



U.S. Citizenship and Immigration Services (USCIS)

E-Verify Employer Search Tool

User Guide

2012

EXECUTIVE SUMMARY

The E-Verify Employer Search Tool provides web based users with an interface to view profiles of employers that actively use the E-Verify program. This tool also provides users with features such as the ability to filter the results that are displayed on the page, to sort the ascending or descending order of the records that are displayed on the page, and to export the dataset to a comma -separated value (CSV) file.

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1.0 INTRODUCTION

This User Guide contains essential information that enables the user to make full use of the E-Verify Employer Search Tool. It includes an overview of the system, instructions on how to use this User Guide, and detailed instructions on how to use the search tool.

2.0 OVERVIEW OF E-VERIFY EMPLOYER SEARCH TOOL

2.1 General Description

The E-Verify Employer Search Tool provides a filter to sort employer and agency results that are displayed on the pages, and to export partial and complete datasets to comma-separated values (CSV) files.

2.2 Privacy Act Considerations

This system is protected by the Privacy Act “Civil and Criminal Penalties” found in 5 United States Code (USC) 552a, *Records Maintained on Individuals*, concerning the unauthorized use and disclosure of system data.

Exhibit 1: Criminal Penalties

(i)(1) Criminal Penalties.-Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than \$5,000.

(2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than \$5,000.

(3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than \$5,000.

3.0 USING THIS GUIDE

3.1 Special Conventions Used to Present Information in this Guide

This User Guide includes detailed instructions on using the E-Verify Employer Search Tool. In the instructions, “**Bold**” text represents words or phrases that appear on the web interface. Exhibits display screen shots of the application. Red boxes are used to highlight features on those exhibits.

4.0 USING THE E-VERIFY EMPLOYER SEARCH TOOL

4.1 Using the E-Verify Employer Search Tool

When you open the application you will have the option to enter search term(s) into the filters displayed on the screen or you can export the entire dataset to a CSV file.

Exhibit 2: E-Verify Employer Search Tool

Home > E-Verify > About the Program > E-Verify Employers Search Tool

E-Verify Employers Search Tool

This search tool allows users to view profiles on employers using the E-Verify program.

Filter by Employer Name:

Filter by Federal Contractor(Y/N):

Filter by State:
Alaska
Alabama
Arkansas
American Samoa
Arizona
California
Colorado

Ctrl-Click to select multiple items.
Ctrl-Shift to select a range of items

Filter by ZIP Code:

Filter by City:

Export:

 I want to export all records.

4.1.1 Filtering

The E-Verify Employer Search Tool is a user friendly interface that enables searching on one or all of the parameters available. You can refine your search using the filters to limit the number or results that are displayed.

The filter includes the following features:

- You must select at least one filter to display results.
- You can select as many filters as you like.
- You can click the **Filter** button (or hit **Enter**) at any time to view the results.
- Filter selections persist after results are presented so that you can continue to refine the search.
- To clear all filters, click the **Reset** button at any time. Clicking **Reset** however will not remove the result set currently displayed.
- A yellow box with helper text displays when you hover over the filter fields. The helper text provides instructions on using each filter.

4.1.1.1 Filter by Employer Name

Hover over the **Filter by Employer Name** text box to display the helper text.

Exhibit 3: Employer Name Filter

The screenshot displays a search interface with the following elements:

- Filter by Employer Name:** A text input field with a yellow border. A tooltip above it reads "Enter three or more characters to filter by Employer Name."
- Export:** A radio button selected with the text "I want to export all records."
- Filter by Federal Contractor(Y/N):** A dropdown menu.
- Filter by State:** A list box containing the following states: Alaska, Alabama, Arkansas, American Samoa, Arizona, California, and Colorado. It includes scroll arrows and a "Filter" icon.
- Instructions:** "Ctrl-Click to select multiple items." and "Ctrl-Shift to select a range of items"
- Filter by ZIP Code:** Two adjacent text input fields.
- Filter by City:** A single text input field.
- Buttons:** "Filter" and "Reset" buttons at the bottom.

