly 13 characters beginning with 3 letters.
[Where can I find this number?](#)

Expiration Date (required)

MM/DD/YYYY

Continue

Under “What document types are on Form I-9” the options during reverification are only List A or List C – not List B

Employer Review and Verification – List A – Employment Authorization Document (Form I-766) cont.

Employer or Authorized Representative Review and Verification

What document types are on Form I-9? (required)

List A Document

C Document

List A Document (required)

Arrival/Departure Record (Form I-94) with temporary I-551 stamp or refugee admission stamp (receipt) ▼

What document number is on the I-94 (required)

A-Number/USCIS
Number

Form I-94

I-94 Number (required)

Must be exactly 11 alphanumeric characters.

Foreign Passport Number

This information should only be provided if the employee presented a Foreign Passport on their Form I-9. Must be 6 to 12 alphanumeric characters.

Country of Issuance

▼

Expiration Date

Continue

Under “What document types are on Form I-9” the options during reverification are only List A or List C – not List B

Photo Matching for Document Validation for Employment Authorization Document – Employment Authorized

Proposed change: run photo matching tool at the reverification stage

Verify Employee

Review Case

Enter Form I-9 Information

Review Case

Case Results

Photo Match

PHOTO IMAGE

Does the photo displayed match the photo displayed on [redacted] Employment Authorization Document (Form I-766)?

☒ Yes, this photo matches

☐ No, this photo does not match

☐ No photo displayed

Continue to Case Results

Save & Exit

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

Photo Matching for Document Validation for Employment Authorization Document – Photo Does Not Match and Photo Upload Process

EVerify

HomeCasesClientsReportsResources

Verify Employee

Review Case

✓

Enter Form I-9 Information

✓

Review Case

○

Case Results

Photo Match

PHOTO
IMAGE

Does the photo displayed match the photo displayed on Employment Authorization Document (Form I-766)?

☐ Yes, this photo matches

☒ No, this photo does not match

☐ No photo displayed

Continue to Case Results

Save & Exit

EVerify

HomeCasesClientsReportsResources

Verify Employee

Review Case

✓

Enter Form I-9 Information

○

Review Case

○

Case Results

Upload Employment Authorization Document (Form I-766)

Because there was no photo found for , submit a valid photo of Form I-766 by uploading images from your computer. The file can be a .jpg, .pdf, or .png file no greater than 5MB.

1. Please upload the Front of Document page.

Browse

Test.pdf

×

2. Please upload the Back of Document page.

Browse

Test.pdf

×

Continue

Save & Exit

Close Case

Photo Matching for Document Validation for Employment Authorization Document – No Photo Displayed and Photo Upload Process

EVerify

HomeCasesClientsReportsResources

Verify Employee

Review Case

Enter Form I-9 Information

Review Case

Case Results

Photo Match

NO
PHOTO
DISPLAYED

Does the photo displayed match the photo displayed on Employment Authorization Document (Form I-766)?

☐ Yes, this photo matches

☐ No, this photo does not match

☒ No photo displayed

Continue to Case Results

Save & Exit

EVerify

HomeCasesClientsReportsResources

Verify Employee

Review Case

Enter Form I-9 Information

Review Case

Case Results

Upload Employment Authorization Document (Form I-766)

Because there was no photo found for , submit a valid photo of Form I-766 by uploading images from your computer. The file can be a .jpg, .pdf, or .png file no greater than 5MB.

1. Please upload the Front of Document page.

Browse

Test.pdf

2. Please upload the Back of Document page.

Browse

Test.pdf

Continue

Save & Exit

Close Case

E-Verify

HomeCasesClientsReportsResources

Case Results

Enter Form I-9 Information

Review Case

Case Results

Tentative Nonconfirmation (Mismatch)

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

You must 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 eight federal government 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 [redacted].

☐ [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

Reverification - List A

U.S. Passport or Passport Card

Employer Review and Verification – List A – U.S. Passport or Passport Card

Employer or Authorized Representative Review and Verification

What document types are on

Form I-9?

 (required)

List A Document

List C Document

List A Document (required)

U.S. Passport or Passport Card ▾

Document Number (required)

Must be 6 to 9 alphanumeric characters.

