

**Self Check**<sup>TM</sup>  
Apply with confidence.



U.S. Citizenship  
and Immigration  
Services

# Self Check

## A Service of E-Verify

[www.uscis.gov/selfcheck](http://www.uscis.gov/selfcheck)

[www.uscis.gov/selfcheck/espanol](http://www.uscis.gov/selfcheck/espanol)

Presented by:  
The Verification Division of  
US Citizenship and Immigration Services  
The Department of Homeland Security

## Purpose

To provide information about **Self Check**, a service of **E-Verify**

## Key Topics

- How does Self Check apply to you?
- Background on E-Verify and Self Check
- Overview of the Self Check Process

## What is Self Check? How Does it Apply to Me?

- Self Check is a FREE online service that lets you make sure your records are accurate BEFORE an employer checks your employment eligibility.
- All employers are required to verify the identity and employment eligibility of everyone hired in the United States. Some employers use the E-Verify program (a web-based service) to do this verification.
- In fact, employers use E-Verify at more than one million hiring sites in the U.S. to verify new workers' employment eligibility.
- Self Check lets you verify the same records employers check in E-Verify.

## What is E-Verify and How Does it Work?

- E-Verify is a free, web-based service operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that lets enrolled employers electronically verify the employment eligibility of their newly hired employees.
- E-Verify use is voluntary for most employers but employers do use it. In 2011, U.S. employers ran more than 17 million cases through E-Verify.
- The E-Verify process is illustrated below:



## What is the Background on Self Check?

- Self Check was requested in a committee report by Congress in 2009
- It was implemented in three phases, beginning with an initial launch to 5 states plus the District of Columbia in March 2011, and a second implementation to 16 additional states in August of 2011.
- As of February 09, 2012, Self Check is now available **nationwide**. This includes all 50 states plus Guam, Puerto Rico, the US Virgin Islands and the Commonwealth of the Northern Marianas Islands.
- Since the launch of Self Check in March 2011, over 65,000 individuals have used Self Check to verify their employment eligibility.

# A Comparison of Self Check and E-Verify

	<b>E-Verify Program</b>	<b>Self Check Service</b>
<b>Audience</b>	U.S. businesses	U.S. workers
<b>Purpose</b>	Verify employment eligibility of workforce	Check your own employment eligibility
<b>System Security</b>	Employer registration process and user accounts	Identity assurance process on each use
<b>Legislative Mandate</b>	Required in certain states and for most federal contractors	Voluntary; results cannot be used against you
<b>Availability</b>	50 states and U.S. territories	50 states and U.S. territories

## Self Check Provides Value to You!

- Self Check gives you:
  - An opportunity to learn about the employment eligibility verification process.
  - Insight into your employment eligibility as of the date you use Self Check.
  - If necessary, guidance to resolve a mismatch between the information you provide and the data in your records. While following up on a Self Check mismatch is not required, doing so lets you know why there is a mismatch and how to correct it.
- Self Check does not give you a work authorization credential:
  - All employers must still verify the employment eligibility of new hires using the Form I-9, Employment Eligibility Verification
  - E-Verify employers must still verify the employment eligibility of new hires using the Form I-9 and run new hires through E-Verify