Exact Phrase Searches:

To search by **Employer Name**, enter at minimum the first three (3) characters of an employer name and click **Filter** or hit **Enter**.

You can enter a maximum of two hundred and fifty five (255) alpha numeric or special characters. **Employer Name** searches are not case sensitive.

For example, if you enter "abc" it will return employer names such as "ABC Academy Inc", or "ABC Child Care Center."

Exhibit 4: Search Results for Phrase “abc”

Employer Name ▲	Federal Contractor? ▼	Federal Contractor Employee Verification	Employer City ▼	Employer State ▼	Employer ZIP Code ▼	Workforce Size
abc	No		nyc	NY	10007	1 to 4
abc	No		SOMERVILLE	MA	2143	1 to 4
ABC ACADEMY INC	No		Daphne	AL	36526	1 to 4
ABC Agueros Builders Company Inc	No		Los Angeles	CA	90065	5 to 9
ABC Amusements	No		Greenville	SC	29615	1 to 4
ABC Asphalt, LLC	No		Phoenix	AZ	85040	5 to 9
ABC Auto Parts Inc	No		Birmingham	AL	35217	5 to 9
ABC Child Care Center	No		Queen City	MO	63561	5 to 9
ABC Childcare Center	No		Avondale	AZ	85323	1 to 4
ABC CHILDRENS EYE SPECIALISTS PC	No		PHOENIX	AZ	85006	10 to 19

Only the beginning characters of an **Employer Name** will return results that match exactly. For example, entering “**Mobil**” will not return “Exxon **Mobil** Corporation.” To filter for “Exxon Mobil Corporation”, the characters must begin “**Exx**.”

Wildcard Searches:

Use the percent (%) sign as a wildcard character to substitute for any other character or characters in a search phrase. When used at the beginning of a search phrase, such as “**%exx**” the results will include all employer names that include an “**exx**”, such as “Aram**exx** Group Inc.”, “Belton **Exxx** Xmart” and “P**exx**, Inc.”

Exhibit 5: Search Results for Phrase “%exx”

Employer Name ▲	Federal Contractor? ▼	Federal Contractor Employee Verification	Employer City ▼	Employer State ▼	Employer ZIP Code ▼	Workforce Size
Aramexx Group Inc.	No		Chino	CA	91710	5 to 9
Belton Exxon Xmart	No		Belton	SC	29627	10 to 19
Carrolls Exxon Market Inc	No		Easton	MD	21601	10 to 19
Exxxcel Well Service	No		Midland	TX	79706	100 to 499
Exxon Mobil Corporation	No		Irving	TX	75039	10,000 and over
Exxxtra Help, Inc.	No		Texarkana	TX	75503	100 to 499
Indexx	No		Greenville	SC	29607	100 to 499
Kexx Inc	No		bronx	NY	10473	1 to 4
Pexx, Inc.	No		Plantersville	TX	77363	10 to 19
Southexx Management Inc	No		Tucson	AZ	85705	1 to 4

When used in the middle of a search phrase, as in “**american%company**”, the search results will include all employer names that begin “American” and have “Company” somewhere in the end, such as “**American Art Clay Company, Inc.**”, “**American Beef Company**”, and “**American Cutting and Drilling Company.**”

Exhibit 6: Search Results for Phrase “american%company”

Employer Name ▲	Federal Contractor? ▼	Federal Contractor Employee Verification	Employer City ▲	Employer State ▼	Employer ZIP Code ▼	Workforce Size
American Art Clay Company, Inc.	No		Indianapolis	IN	46254	100 to 499
American Bank Note Company	No		Columbia	TN	38401	20 to 99
American Beef Company	No		Rockville	MO	64780	20 to 99
American Boiler and Welding Company	Yes	All new hires and all existing employees assigned to a Federal contract	Hillside	NJ	7205	5 to 9
American Bottling Company	No		Omaha	NE	68154	100 to 499
American Bridge Company	No		Coraopolis	PA	15218	500 to 999
American Building & Construction Company	No		Sparta	TN	38583	1 to 4
American Cast Iron Pipe Company (ACIPCO)	No		Birmingham	AL	35207	1,000 to 2,499
American Clothing Company	No		Council Bluffs	IA	51501	20 to 99
American Cutting and Drilling Company	No		Pompano Beach	FL	33069	10 to 19