[Where can I find this number?](#)

Expiration Date (required)

MM/DD/YYYY

Continue

Photo Matching for Document Validation for U.S. Passport or Passport Card – Employment Authorized

Proposed new feature: run photo matching tool at the reverification stage

Verify Employee

Review Case

✓

Enter Form I-9 Information

✓

Review Case

○

Case Results

PHOTO IMAGE

Does the photo displayed match the photo displayed on

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

Verify Employee

Case Results

✓

Enter Form I-9 Information

✓

Review Case

○

Case Results

✓

Employment authorized - Case

Closed

is authorized to work in the United States and the case has been automatically closed.

View/Print Case Details

View All Cases

Photo Matching for Document Validation for U.S. Passport or Passport Card – Photo Does Not Match and Photo Upload Process

Verify Employee

✓

Enter Form I-9 Information

✓

Review Case

○

Case Results

Review Case

Photo Match

PHOTO
IMAGE

Does the photo displayed match the photo displayed on 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

Verify Employee

✓

Enter Form I-9 Information

○

Review Case

○

Case Results

Review Case

Upload U.S. Passport or Passport Card

Because there was no photo found for , submit a valid photo of Passport by uploading images from your computer. The file can be a .jpg, .pdf, or .png file no greater than 5MB.

1. Please upload the Passport ID page.

Browse

Test.pdf

×

2. Please upload the Passport Barcode page.

Browse

Test.pdf

×

Continue

Save & Exit

Close Case

Photo Matching for Document Validation for U.S. Passport or Passport Card – Mismatch (Tentative Nonconfirmation)

Home

Cases

Clients

Reports

Resources

9

Verify Employee

Case Results

✓

Enter Form I-9 Information

✓

Review Case

○

Case Results

⚠

Tentative Nonconfirmation (Mismatch)

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

You must 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 **eight federal government 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 [redacted]

☐

[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

Photo Matching for Document Validation for U.S. Passport or Passport Card – No Photo Displayed and Photo Upload Process

Verify Employee

Review Case

Enter Form I-9 Information

Review Case

Case Results

Photo Match

NO
PHOTO
DISPLAYED

Does the photo displayed match the photo displayed on [redacted] 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

Verify Employee

Review Case

Enter Form I-9 Information

Review Case

Case Results

Upload [redacted] U.S. Passport or Passport Card

Because there was no photo found for [redacted], submit a valid photo of [redacted] Passport by uploading images from your computer. The file can be a .jpg, .pdf, or .png file no greater than 5MB.

1. Please upload the Passport ID page.

Browse

Test.pdf

X

2. Please upload the Passport Barcode page.

Browse

Test.pdf

X

Continue

Save & Exit

Close Case

EVerify

[Home](#)[Cases](#)[Clients](#)[Reports](#)[Resources](#)

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Tentative Nonconfirmation (Mismatch)

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

You must 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 eight federal government 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 [redacted].

☐ [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

Reverification - List A

I-94 Arrival/Departure Record with Temporary I-551 Stamp
or Refugee Admission Stamp (Receipt)

Employer Review and Verification - Arrival/Departure Record with Temporary I-551 Stamp or Refugee Admission Stamp (Receipt) – Alien#/USCIS # Selected

Citizenship Status (required)

A citizen of the United States

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 Form I-9? (required)

List A Document

C Document

List A Document (required)

Arrival/Departure Record (Form I-94) with temporary I-551 stamp or refugee admission stamp (receipt) ▼

A-Number/USCIS Number (required)

Must be exactly 9 digits [D-R]. Leading zeroes will be added if number on document is less than 9 digits.

Expiration Date (required)

Continue

Under “What document types are on Form I-9” the options during reverification are only List A or List C – not List B

Employer Review and Verification - Arrival/Departure Record with Temporary I-551 Stamp or Refugee Admission Stamp (Receipt) – I-94 Selected

List A Document

C Document

Employer or Authorized Representative Review and Verification

What document types are on Form I-9? (required)

List A Document

List B & C Document

List A Document (required)

Arrival/Departure Record (Form I-94) with temporary I-551 stamp or refugee admission stamp (receipt) ▼

What document number is on the I-94 (required)

A-Number/USCIS Number

Form I-94

I-94 Number (required)

Must be exactly 11 alphanumeric characters.