## Self Check is Four Simple Steps

### ESTABLISH IDENTITY

1 ENTER ID DATA



2 TAKE A QUIZ



3 ENTER DOCUMENT DATA



4 GET RESULTS





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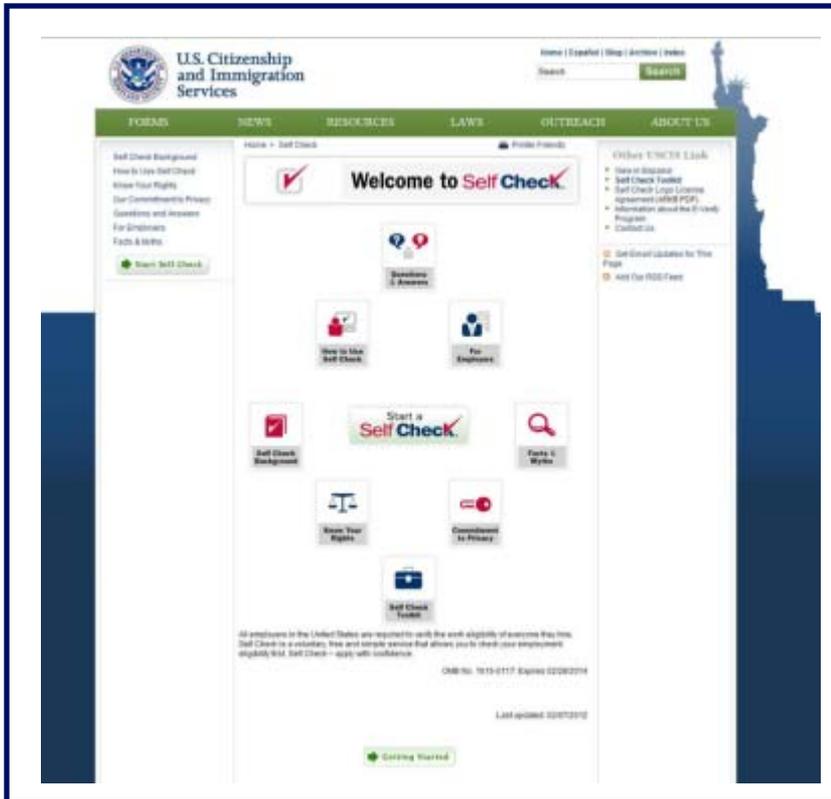


U.S. Citizenship  
and Immigration  
Services

# A Preview of Self Check



## Screen Previews | Informational USCIS Self Check Website



Website:  
[www.uscis.gov/selfcheck](http://www.uscis.gov/selfcheck)  
[www.uscis.gov/selfcheck/espanol](http://www.uscis.gov/selfcheck/espanol)



## Screen Previews | Self Check Data Entry



Website:  
<https://selfcheck.uscis.gov>

**Self Check**

View in English

**Términos de uso de Self Check**

Al acceder, ver o utilizar Self Check, usted acepta usar este servicio de acuerdo con los términos de uso, la Declaración de Privacidad y todos las leyes y reglamentos aplicables. Para utilizar el servicio Self Check, debe aceptar estos términos de uso marcando el encasillado que se encuentra en el margen inferior de esta página.

**Términos de uso**

**Seguridad**  
 Usted está ingresando a un Sistema del Gobierno de Estados Unidos de América que sólo puede utilizarse para los propósitos autorizados. Los sitios web del Departamento de Seguridad Nacional (DHS, por sus siglas en inglés) se han desarrollado de acuerdo con las Directrices previstas por ISS, que incluyen evaluaciones de riesgo y certificaciones regulares. El Director de Informática del DHS es la autoridad final sobre los requisitos de seguridad y controles de los sitios Web de Seguridad Nacional. Todas las acciones para garantizar la calidad, integridad y utilidad de la información en este sitio han sido llevadas a cabo, a la vez que se garantiza la privacidad y seguridad. Sólo personal autorizado puede

**Declaración de privacidad**

**Nuestro compromiso de privacidad con usted**  
 USCIS se comprometa a mantener la privacidad de su información personal de identificación (PII, por sus siglas en inglés) conforme con las normas de USDS.

**Su expectativa de privacidad**  
 USCIS comprende que usted espera que su privacidad e información personal estén protegidas. Por lo tanto, el servicio Self Check está diseñado para solicitarle que valide su identidad antes de permitirle el acceso a la información que poseemos sobre usted.

Las preguntas de validación de identidad realizadas y las

Al marcar esta casilla, el botón "Continuar en Español" e "Continue in English" y mediante el uso de este sitio, usted acepta utilizarlo de acuerdo con estos términos y condiciones y todas las leyes y reglamentaciones aplicables. Si no está de acuerdo con estos términos, no puede utilizar Self Check.