Note that any number of wildcards can be used in a search phrase. For example, the search phrase “%am%in%oo” may return: “Abraham Heating & Cooling”, “Alabama Heating & Roofing Co., Inc.” or “Hamlin Roofing Company”.

Exhibit 7: Search Results for Phrase “%am%in%oo”

Employer Name ▲	Federal Contractor? ▼	Federal Contractor Employee Verification	Employer City ▲	Employer State ▼	Employer ZIP Code ▼	Workforce Size
ABRAHAM HEATING & COOLING	No		KANSAS CITY	MO	64110	10 to 19
Alabama Heating & Roofing Co., Inc.	No		Birmingham	AL	35209	10 to 19
Alamance-Burlington Schools	No		Burlington	NC	27217	2,500 to 4,999
AMERICAN FINANCIAL MGMT OF HOOVER	No		Hoover	AL	35244	1 to 4
AmericInn Lodge & Suites of Moorhead	No		Moorhead	MN	56560	20 to 99
AMkids Infinity Schools	No		Cocca	FL	329260000	10 to 19
ARAMARK Higher Education (Erskine College-Food)	No		Due West	SC	29639	20 to 99
Benjamin J Burmood	No		Ash Grove	MO	65640	1 to 4
Great American Casino - Lakewood	No		Lakewood	WA	98499	100 to 499
Hamlin Roofing Company	Yes	Entire workforce (all new hires and all existing employees throughout the entire company)	Garner	NC	27529	100 to 499

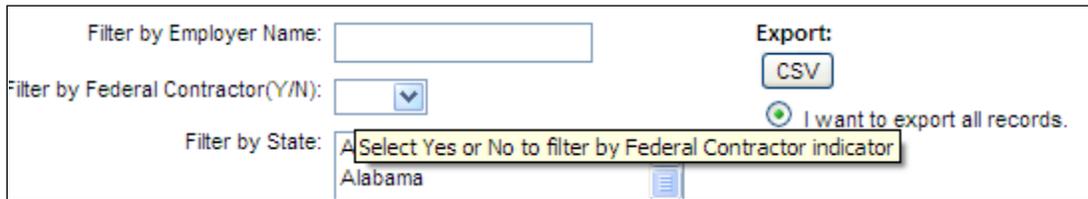
Note: Employer names are listed as they have been entered by the company so inconsistencies and misspellings may exist.

4.1.1.2 Filter by Federal Contractor (Y/N)

Hover over the **Filter by Federal Contractor (Y/N)** drop down to display the helper text.

To filter by **Federal Contractor** status, select **Yes** or **No** from the drop down. Leave it blank to ignore the **Federal Contractor** status as there may be results with no **Federal Contractor** value.