Foreign Passport Number

This information should only be provided if the employee presented a Foreign Passport on their Form I-9. Must be 6 to 12 alphanumeric characters.

Country of Issuance

Expiration Date

Continue

Under “What document types are on Form I-9” the options during reverification are only List A or List C – not List B

Reverification - List A

(Foreign Passport with I-94)

Employer or Authorized Representative Review and Verification – Foreign Passport with Arrival/Departure Record (Form I-94)

Employer or Authorized Representative Review and Verification

What document types are on **Form I-9?** (required)

List A Document **List C Document**

List A Document (required)

Foreign passport with Arrival/Departure Record (Form I-94) ▼

Foreign Passport Number (required)

This information should only be provided if the employee presented a Foreign Passport on their Form I-9. Must be 6 to 12 alphanumeric characters.

Country of Issuance (required)

Select an option... ▼

Expiration Date

MM/DD/YYYY

What document number is on the Form I-94? (required)

A-Number/USCIS Number Form I-94 Admission Number

Continue

Under “What document types are on Form I-9” the options during reverification are only List A or List C – not List B

Employer Review and Verification – List A – Foreign Passport with Arrival/Departure Record (Form I-94)

Employer or Authorized Representative Review and Verification

What document types are on **Form I-9?** (required)

List A Document

List B & C Document

List A Document (required)

Foreign passport with Arrival/Departure Record (Form I-94)

Foreign Passport Number (required)

This information should only be provided if the employee presented a Foreign Passport on their Form I-9. Must be 6 to 12 alphanumeric characters.

Country of Issuance (required)

Select an option...

Expiration Date

MM/DD/YYYY

What document number is on the Form I-94? (required)

A-Number/USCIS Number

Form I-94 Admission Number

A-Number/USCIS Number Selected

A-Number/USCIS Number (required)

A -

Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.

Continue

Employer or Authorized Representative Review and Verification

What document types are on **Form I-9?** (required)

List A Document

List B & C Document

List A Document (required)

Foreign passport with Arrival/Departure Record (Form I-94)

Foreign Passport Number (required)

This information should only be provided if the employee presented a Foreign Passport on their Form I-9. Must be 6 to 12 alphanumeric characters.

Country of Issuance (required)

Select an option...

Expiration Date

MM/DD/YYYY

Form I-94 Arrival
Departure Selected

What document number is on the Form I-94? (required)

A-Number/USCIS Number

Form I-94 Admission Number

I-94 Number (required)

Must be exactly 11 alphanumeric characters.

Continue

Additional Case Details

Additional Case Details

Select the Employer Attestation Date

Today

1 Day Ago

2 Days Ago

Employer Attestation Date

(required) ⓘ

Employee ID (optional)

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

Continue

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

Accessibility Plug-ins Site Map



Additional Case Details (cont.) – Employer Attestation Date Helper Text

E-Verify

Employer Attestation Date

Enter the date the employer or employer representative recorded in Section 2 of Form I-9. The employer's attestation date is circled below.

Document Type	List A	List B	List C
Document Type	U.S. Passport		
Issuing Authority	Department of State		
Document Number and Exp.	626060806		
Expiration Date (mm)	6/21/2025		
Document Type (mm)			
Issuing Authority			
Document Number and Exp.			
Expiration Date (mm)			
Document Type (mm)			
Issuing Authority			
Document Number and Exp.			
Expiration Date (mm)			

☒ Check how this record is maintained as indicated by E-Verify to ensure accuracy.

Attestation I attest, under penalty of perjury, that I (I) have examined the documentation presented for the above-named employee, (2) the information provided is correct to the best of my knowledge, and (3) the employee is authorized to work in the United States.

Last Name, First Name and Title of Employer or Authorized Representative: **Hickson, Bill - Administrator**

Signature of Employer or Authorized Representative: *Bill Hickson*

Address (street, city, state, zip): **306 Hickson Finance Way SW Washington, DC 20024**

Attestation Date (required)

MM/DD/YYYY

Continue **Cancel**

The box circled in red would provide the following helper text: “By signing 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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it. Please add date Supplement B is completed.”