Continuar in English    Continuar en Español

**Self Check**

ESTABLISH IDENTITY    CONFIRM WORK ELIGIBILITY

1 Enter ID Data    2 Take a Quiz    3 Enter Document Data    4 Test Results

**Enter Your Identifying Information**

The information that you enter below will be used by a third party identity assurance service to generate questions. Every Self Check user is required to answer these questions to ensure that an individual is only allowed to perform an employment eligibility check on his or her own records. The name and date of birth entered below will be "locked in" for use in the employment eligibility check later.

\*All fields marked with an asterisk are required.  
 Please click any question mark icon below to view additional instructions.

**Name :**

\*First Name    MI    \*Last Name

**Date of Birth :**

\*Year    \*Month    \*Day

Select    Select    Select

**Social Security Number :**

**Address :**

\*Street

\*City    \*State    \*Zip Code

Select

If you don't see your state in the drop down menu, click here

# Completing Your Identity Assurance Quiz

Be sure to:

- Enter all required information correctly
- If something is unclear, use the helper text 
- Read each question thoroughly and answer carefully
- Complete the quiz in a timely manner; you are given 60 seconds to answer each question
- If a question does not relate to you or none of the other answers are correct, select “None of the above”

## Screen Previews | Identity Proofing Quiz



### ID Proofing Question

You are visiting an independent, secure, identity assurance service. This service is using non-governmental information to generate identity-based questions that only you should be able to answer. When the quiz is completed, you will return to complete the E-Verify Self Check employment eligibility check.

Please do not use the Back button on your browser during this process. If you do, your session will be terminated and you will have to start over.

#### id to the user, one per page

- options as the correct answer
- options as the correct answer

options as the correct answer

### ID Proofing Question

You are visiting an independent, secure, identity assurance service. This service is using non-governmental information to generate identity-based questions that only you should be able to answer. When the quiz is completed, you will return to complete the E-Verify Self Check employment eligibility check.

Please do not use the Back button on your browser during this process. If you do, your session will be terminated and you will have to start over.

#### A series of questions will be presented to the user, one per page

- The user can only select one of these options as the correct answer
- The user can only select one of these options as the correct answer
- Answer selected by the user
- The user can only select one of these options as the correct answer

Submit

governmental information to completed, you will return to

n will be terminated and you will

#### rtions will be presented to the user, one per page

- only select one of these options as the correct answer
- only select one of these options as the correct answer
- ed by the user
- only select one of these options as the correct answer

## Screen Previews | Employment Authorization Response



- Self Check Home
- About Self Check
- How to Use Self Check
- Know Your Rights
- Commitment to Privacy
- Questions and Answers



### Work Authorization Confirmed

Thomas,

Self Check compared the information you provided to U.S. government databases and can confirm that, based on the information you provided, you are eligible to work in the United States.

If you are hired today by an E-Verify participating employer and you use the same documents and information provided, you will most likely be instantly work authorized when your employer checks your information using E-Verify.

In the event that you are not instantly work authorized, please work with your employer to ensure that your information was entered correctly and, if necessary, follow the steps outlined by E-Verify to resolve any issues.

This does not mean that you are guaranteed to pass through E-Verify without issue. A number of things can happen between now and when a future employer checks your information using E-Verify that may cause you to get a mismatch. Those things include name changes, citizenship status changes, expiration of work authorization, or a simple data entry error when your employer is entering your information into E-Verify. It is important that you keep your records up to date with the government to ensure an accurate employment verification process.

Thank you for completing the Self Check process!

## Screen Preview | Possible Mismatch

Self Check Home

About Self Check

How To Use Self Check

Know Your Rights

Our Commitment To Privacy

Questions and Answers

For Employers

# Self Check

ESTABLISH IDENTITY

CONFIRM WORK ELIGIBILITY

1 Enter ID Data

2 Take a Quiz

3 Enter Document Data

4 Get Results

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### Possible Mismatch with Government Information

Thank you for checking on your work authorization information through Self Check. Unfortunately we were not able to automatically verify the information you provided against the government databases used by Self Check.

**What does this mean?**

- In order to make a final determination, Self Check staff needs to manually review database records
- This does not mean that you are not work authorized. It simply means we have to check the data manually before giving you an answer.