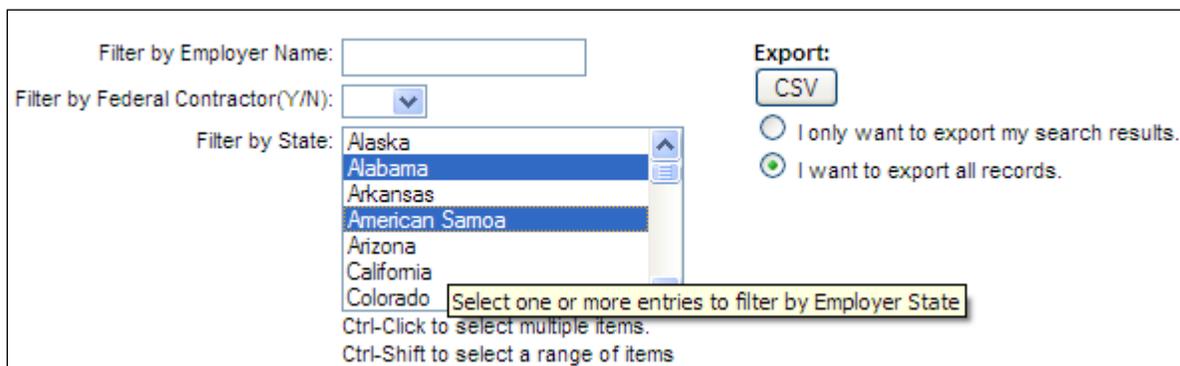
Exhibit 8: Federal Contractor Drop Down



4.1.1.3 Filter by State

- Hover over the **Filter by State** combo box to display the helper text.
- Hold the **Control** key and click additional states to include them in the filtered results.
- Hold the **Shift** key and click the first and last state to select a consecutive range of states.
- Hold the **Control** key and click multiple states to add or remove them from the filter.

Exhibit 9: Filter by State Combo Box

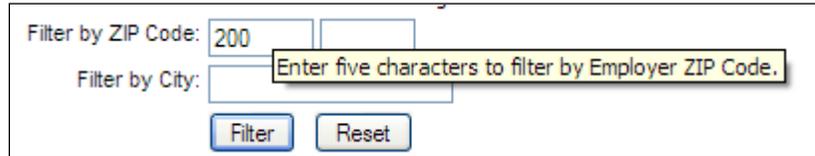


4.1.1.4 Filter by ZIP Code

Hover over the **Filter by ZIP Code** text boxes to display the helper text.

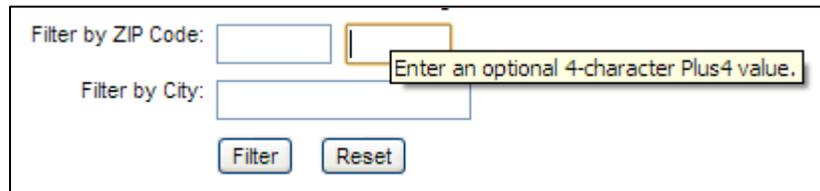
To filter by ZIP Code, enter between one (1) and five (5) numbers in the first text box. Alternatively, filter for the last four ZIP code numbers in the second text box but note that results may not include the last four numbers. The field will only accept numeric values.

Exhibit 10: ZIP Code Helper Text



The screenshot shows a search interface with two text boxes. The first text box is labeled "Filter by ZIP Code:" and contains the number "200". The second text box is labeled "Filter by City:". A yellow tooltip box is positioned over the "Filter by City:" text box, containing the text "Enter five characters to filter by Employer ZIP Code." Below the text boxes are two buttons: "Filter" and "Reset".

Exhibit 11: ZIP Code Plus 4 Helper Text



The screenshot shows a search interface with two text boxes. The first text box is labeled "Filter by ZIP Code:" and is empty. The second text box is labeled "Filter by City:". A yellow tooltip box is positioned over the "Filter by City:" text box, containing the text "Enter an optional 4-character Plus4 value." Below the text boxes are two buttons: "Filter" and "Reset".

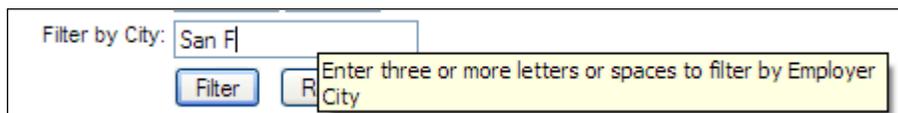
4.1.1.5 Filter by City

Hover over the **Filter by City** text box to display the helper text.

To filter by city, enter between three (3) and two hundred and fifty-five (255) characters in the **Filter by City** text box. The field will only accept alphabetic characters.