Reverification - List C

Employer Review and Verification – For Alien Authorized to Work List C Document

Employer or Authorized Representative Review and Verification

What document types are on Form I-9? (required)

List A Document

List C Document

List C Document (required)

Select an option...

Continue

Employer or Authorized Representative Review and Verification

What document types are on Form I-9? (required)

List A Document

List C Document

List C Document (required)

Select an option...

Select an option...

Unrestricted Social Security Card

Native American tribal document

Employment authorization document issued by the U.S. Department of Homeland Security

Continue

Under “What document types are on Form I-9” the options during reverification are only List A or List C – not List B

Employer Review and Verification – For Alien Authorized to Work List C Document with Document Number Selection

Employer or Authorized Representative Review and Verification

What document types are on Form I-9? (required)

List A Document

List C Document

List C Document (required)

What document number is on the Form I-9? (required)

A-Number/USCIS Number

Form I-94 Admission Number

Foreign Passport Number

Continue

Under “What document types are on Form I-9” the options during reverification are only List A or List C – not List B

Employer Review and Verification – For Alien Authorized to Work List C Document Types

Employer or Authorized Representative Review and Verification

What document types are on **Form I-9?** (required)

List A Document **List C Document**

List C Document (required)

A-Number/USCIS Number Selected

What document number is on the **Form I-9?** (required)

A-Number/USCIS Number Form I-94 Admission Number Foreign Passport Number

A-Number/USCIS Number (required)

A -

Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.

Continue

Employer or Authorized Representative Review and Verification

What document types are on **afds** (required)

List A Document **List C Document**

List C Document (required)

Form I-94 Admission Number Selected

What document number is on the **Form I-9?** (required)

A-Number/USCIS Number **Form I-94 Admission Number** Foreign Passport Number

I-94 Number (required)

Must be exactly 11 alphanumeric characters.

Continue

Employer or Authorized Representative Review and Verification

What document types are on **Form I-9?** (required)

List A Document **List C Document**

List C Document (required)

Foreign Passport Number Selected

What document number is on the **Form I-9?** (required)

A-Number/USCIS Number Form I-94 Admission Number **Foreign Passport Number**

Foreign Passport Number (required)

This information should only be provided if the employee presented a Foreign Passport on their Form I-9. Must be 6 to 12 alphanumeric characters.

Country of Issuance (required)

Select an option...

Continue

Under “What document types are on Form I-9” the options during reverification are only List A or List C – not List B

