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."

4. 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."

5. If Excel is available, a "File Download" window will display. Click "Open."
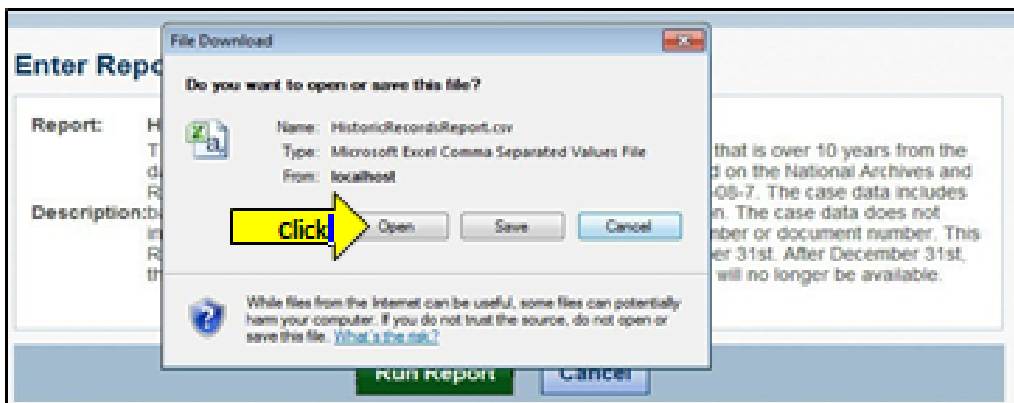
NOTE: If Excel is not available, an application will need to be selected to display the CSV file data (e.g., Notepad, Word, etc.).

6. 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.

LAST_NAME	FIRST_NAME	DOB	HIRE_DATE	INITIAL_RESOLUTION	ADDITIONAL_RESOLUTION	DHS_3RD_STEP_RESOLUTION	FINAL_STATUS	CASE_CLOSURE_DATE	CLOSURE_DESCR	USER_LAST_NAME	USER_FIRST_NAME
DOE	JOHN		1/1/2004 0:00	Employment Authorized			Employn	1/1/2004 0:00	Resolved A	DOE	JANE
DOE	JOHN		1/2/2004 0:00	Employment Authorized			Employn	1/2/2004 0:00	Resolved A	DOE	JANE
DOE	JOHN		1/3/2004 0:00	Employment Authorized			Employn	1/3/2004 0:00	Resolved A	DOE	JANE
DOE	JOHN		1/4/2004 0:00	Employment Authorized			Employn	1/4/2004 0:00	Resolved A	DOE	JANE
DOE	JOHN		1/5/2004 0:00	Employment Authorized			Employn	1/5/2004 0:00	Resolved A	DOE	JANE
DOE	JOHN		1/6/2004 0:00	Employment Authorized			Employn	1/6/2004 0:00	Resolved A	DOE	JANE
DOE	JOHN		1/7/2004 0:00	Employment Authorized			Employn	1/7/2004 0:00	Resolved A	DOE	JANE
DOE	JOHN		1/8/2004 0:00	Employment Authorized			Employn	1/8/2004 0:00	Resolved A	DOE	JANE
DOE	JOHN		1/9/2004 0:00	Employment Authorized			Employn	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.