You must enter the first characters of a city to return matching results. For example, entering "Francisco" will not return "San Francisco." To filter for "San Francisco", the characters must begin "San."

Exhibit 12: City Text Box



The screenshot shows a search interface with one text box labeled "Filter by City:" containing the text "San F". Below the text box are two buttons: "Filter" and "Reset". A yellow tooltip box is positioned over the "Filter by City:" text box, containing the text "Enter three or more letters or spaces to filter by Employer City".

4.1.2 Displaying Results

A table of results displays beneath the filters after a successful search. The date at the top right of the table reflects the last date that the data was input into the system.

Exhibit 13: E-Verify Employer Results Table

E-Verify Employers Search Tool

This search tool allows users to view profiles on employers using the E-Verify program.

Filter by Employer Name:

Filter by Federal Contractor(Y/N):

Filter by State:

Export:
 I only want to export my search results.
 I want to export all records.

Ctrl-Click to select multiple items.
 Ctrl-Shift to select a range of items

Filter by ZIP Code:

Filter by City:

Show entries per page Information is current as of: 08-08-2012

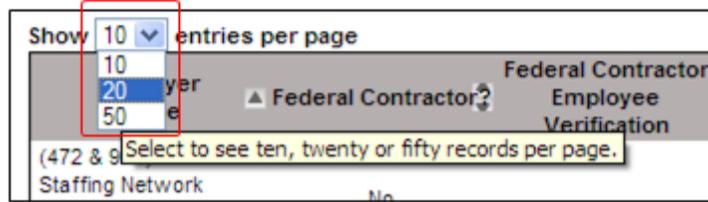
Employer Name	Federal Contractor	Federal Contractor Employee Verification	Employer City	Employer State	Employer ZIP Code	Workforce Size
(472 & 959) Medical Staffing Network Healthcare, LLC #472 & 959-Apple Valley, CA	No		Apple Valley	CA	92307	20 to 99
0720 - Santee, CA	No		Santee	CA	92071	20 to 99
0722 - El Cajon, CA	No		El Cajon	CA	92020	20 to 99
0731 - Clairemont, CA	No		San Diego	CA	92117	20 to 99
0759 - San Marcos, CA	No		San Marcos	CA	92069	20 to 99
10-4 Construction, Inc	No		Chino	CA	91710	5 to 9
101 VERTICAL FABRICATION, INC.	No		FONTANA	CA	92335	20 to 99
13-D Fire Systems	No		Novato	CA	94949	10 to 19
13400 Sherman Way LLC	No		North Hollywood	CA	91605	100 to 499
1440 South Euclid Street LLC	No		Anaheim	CA	92802	100 to 499

Showing 1 to 10 of 7744 entries. 1 2 3 4 5 ... 775 Next >

4.1.2.1 Page Size Controls

You can change the number of entries that display on the page to **10**, **20** or **50**, as long as that many records exist. Depending on the number of records displayed, a scroll bar will appear to the right, according to the browser size, so you can scroll through the list of records that appear on the page.

Exhibit 14: Page Size Controls



4.1.2.2 Sorting Results

Click the column heading or up/down buttons to display the results in alphabetical order (or numerical order in the case of the **ZIP Code** column).

You can sort all of the columns except the **Federal Contractor Employee Verification** and **Workforce Size** columns.

Exhibit 15: Sort Buttons

Show 10 entries per page						Information is current as of: 08-08-2012
Employer Name	Federal Contractor?	Federal Contractor Employee Verification	Employer City	Employer State	Employer ZIP Code	Workforce Size
Getcabled, Inc.			Adelanto	CA	92301	10 to 19
USA Services, Inc.	No		Adelanto	CA	92301	20 to 99
SAFEWAY SIGN CO	No		ADELANTO	CA	92301	20 to 99
Specificoat	No		Adelanto	CA	92301	1 to 4
Totaltrans Express Inc.	No		Adelanto	CA	92301	1 to 4
Commercial Wood Products	No		Adelanto	CA	92301	100 to 499
Nottingham Gate LLC	No		Agoura Hills	CA	91301	20 to 99
Nurses in Partnership	No		Agoura Hills	CA	91301	20 to 99
Softex Holdings, Inc	No		Agoura Hills	CA	91301	100 to 499
B&B Financial Consulting	No		Agoura Hills	CA	91301	1 to 4

4.1.3 Exporting Controls

You can export the filtered dataset or the entire dataset as a CSV file. The CSV file will include the raw data and column headers and no other formatting.