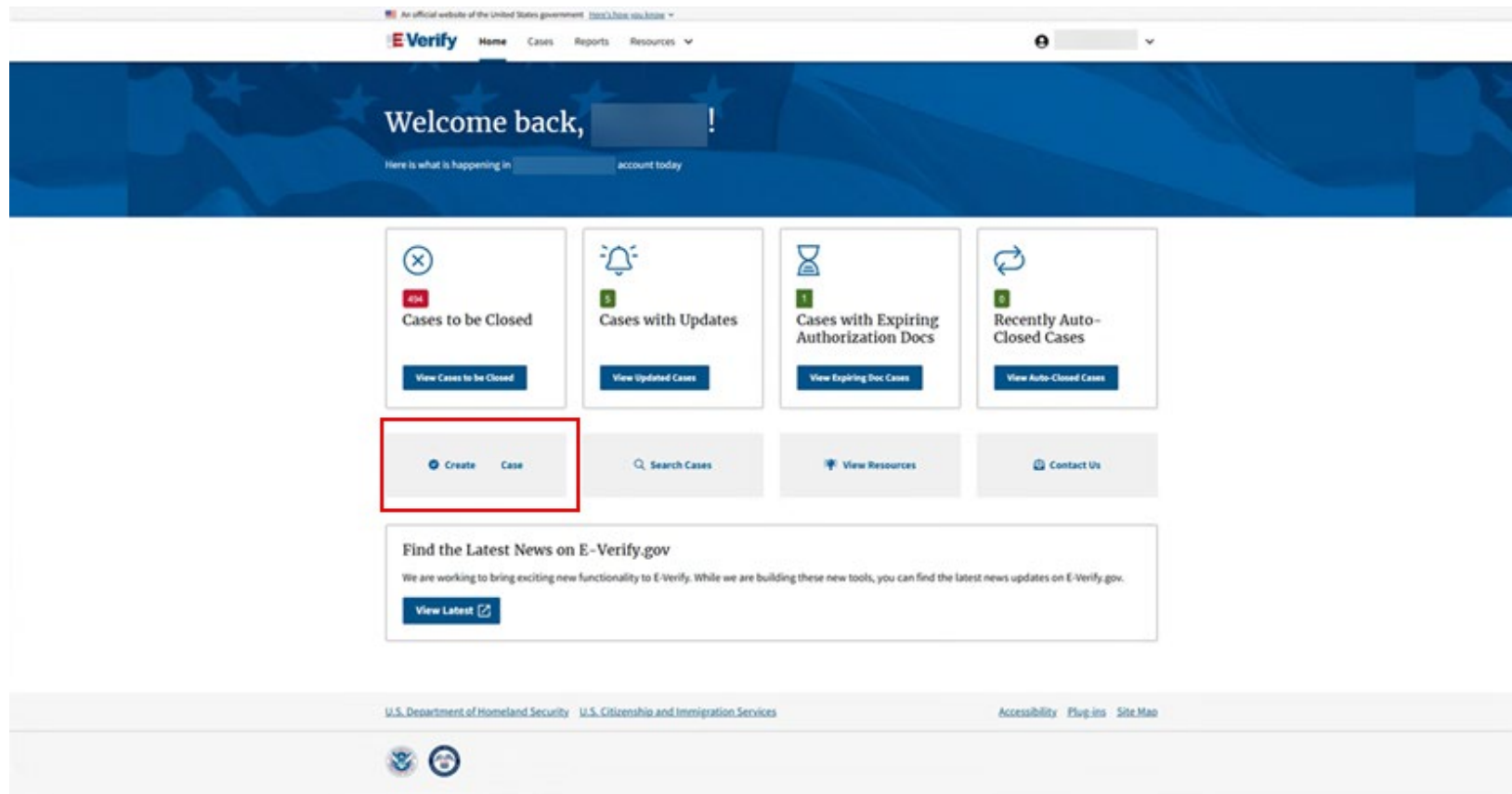
Rehires (new options)

Rehires

If you rehire an employee within 3 years of the date that a previous Form I-9 was completed, you may:

- 1) Complete a new Form I-9 for your employee; or
- 2) Complete Supplement B if reverification is needed; or
- 3) If the employee remains employment-authorized, as indicated on the previously completed Form I-9, record the date of rehire and any name changes.

Home Page – Rehires that require a new Form I-9 or Supplement B – Follow Current Process for Creating a New Case



Create New Rehire Case

Verify

HomeCasesChitsReportsResources

Search Cases

Search (Employee Name, Case Number, A-Number/USCIS Number, Social Security, Driver's License, I-94, or Passport Number)

114 Cases Found

Sort by: Case Number

Create Rehire CaseCreate Reverification CaseCreate New Case

Case Number	Date of Case Creation	First Day of Employment	Client Company	
				<div>EMPLOYMENT AUTHORIZEDCLOSED</div> <div>View Case</div>
				<div>CASE INCOMPLETECLOSED</div> <div>View Case</div>
				<div>FINAL NONCOMPLETIONOPEN</div> <div>Continue Case</div>
				<div>EMPLOYMENT AUTHORIZEDCLOSED</div> <div>View Case</div>
				<div>EMPLOYMENT AUTHORIZEDCLOSED</div> <div>View Case</div>
				<div>CASE INCOMPLETECLOSED</div> <div>View Case</div>

Employee Information and Attestation -

If employee is a Rehire with Buttons for New I-9 or Supplemental B

An official website of the United States government [Verify Site is Secure](#)

EVerify Home Cases Reports Resources

Verify Employee Enter Form I-9 Information

New Form I-9 Supplemental B

Enter Form I-9 Information

Review Code

Code Results

Employee Information and Attestation

Last Name (required) [?](#) First Name (required) Middle Initial

Family name or surname Given name

Other Last Names Used

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

Date of Birth (required)

U.S. Social Security Number (required) [?](#)

Continue

U.S. Department of Homeland Security U.S. Citizenship and Immigration Services Accessibility Plug-ins Site Map