**What can you do?**

1 SELECT 'PLEASE REVIEW' BUTTON



2 READ & PRINT LETTER



3 CALL DHS



1. **SELECT "REVIEW" BUTTON** - If you want us to further review your work eligibility, please indicate by clicking the "Please Review" button below. Please note that this is not required, but is necessary if you would like us to continue a review at this time.
2. **READ AND PRINT LETTER** - Once you request additional review, read and print the letter which provides a summary of the issue and detailed guidance around your next steps.
3. **CALL DHS** - Once you have read and printed the letter, please follow the instructions in the letter to call DHS to begin the review process.

**Please Note:** Do not simply run another Self Check query. Doing so will produce the same result you obtained as a result of this query.

Please Review

No Review Requested

# Screen Preview | Notice of Possible Mismatch

**Self Check**

Self Check Home  
 About Self Check  
 How To Use Self Check  
 Know Your Rights  
 Our Commitment To Privacy  
 Questions and Answers For Employers

## Notice of Possible Mismatch with Department of Homeland Security (DHS) Records

Print View PDF Ver en Español

Deene, David Name (Last Name, First Name, MI)	01/11/2012 Date of Mismatch
XXXXXXXXXX Employee's A Number or I-94 number	2012011456324 Case Verification Number

**Instructions**

**Why You Have This Notice**

Self Check just compared the information you provided against the Department of Homeland Security's (DHS) immigration record databases as part of the process to assess your work authorization status.

You received this Notice because there may be a mismatch between the data you entered and the data in your DHS records. It does not mean that you gave wrong information or that you are not authorized to work in the United States.

A Self Check mismatch can occur for various reasons, including

- Your information must be manually checked by a DHS representative before confirming work authorization;
- Your personal data and/or document information may have been recorded incorrectly in DHS records;
- Your information may not have been updated in DHS records at the time your information was checked in Self Check;
- Your citizenship or immigration status may have changed; or
- Your record may contain another type of error.

## Avoiding Unnecessary Self Check Mismatches

- Make sure you have your identity and work authorization documents with you before you begin
- Use unexpired, up-to-date identification documents
- Make sure you have entered your information accurately
- If you changed your name recently, be sure to update your records with DHS and SSA
- If you naturalized or changed your immigration status recently, be sure to visit SSA and update your records
- Avoid using aliases or nicknames and use only official name as reflected on your government records

## Avoiding Unnecessary Self Check Mismatches

- If something is unclear **Click** the  icon located throughout the Self Check

\*All fields marked with an asterisk are required.  
Please click any question mark icon below to view additional instructions

### Help - Complex Surnames

1. Hyphenated names and names with apostrophes are permitted. Enter the entire surname, including prefixes or name stems (excluding periods).  
**Example:**  
**Correct**  
De La Cruz  
O'Donoghue  
Lopez-Garcia
2. Do not include suffixes. This includes Jr., Sr., III, etc.  
**Example:**

If you don't see your state in the drop down menu, click here

Hyphens/apostrophes are permitted and name stems

De La Cruz  
O'Donoghue  
Lopez-Garcia

Employee's Name: Nguyen Mai  
Correct: Nguyen  
Correct: Mai

# Resources for Self Check and E-Verify

## Self Check

- Self Check Website: [www.uscis.gov/selfcheck](http://www.uscis.gov/selfcheck) and [www.uscis.gov/selfcheck/espanol](http://www.uscis.gov/selfcheck/espanol)
- To run a Self Check query: <https://selfcheck.uscis.gov>
- Self Check Service Line: (855) 804-0296; (877) 875-6028 (TTY number)
- Self Check Email: [everifyselfcheck@dhs.gov](mailto:everifyselfcheck@dhs.gov)

## Mismatch/Records-related Questions

- National Customer Service Center: (800) 375-5283; (800) 767-1833 (TTY number)

## E-Verify

- E-Verify Website: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)
- E-Verify Email: [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov)
- E-Verify Employee Hotline: (888) 897-7781

## Department of Justice, Office of Special Counsel for Immigration-Related Unfair Employment Practices

- DOJ OSC Website: [www.justice.gov/crt/osc/](http://www.justice.gov/crt/osc/)
- DOJ OSC Hotline: (800) 255-7688