
Instructions to Download Historic Records Reports in E-Verify

Prepared for



**U.S. Citizenship
and Immigration
Services**

Verification Division

Instructions for Downloading & Exporting in E-Verify

1. As an E-Verify participating employer or E-Verify Employer Agent Program Administrator, click “Reports” along the navigation bar at the top of the page then select “View Reports” from the drop-down menu.



2. The “Select a Report” menu appears. Select “Historic Records Report.”



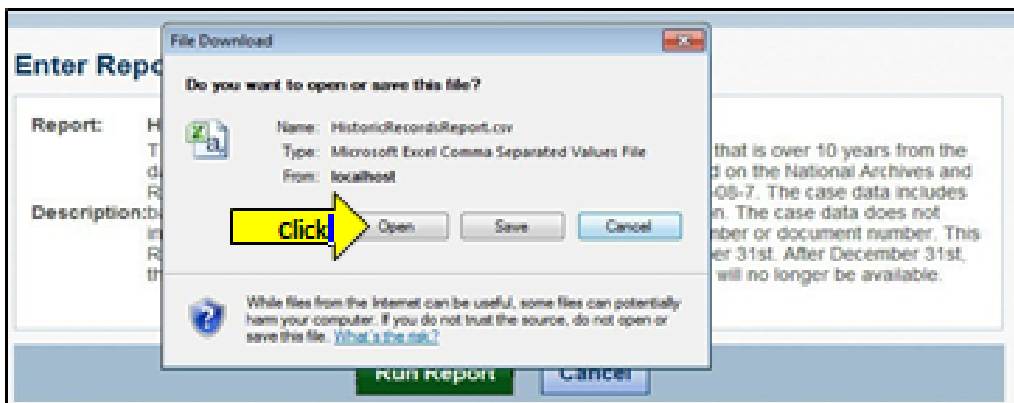
3. Additional information describing the E-Verify Historic Records Report displays. Click “Next.”



- The “Enter Report Parameters” page displays with information describing the E-Verify Historic Records Report. There are no parameters available for this report. Click “Run Report.”



- If Excel is available, a “File Download” window will display. Click “Open.”



NOTE: If Excel is not available, an application will need to be selected to display the CSV file data (e.g., Notepad, Word, etc.).

- Excel launches the Historic Records Report. Only cases associated with the Employer or E-Verify Employer Agent ID of the user account display.

The below screen shots are split into two parts due to the number of columns comprising the report.

COMPANY_ID	COMPANY_NAME	PARENT_COMPANY_ID	CITY	STATE	CLIENT_COMPANY	CLIENT_NAME	CLIENT_CITY	CLIENT_STATE	CLIENT_INITIATED_DATE	CASE_VERIFICATION_NUMBER	
1234	ABC Company		Some City	50 States					ABCD1234	1/1/2004 0:00	1234567890011A8
1235	ABC Company		Some City	51 States					ABCD1235	1/2/2004 0:00	1234567890011A8
1236	ABC Company		Some City	52 States					ABCD1236	1/3/2004 0:00	1234567890011A8
1237	ABC Company		Some City	53 States					ABCD1237	1/4/2004 0:00	1234567890011A8
1238	ABC Company		Some City	54 States					ABCD1238	1/5/2004 0:00	1234567890011A8
1239	ABC Company		Some City	55 States					ABCD1239	1/6/2004 0:00	1234567890011A8
1240	ABC Company		Some City	56 States					ABCD1240	1/7/2004 0:00	1234567890011A8
1241	ABC Company		Some City	57 States					ABCD1241	1/8/2004 0:00	1234567890011A8
1242	ABC Company		Some City	58 States					ABCD1242	1/9/2004 0:00	1234567890011A8

	LAST_	FIRST_	DOB	HIRE_DATE	INITIAL_RESOLUTION	ADDITIONAL_RESOLUTION	DHS_3RD_STEP_RESOLUTION	FINAL_STATUS_DATE	CASE_CLOSURE_DATE	CLOSURE_DESCR	USER_	USER_
1	NAME	NAME									LAST_	FIRST_
2	DOE	JOHN		1/1/2004 0:00	Employment Authorized			Employ	1/1/2004 0:00	Resolved A	DOE	JANE
3	DOE	JOHN		1/2/2004 0:00	Employment Authorized			Employ	1/2/2004 0:00	Resolved A	DOE	JANE
4	DOE	JOHN		1/3/2004 0:00	Employment Authorized			Employ	1/3/2004 0:00	Resolved A	DOE	JANE
5	DOE	JOHN		1/4/2004 0:00	Employment Authorized			Employ	1/4/2004 0:00	Resolved A	DOE	JANE
6	DOE	JOHN		1/5/2004 0:00	Employment Authorized			Employ	1/5/2004 0:00	Resolved A	DOE	JANE
7	DOE	JOHN		1/6/2004 0:00	Employment Authorized			Employ	1/6/2004 0:00	Resolved A	DOE	JANE
8	DOE	JOHN		1/7/2004 0:00	Employment Authorized			Employ	1/7/2004 0:00	Resolved A	DOE	JANE
9	DOE	JOHN		1/8/2004 0:00	Employment Authorized			Employ	1/8/2004 0:00	Resolved A	DOE	JANE
10	DOE	JOHN		1/9/2004 0:00	Employment Authorized			Employ	1/9/2004 0:00	Resolved A	DOE	JANE

NOTE: For E-Verify Employer Agents who also participate in E-Verify as an employer, a single report containing cases for their employees and their Clients will be generated, if associated with the E-Verify Employer Agent ID.