Employee Information and Attestation (cont.) - Duplicate Case Found Alert - Current Process

The screenshot shows the E-Verify 'Verify Employee' form. A modal alert titled 'Closed Duplicate Case Found' is displayed in the center. The alert contains a warning icon and text: 'The information you entered matches previously created cases that share the Social Security Number ending in [redacted]. Please provide the reason why you are choosing to continue this duplicate case. 1 cases listed below are employment authorized. Please review ALL cases to ensure the employee was not already verified.' Below the text is a dropdown menu labeled 'Previously Closed Cases' with a count of 1. Underneath is a required field 'Reason for Continuing Duplicate Case' with a dropdown menu currently showing '- Select -'. At the bottom of the modal are 'Cancel' and 'Continue' buttons. The background form is partially visible, showing fields for 'Last Name', 'Other Last Names Used', 'Date of Birth', 'U.S. Social Security Number', 'Employee's E-mail Address', and 'Client Company Name'. A 'Continue' button is also visible at the bottom of the form.

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Employee Information

Last Name (required)

Family name or surname

Other Last Names Used

Other Last Names

If multiple last names, type each

Date of Birth (required)

U.S. Social Security Number (required)

Employee's E-mail Address (required)

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

Client Company Name (required)

Continue

Closed Duplicate Case Found

The information you entered matches previously created cases that share the Social Security Number ending in [redacted]. Please provide the reason why you are choosing to continue this duplicate case. 1 cases listed below are employment authorized. Please review ALL cases to ensure the employee was not already verified.

Previously Closed Cases 1

Reason for Continuing Duplicate Case (required)

- Select -

Cancel Continue

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

Accessibility Plug-ins Site Map

Employee Information and Attestation (cont.) - Duplicate Case Found Alert - Current Process

The screenshot shows the E-Verify 'Verify Employee' form. A modal window titled 'Closed Duplicate Case Found' is displayed in the center. The modal contains a warning message and a table of previously closed cases.

Closed Duplicate Case Found

⚠ The information you entered matches previously created cases that share the Social Security Number ending in [redacted]. Please provide the reason why you are choosing to continue this duplicate case.

1 cases listed below are employment authorized. Please review ALL cases to ensure the employee was not already verified.

Case Number	Case Status	First Day of Employment
[redacted]	EMPLOYMENT AUTHORIZED	[redacted]

Reason for Continuing Duplicate Case (required):
-Select-

Buttons: Cancel, Continue

The background form includes fields for: Last Name (required), Middle Initial, Other Last Names Used, Date of Birth (required), U.S. Social Security Number, Employee's E-mail Address (required), and Client Company Name (required). A 'Continue' button is at the bottom of the form.

Employee Information and Attestation (cont.) - Reason for Continuing Duplicate Case – Rehire (new option)

The screenshot shows the 'Verify Employee' web form with a modal titled 'Closed Duplicate Case Found'. The modal contains a warning icon and text: 'The information you entered matches previously created cases that share the Social Security Number ending in [redacted]. Please provide the reason why you are choosing to continue this duplicate case. 1 cases listed below are employment authorized. Please review ALL cases to ensure the employee was not already verified.' Below this is a dropdown menu labeled 'Previously Closed Cases' with a count of 1. A required field 'Reason for Continuing Duplicate Case (required)' is shown with a dropdown menu. The dropdown menu is open, showing options: '-Select-', 'Rehire' (highlighted with a red box), 'Incorrect information entered', 'DHS (Department of Homeland Security) asked me to create a new case', 'SSA (Social Security Administration) asked me to create a new case', 'Previous case result: Resubmit', and 'Other (full explanation required)'. The background form includes sections for 'Enter Form I-9 Information', 'Review Case', and 'Case Results', along with fields for 'Last Name', 'First Name', 'Middle Initial', 'Date of Birth', 'U.S. Citizenship', 'Employment Authorization', and 'Client Company Name'. A 'Continue' button is at the bottom of the form.

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Em

Last

First

Other

Date

U.S.

Employment

Client Company Name (required)

Continue

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

Accessibility Plug-ins Site Map

Closed Duplicate Case Found

⚠ The information you entered matches previously created cases that share the Social Security Number ending in [redacted]. Please provide the reason why you are choosing to continue this duplicate case.