Exhibit 16: Exporting Results

E-Verify Employers Search Tool

This search tool allows users to view profiles on employers using the E-Verify program.

Filter by Employer Name:

Filter by Federal Contractor(Y/N):

Filter by State:
Alabama
Arkansas
American Samoa
Arizona
California
Colorado

Ctrl-Click to select multiple items.
Ctrl-Shift to select a range of items

Filter by ZIP Code:

Filter by City:

Export:

I only want to export my search results.

I want to export all records.

Show entries per page Information is current as of: 08-08-2012

Employer Name	Federal Contractor?	Federal Contractor Employee Verification	Employer City	Employer State	Employer ZIP Code	Workforce Size
(472 & 959) Medical Staffing Network Healthcare, LLC #472 & 959-Apple Valley, CA	No		Apple Valley	CA	92307	20 to 99
0720 - Santee, CA	No		Santee	CA	92071	20 to 99
0722 - El Cajon, CA	No		El Cajon	CA	92020	20 to 99
0731 - Clairemont, CA	No		San Diego	CA	92117	20 to 99
0759 - San Marcos, CA	No		San Marcos	CA	92069	20 to 99
10-4 Construction, Inc	No		Chino	CA	91710	5 to 9

4.1.3.1 Exporting All Results

If a search has not yet been conducted, you can only export all records by clicking the **CSV** button.

Exhibit 17: Exporting All Results

E-Verify Employers Search Tool

This search tool allows users to view profiles on employers using the E-Verify program.

Filter by Employer Name:

Filter by Federal Contractor(Y/N):

Filter by State:
Alabama
Arkansas
American Samoa
Arizona
California
Colorado
Ctrl-Click to select multiple items.
Ctrl-Shift to select a range of items

Filter by ZIP Code:

Filter by City:

Export:

I want to export all records.

4.1.3.2 Exporting Only Search Results

Once a dataset has displayed, you can choose to download a CSV file by selecting the radio button next to “**I only want to export my search results.**”

Exhibit 18: Exporting Only Search Results

Export:

I only want to export my search results.

I want to export all records.

4.1.3.3 Downloading and Opening the CSV File

After selecting the type of dataset to download, click the **CSV** button. You may be prompted to open or save the file, depending on your type of browser and security settings.

Select **Save** to store the file on your hard drive and open later:

- The complete dataset is downloaded as a CSV file within a compressed ZIP file. You will need to extract the CSV file before opening it.
- A partial dataset is downloaded as a CSV file.

Select **Open** to display the dataset on your computer. When you open the CSV file, your computer will open the file with the program that is set to open .csv files by default.

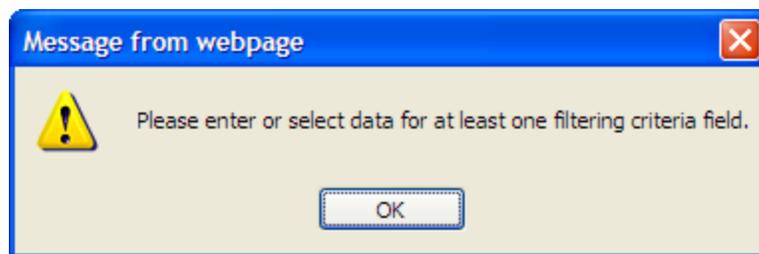
Note: Microsoft Excel 2003 and earlier versions are limited to 60,556 rows. If the data set you have chosen includes more rows than that, they will not display. To avoid this problem, you may refine your search, upgrade to a later version of Excel, or open the CSV file in another program, including a word processor.

