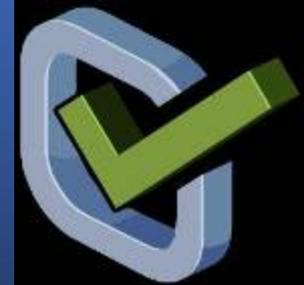


# Top 5 E-Verify DOs



- Promptly provide and review with the employee the notice of tentative nonconfirmation
- Promptly provide the referral notice from SSA or DHS to the employee who chooses to contest a tentative nonconfirmation
- Allow an employee who is contesting a tentative nonconfirmation to continue to work during that period
- Contact E-Verify if you believe an employee has received a final nonconfirmation in error
- Accept any Form I-9 List B document with a photo from an employee who chooses to provide a List B document

**Employer Hotline: 1-800-255-8155**  
**Employee Hotline: 1-800-255-7688**



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# Top 5 E-Verify Don'ts



- Use program to pre-screen employment applicants unless you are a State Workforce Agency
- Influence or coerce an employee's decision whether to contest a tentative nonconfirmation
- Terminate or take adverse action against an employee who is contesting a tentative nonconfirmation
- Ask an employee to provide additional documentation of his or her employment eligibility after obtaining a tentative nonconfirmation for that employee
- Request specific documents in order to activate E-Verify's photo tool feature

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