
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. Click “Reports” along the navigation bar at the top of the page then select “View Reports” from the drop-down menu.



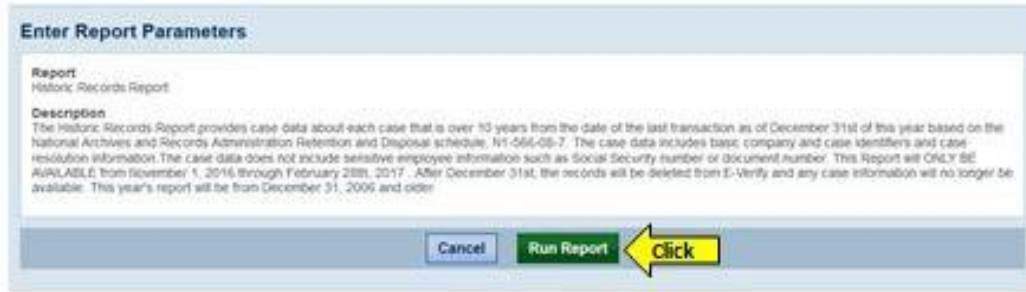
2. The “Select a Report” menu appears. Select “Historic Records Report.”



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



- The “Enter Report Parameters” page displays. There are no parameters available for this report. Click “Run Report.”



- If you have Microsoft Excel, you should see a "File Download" window appear on your screen. Click “Open.”



NOTE: If you don't have Excel, you'll need another to select file application to display the CSV file data (for example, Notepad or Word).

- 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 because of the number of columns in the report.

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

	LAST_	FIRST_	DOB	HIRE_DATE	INITIAL_RESOLUTION	ADDITIONAL_	DHS_3RD_STEP_	FINAL_	CASE_CLOSURE	CLOSURE	USER_	USER_
1	NAME	NAME				RESOLUTION	RESOLUTION	STATUS_	DATE	_DESCR	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 clients and employees will be generated, if associated with the E-Verify Employer Agent ID.