U.S. Citizenship and Immigration Services (USCIS)

E-Verify Employer Search Tool
User Guide

2012
EXECUTIVE SUMMARY

The E-Verify Employer Search Tool provides web based users with an interface to view profiles of employers that actively use the E-Verify program. This tool also provides users with features such as the ability to filter the results that are displayed on the page, to sort the ascending or descending order of the records that are displayed on the page, and to export the dataset to a comma-separated value (CSV) file.
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1.0 INTRODUCTION
This User Guide contains essential information that enables the user to make full use of the E-Verify Employer Search Tool. It includes an overview of the system, instructions on how to use this User Guide, and detailed instructions on how to use the search tool.

2.0 OVERVIEW OF E-VERIFY EMPLOYER SEARCH TOOL

2.1 General Description
The E-Verify Employer Search Tool provides a filter to sort employer and agency results that are displayed on the pages, and to export partial and complete datasets to comma-separated values (CSV) files.

2.2 Privacy Act Considerations
This system is protected by the Privacy Act “Civil and Criminal Penalties” found in 5 United States Code (USC) 552a, Records Maintained on Individuals, concerning the unauthorized use and disclosure of system data.

Exhibit 1: Criminal Penalties

(i)(1) Criminal Penalties.-Any officer or employee of an agency, who by virtue of employment or official position, has possession of, or access to, agency records which contain individually identifiable information, the disclosure of which is prohibited by U.S. Code Section 552a or by rules or regulations established thereunder, and who knowing that disclosure of the specific material is so prohibited, willfully discloses the material in any manner to any person or agency not entitled to receive it, shall be guilty of a misdemeanor and fined not more than $5,000.

(2) Any officer or employee of any agency who willfully maintains a system of records without meeting the requirement to publish a notice in the Federal Register regarding the existence and character of the system of records, shall be guilty of a misdemeanor and fined not more than $5,000.

(3) Any person who knowingly and willfully requests or obtains any record concerning an individual from an agency under false pretenses shall be guilty of a misdemeanor and fined not more than $5,000.

3.0 USING THIS GUIDE

3.1 Special Conventions Used to Present Information in this Guide
This User Guide includes detailed instructions on using the E-Verify Employer Search Tool. In the instructions, “Bold” text represents words or phrases that appear on the web interface. Exhibits display screen shots of the application. Red boxes are used to highlight features on those exhibits.

4.0 USING THE E-VERIFY EMPLOYER SEARCH TOOL

4.1 Using the E-Verify Employer Search Tool
When you open the application you will have the option to enter search term(s) into the filters displayed on the screen or you can export the entire dataset to a CSV file.
4.1.1 Filtering
The E-Verify Employer Search Tool is a user friendly interface that enables searching on one or all of the parameters available. You can refine your search using the filters to limit the number or results that are displayed.

The filter includes the following features:

- You must select at least one filter to display results.
- You can select as many filters as you like.
- You can click the Filter button (or hit Enter) at any time to view the results.
- Filter selections persist after results are presented so that you can continue to refine the search.
- To clear all filters, click the Reset button at any time. Clicking Reset however will not remove the result set currently displayed.
- A yellow box with helper text displays when you hover over the filter fields. The helper text provides instructions on using each filter.
4.1.1.1 Filter by Employer Name
Hover over the Filter by Employer Name text box to display the helper text.

Exhibit 3: Employer Name Filter

Exact Phrase Searches:

To search by Employer Name, enter at minimum the first three (3) characters of an employer name and click Filter or hit Enter.

You can enter a maximum of two hundred and fifty five (255) alpha numeric or special characters. Employer Name searches are not case sensitive.

For example, if you enter “abc” it will return employer names such as “ABC Academy Inc”, or “ABC Child Care Center.”
Exhibit 4: Search Results for Phrase “abc”

