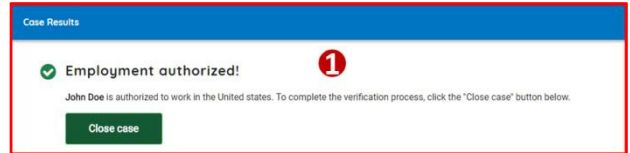


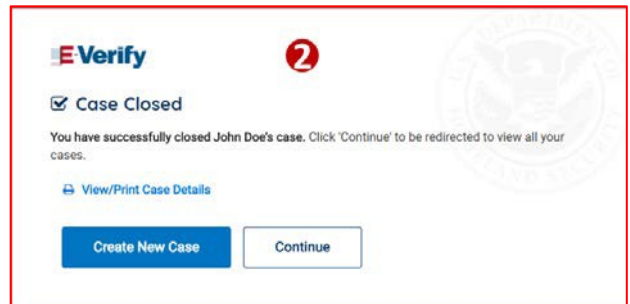
## Close an Employment Authorized Case

To complete the E-Verify process, employers must close every case they create. You may close a case from a final status or from the *Duplicate Cases Found* alert. To close an Employment Authorized case:


1 Click **Close case**.



2 Click **View/Print Case Details**. Record the case number on the employee's Form I-9 or attach a printed copy of the case details page to the employee's Form I-9.



You're all set! The case is now closed.

 **Note:** You may click **Create New Case** to begin a new case, or click **Continue** to view all cases in the *View Cases* tab.

See the *View/Search Cases Job Aid* for instructions on how to view and search cases in E-Verify.