

Referral to the Social Security Administration (SSA)

For SSA Field Office Staff: Use EV-STAR and See POMS RM 00206.305ff

Employee's Last Name	Employee's First Name
Employee's Social Security Number (SSN)	Employee's Month/Year of Birth
Date Referred to SSA	Case Verification Number
<p>Reason for this Referral Letter:</p> <p><input type="checkbox"/> SSN does not match. The Social Security Number (SSN) entered in E-Verify is valid, but the name and/or date of birth entered for the employee do not match SSA records.</p> <p><input type="checkbox"/> SSN is invalid. The SSN entered in E-Verify is not a valid number.</p> <p><input type="checkbox"/> SSA unable to confirm U.S. Citizenship. Cannot confirm that the employee is eligible to work because SSA records do not show that the SSN holder is a U.S. citizen.</p> <p><input type="checkbox"/> SSA record does not verify, Other Reason. SSA found a discrepancy in the employee's record</p> <p><input type="checkbox"/> SSA unable to process data. SSA found a discrepancy in other data in the employee's record.</p>	

Instructions for the Employer

IMPORTANT

Employee must acknowledge receipt of this Referral Letter, date, sign, and return it to you.

1. Privately review this Referral Letter with your employee.
2. Ensure the name and SSN shown at the top of this letter is correct. If this information is not correct, you must close this case and submit a new case with the correct information.
IMPORTANT: If the employee cannot read, you must read this notice to the employee. If the employee does not fully understand English and speaks Spanish, you must provide your employee with the Spanish version of this Referral Letter.
3. Complete all fields below
4. You and your employee must sign and date this Referral Letter in the space provided below.
5. Give the employee a copy of this signed Referral Letter. The employee will need to bring this letter to the SSA field office.

Employer's Name	
Name of Employer Representative	Phone Number of Employer Representative
Signature of Employer Representative	Date
Signature of Employee	Date

Instructions for the Employee

Why You Received this Referral Letter

Your employer uses E-Verify, a program administered by the Department of Homeland Security (DHS) and the Social Security Administration (SSA). E-Verify electronically verifies that the information that you provided in Section 1 of Form I-9 matches with government records to ensure that you are eligible to work in the United States. If the information submitted does not match with SSA's records your E-Verify case receives a case result of SSA Tentative Nonconfirmation.

You received this SSA Referral Letter because you received an SSA Tentative Nonconfirmation and you have decided to contest that case result. A SSA Tentative Nonconfirmation **does not** mean that you gave wrong information to your employer or that your employer can terminate your employment. It does mean that the information from your Form I-9 did not match SSA's records.

An SSA Tentative Nonconfirmation can occur for several reasons, including:

- Your name, SSN, or date of birth may have been recorded incorrectly in SSA records
- You may not have reported a name change to SSA
- Your citizenship or immigration status may have changed since you first got your SSN card
- SSA has not received updated information for your record or
- Your SSA record may contain another type of error

What You Must Do

1. Review your name, SSN and date of birth as it is displayed on the first page of this letter. Inform your employer immediately if any of this information is not correct.
2. Visit a SSA field office within **8 federal government workdays from the date of this referral, or by** / / (MM/DD/YYYY), to address your case. If you visit SSA within 8 federal government workdays your employer may not take adverse action against you or terminate your employment unless SSA issues a final result that indicates you are not authorized to work in the United States.
3. Bring this letter with you when you visit the SSA field office.
4. If you have them, bring the following **original** documents with you when you visit the SSA field office. SSA will need to see:
 - a. Proof of your **age**;
 - b. Proof of your **identity**, such as a U.S. State-issued driver's license;
 - c. Proof of a **legal name change**, such as a marriage certificate, if you changed your name since you first received your SSN card; and
 - d. Proof of your **work-authorized status**:
 - If you are a U.S. citizen, proof of your **U.S. citizenship**, such as a Naturalization Certificate, U.S. public birth certificate, or U.S. passport; or
 - If you are not a U.S. citizen, proof of your **work-authorized legal alien status**, such as a Permanent Resident Card ("green card," INS or USCIS Form I-551), Employment Authorization Document (USCIS Form I-766), or DHS Form I-94 Arrival-Departure Record showing work-authorized status.
5. Keep a copy of this important letter for your records.
6. Tell your employer immediately if any of the information you provided your employer changes after you visited SSA. Your employer will need to update your record with any changes.

For More Information

To find the address of the SSA field office nearest you, call 1-800-772-1213 or 1-800-325-0778 (TDD for the hearing impaired) or visit www.socialsecurity.gov. In the middle section of SSA's homepage, click on the link: "Requesting a Social Security Card." This link will provide detailed information about how to find your local field office and what documents to bring with you.

Your Rights

E-Verify is committed to protecting your privacy and has a privacy official responsible for ensuring that your information is collected, used, and disclosed in an authorized manner.

Your employer may not fire you, suspend you, delay training or your start date, withhold or lower your pay, reduce your hours, or take any other adverse action against you because you chose to contest a Tentative Nonconfirmation and because SSA is still working on your case.

For more information on E-Verify, including our privacy practices and rules, visit our website at www.dhs.gov/E-Verify. If you believe that your employer treated you unfairly, read the information below and you may also contact E-Verify Customer Support at the number provided below.

For Discrimination Claims Only

Employees should call the Department of Justice, Civil Rights Division, Office of Special Counsel for Immigration Related Unfair Employment Practices (OSC) at 1-800-255-7688 (TDD: 1-800-237-2515) for help in some situations. This may include if:

- The employee believes that they have been subjected to discrimination based upon their national origin or citizenship or immigration status with respect to hiring, firing, recruitment or referral for a fee, through an employer's use of E-Verify, or
- The employer requested identity or employment eligibility documents from the employees beyond what is necessary to complete the Employment Eligibility Verification, Form I-9.

To learn more about OSC, visit OSC's webpage at www.usdoj.gov/crt/osc. For general inquiries about E-Verify contact E-Verify Customer Support at 1-888-464-4218 or by e-mail to E-Verify@dhs.gov.