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Federal Contractor?</th>
<th>Federal Contractor Name</th>
<th>Employee Verification</th>
<th>Employer City</th>
<th>Employer State</th>
<th>Employee Zip Code</th>
<th>Workforce Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>abc</td>
<td>No</td>
<td>nyc</td>
<td>NY</td>
<td>10007</td>
<td>1 to 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>abc</td>
<td>No</td>
<td>SOMERVILLE</td>
<td>MA</td>
<td>2143</td>
<td>1 to 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABO Academy Inc</td>
<td>No</td>
<td>Dauphinie</td>
<td>AL</td>
<td>36028</td>
<td>1 to 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABO Aquidoo Builders Company Inc</td>
<td>No</td>
<td>Los Angeles</td>
<td>CA</td>
<td>90085</td>
<td>5 to 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABO Amusements</td>
<td>No</td>
<td>Greenville</td>
<td>SC</td>
<td>29615</td>
<td>1 to 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABO Asphalt, LLC</td>
<td>No</td>
<td>Phoenix</td>
<td>AZ</td>
<td>60040</td>
<td>5 to 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABO Auto Parts Inc</td>
<td>No</td>
<td>Birmingham</td>
<td>AL</td>
<td>35217</td>
<td>5 to 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABO Child Care Center</td>
<td>No</td>
<td>Queen City</td>
<td>MO</td>
<td>63561</td>
<td>5 to 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABO Childcare Center</td>
<td>No</td>
<td>Avondale</td>
<td>AZ</td>
<td>85023</td>
<td>1 to 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ABO CHILDREN'S EYE SPECIALISTS PC</td>
<td>No</td>
<td>PHOENIX</td>
<td>AZ</td>
<td>85006</td>
<td>10 to 19</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Only the beginning characters of an Employer Name will return results that match exactly. For example, entering “Mobil” will not return “Exxon Mobil Corporation.” To filter for “Exxon Mobil Corporation”, the characters must begin “Exx.”

Wildcard Searches:

Use the percent (%) sign as a wildcard character to substitute for any other character or characters in a search phrase. When used at the beginning of a search phrase, such as “%exx” the results will include all employer names that include an “exx”, such as “Aramexx Group Inc.”, “Belton Exxon Xmart” and “Pexx, Inc.”

Exhibit 5: Search Results for Phrase “%exx”

<table>
<thead>
<tr>
<th>Employer Name</th>
<th>Federal Contractor?</th>
<th>Federal Contractor Name</th>
<th>Employee Verification</th>
<th>Employer City</th>
<th>Employer State</th>
<th>Employee Zip Code</th>
<th>Workforce Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aramexx Group Inc</td>
<td>No</td>
<td>Chino</td>
<td>CA</td>
<td>91710</td>
<td>5 to 9</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Belton Exxon Xmart</td>
<td>No</td>
<td>Belton</td>
<td>SC</td>
<td>29827</td>
<td>10 to 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carroll's Exxon Market Inc</td>
<td>No</td>
<td>Euston</td>
<td>MD</td>
<td>21601</td>
<td>10 to 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excel Wall Service</td>
<td>No</td>
<td>Midland</td>
<td>TX</td>
<td>79766</td>
<td>100 to 499</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exxon Mobil Corporation</td>
<td>No</td>
<td>Irving</td>
<td>TX</td>
<td>75339</td>
<td>100,000 and over</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ekttra Corp, Inc</td>
<td>No</td>
<td>Teksrancja</td>
<td>TX</td>
<td>75503</td>
<td>100 to 499</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inside Inc, Inc.</td>
<td>No</td>
<td>Greenville</td>
<td>SC</td>
<td>29607</td>
<td>100 to 499</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keexx Inc.</td>
<td>No</td>
<td>Bronx</td>
<td>NY</td>
<td>16473</td>
<td>1 to 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pexx, Inc.</td>
<td>No</td>
<td>Planterville</td>
<td>TX</td>
<td>77363</td>
<td>10 to 19</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soundbox Management Inc</td>
<td>No</td>
<td>Tucson</td>
<td>AZ</td>
<td>85705</td>
<td>1 to 4</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

When used in the middle of a search phrase, as in “american%company”, the search results will include all employer names that begin “American” and have “Company” somewhere in the end, such as “American Art Clay Company, Inc.”, “American Beef Company”, and “American Cutting and Drilling Company.”

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Note that any number of wildcards can be used in a search phrase. For example, the search phrase “%am%in%oo” may return: “Abraham Heating & Cooling”, “Alabama Heating & Roofing Co., Inc.” or “Hamlin Roofing Company”.

### Exhibit 7: Search Results for Phrase “%am%in%oo”
Note: Employer names are listed as they have been entered by the company so inconsistencies and misspellings may exist.

4.1.1.2 Filter by Federal Contractor (Y/N)
Hover over the Filter by Federal Contractor (Y/N) drop down to display the helper text.