5.0 ERROR AND EXCEPTION HANDLING

5.1 Select a Filter Message

If you click the **Filter** button without having selected any filters, a message displays instructing you to select a filter.

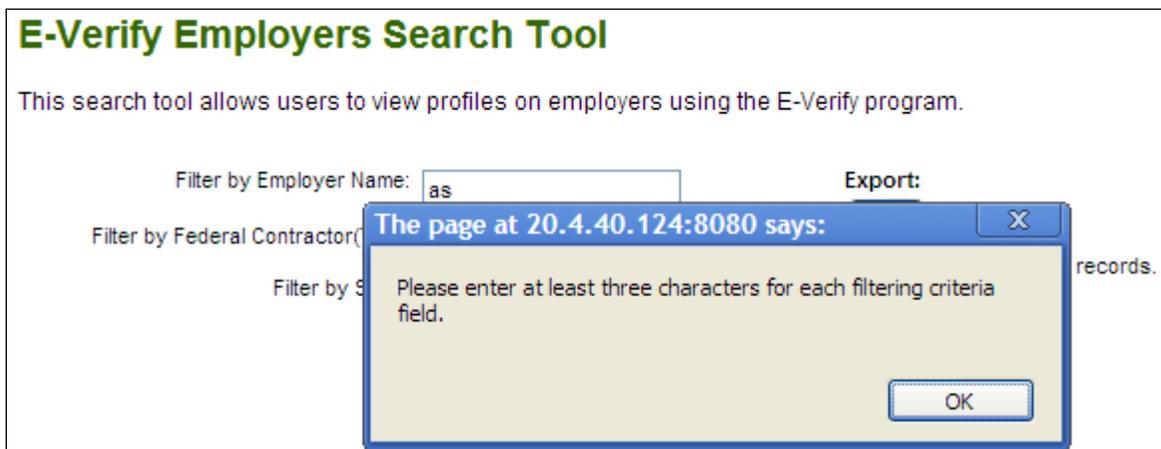
Exhibit 1: Select a Filter Message



5.2 Filter by Employer Name Error Message

If fewer than three characters are typed into the **Filter by Employer Name** text box and the **Filter** button or the **Enter** key is pressed, a message will display instructing you to enter at least three characters for each filtering criteria field.

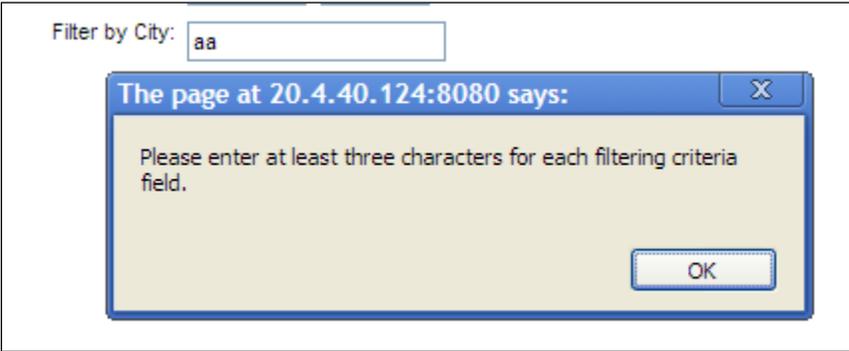
Exhibit 2: Filter by Employer Name Error Message



5.3 Filter by City Error Message

If you enter fewer than 3 characters or you use numeric or special characters in the **Filter by City** text box and the **Filter** button or the **Enter** key is pressed, a message will display instructing you to enter at least three characters for each filtering criteria field.

Exhibit 3 Filter by City Error Message



5.4 Filter by ZIP Code Error Message

If non-numerals are entered in the **Filter by ZIP Code** field, a message will display instructing you to use only numbers.

Exhibit 4: Filter by ZIP Code Error Message