1 cases listed below are employment authorized. Please review ALL cases to ensure the employee was not already verified.

Previously Closed Cases 1

Reason for Continuing Duplicate Case (required)

-Select-

-Select-

Rehire

Incorrect information entered

DHS (Department of Homeland Security) asked me to create a new case

SSA (Social Security Administration) asked me to create a new case

Previous case result: Resubmit

Other (full explanation required)

Employee Information and Attestation (cont.) - Reason for Continuing Duplicate Case - Rehire Helper Text

The screenshot shows the E-Verify 'Verify Employee' form. A modal titled 'Closed Duplicate Case Found' is displayed in the center. The modal contains a yellow warning box with a triangle icon, stating: 'The information you entered matches previously created cases that share the Social Security Number ending in [redacted]. Please provide the reason why you are choosing to continue this duplicate case. 1 cases listed below are employment authorized. Please review ALL cases to ensure the employee was not already verified.' Below this is a dropdown menu labeled 'Previously Closed Cases' with a count of 1. A blue information box with a red border contains the text: 'Note: For rehires, employers will treat all rehired employees as new hires by completing a new Form I-9 and creating a new case in E-Verify.' Below the note is a text input field labeled 'Reason for Continuing Duplicate Case (required)' with the word 'Rehire' entered. At the bottom of the modal are 'Cancel' and 'Continue' buttons. The background form shows fields for 'Last Name', 'Middle Initial', 'Date of Birth', 'U.S. Social Security Number', and 'Client Company Name'.

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Employee Information

Last Name (required)

Family name or surname

Other Last Name

Other Last Name

If multiple last names

Date of Birth (required)

U.S. Social Security Number (required)

Employee's Email Address (optional)

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

Client Company Name (required)

Closed Duplicate Case Found

The information you entered matches previously created cases that share the Social Security Number ending in [redacted]. Please provide the reason why you are choosing to continue this duplicate case.

1 cases listed below are employment authorized. Please review ALL cases to ensure the employee was not already verified.

Previously Closed Cases 1

Note: For rehires, employers will treat all rehired employees as new hires by completing a new Form I-9 and creating a new case in E-Verify.

Reason for Continuing Duplicate Case (required)

Rehire

Cancel Continue

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

Accessibility Plug-ins Site Map

Process When New Form I-9 Selected for a Rehire – Follows the Current Process for Creating New Cases

Employer or Authorized Representative Review and Verification When New Form I-9 Selected

Citizenship Status (required)

A citizen of the United States	A noncitizen national of the United States	A lawful permanent resident	A noncitizen authorized to work
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Employer or Authorized Representative Review and Verification

What document types are on a b's Form I-9? (required)

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

List B Document (required)

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

Are you entering a Driver's License or a State Issued ID Card?

- ☒ Driver's License
☐ State Issued ID Card

State (required)

▼

Expiration Date (required)

If the document has an expiration date, you MUST enter that expiration date here.

☐ No expiration date provided.

Document Number (required)

List C Document (required)

Social Security Card ▼

[Learn more about Social Security Cards](#)

Continue

Additional Case Details

Additional Case Details

Select the Employer Attestation Date

Today

1 Day Ago

2 Days Ago

Employer Attestation Date

(required) ⓘ

Employee ID (optional)

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

Continue

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

Accessibility Plug-ins Site Map



Additional Case Details (cont.) – Employer Attestation Date Helper Text

[illegible]

Employment Authorized

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

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](#)

An official website of the United States government

Here's how you know

EVerify

HomeCasesClientsReportsResources

Employer Agent User

U.S. Department of Homeland Security

U.S. Citizenship and Immigration Services

Accessibility

Plug-ins

Site Map



Process When Supplemental B
Selected for a Rehire – Follows
Current Create New Case Process
Minus the Selection of List B
Documents

Employer or Authorized Representative Review and Verification When Supplemental B Selected

Employer or Authorized Representative Review and Verification

What document types are on asdf asdf's Form I-9? (required)

List A Document

List B C Document

List C Document (required)

Select an option...



Continue

List B documents are not an option for Rehires so are not on this page as they are with initial E-Verify cases