To filter by Federal Contractor status, select Yes or No from the drop down. Leave it blank to ignore the Federal Contractor status as there may be results with no Federal Contractor value.

**Exhibit 8: Federal Contractor Drop Down**

4.1.1.3 Filter by State
- Hover over the Filter by State combo box to display the helper text.
- Hold the Control key and click additional states to include them in the filtered results.
- Hold the Shift key and click the first and last state to select a consecutive range of states.
- Hold the Control key and click multiple states to add or remove them from the filter.

**Exhibit 9: Filter by State Combo Box**

4.1.1.4 Filter by ZIP Code
Hover over the Filter by ZIP Code text boxes to display the helper text.
To filter by ZIP Code, enter between one (1) and five (5) numbers in the first text box. Alternatively, filter for the last four ZIP code numbers in the second text box but note that results may not include the last four numbers. The field will only accept numeric values.

**Exhibit 10: ZIP Code Helper Text**

![ZIP Code Helper Text](image)

**Exhibit 11: ZIP Code Plus 4 Helper Text**

![ZIP Code Plus 4 Helper Text](image)

4.1.1.5 Filter by City

Hover over the Filter by City text box to display the helper text.

To filter by city, enter between three (3) and two hundred and fifty-five (255) characters in the Filter by City text box. The field will only accept alphabetic characters.

You must enter the first characters of a city to return matching results. For example, entering “Francisco” will not return “San Francisco.” To filter for “San Francisco”, the characters must begin “San.”

**Exhibit 12: City Text Box**

![City Text Box](image)

4.1.2 Displaying Results

A table of results displays beneath the filters after a successful search. The date at the top right of the table reflects the last date that the data was input into the system.
4.1.2.1 Page Size Controls
You can change the number of entries that display on the page to 10, 20 or 50, as long as that many records exist. Depending on the number of records displayed, a scroll bar will appear to the right, according to the browser size, so you can scroll through the list of records that appear on the page.
4.1.2.2 Sorting Results
Click the column heading or up/down buttons to display the results in alphabetical order (or numerical order in the case of the ZIP Code column).

You can sort all of the columns except the Federal Contractor Employee Verification and Workforce Size columns.

4.1.3 Exporting Controls
You can export the filtered dataset or the entire dataset as a CSV file. The CSV file will include the raw data and column headers and no other formatting.
4.1.3.1 Exporting All Results
If a search has not yet been conducted, you can only export all records by clicking the CSV button.
4.1.3.2 Exporting Only Search Results
Once a dataset has displayed, you can choose to download a CSV file by selecting the radio button next to “I only want to export my search results.”

Exhibit 18: Exporting Only Search Results

4.1.3.3 Downloading and Opening the CSV File
After selecting the type of dataset to download, click the CSV button. You may be prompted to open or save the file, depending on your type of browser and security settings.

Select Save to store the file on your hard drive and open later:

- The complete dataset is downloaded as a CSV file within a compressed ZIP file. You will need to extract the CSV file before opening it.
- A partial dataset is downloaded as a CSV file.

Select Open to display the dataset on your computer. When you open the CSV file, your computer will open the file with the program that is set to open .csv files by default.
Note: Microsoft Excel 2003 and earlier versions are limited to 60,556 rows. If the data set you have chosen includes more rows than that, they will not display. To avoid this problem, you may refine your search, upgrade to a later version of Excel, or open the CSV file in another program, including a word processor.

5.0 ERROR AND EXCEPTION HANDLING

5.1 Select a Filter Message
If you click the Filter button without having selected any filters, a message displays instructing you to select a filter.

Exhibit 1: Select a Filter Message

5.2 Filter by Employer Name Error Message
If fewer than three characters are typed into the Filter by Employer Name text box and the Filter button or the Enter key is pressed, a message will display instructing you to enter at least three characters for each filtering criteria field.

Exhibit 2: Filter by Employer Name Error Message

5.3 Filter by City Error Message
If you enter fewer than 3 characters or you use numeric or special characters in the Filter by City text box and the Filter button or the Enter key is pressed, a message will display instructing you to enter at least three characters for each filtering criteria field.
Exhibit 3 Filter by City Error Message

If non-numerals are entered in the Filter by ZIP Code field, a message will display instructing you to use only numbers.

Exhibit 4: Filter by ZIP Code Error Message