

# Welcome to The Employee Rights Webinar



Hosted jointly by



U.S. Citizenship  
and Immigration  
Services



U.S. Department of Justice  
Civil Rights Division  
Office of Special Counsel for  
Immigration Related Unfair  
Employment Practices



# Agenda

- Employment Eligibility Verification, Form I-9
- Form I-9 Reverification
- E-Verify
- Self Check and myE-Verify
- Resources



# Employment Eligibility Verification, Form I-9



U.S. Citizenship  
and Immigration  
Services



# Form I-9 & Your New Job



U.S. Citizenship  
and Immigration  
Services

Employee Rights Webinar



# Section 1

 **Employment Eligibility Verification** USCIS  
Form I-9  
OMB No. 1615-0047  
Expire 03/31/2016

**Department of Homeland Security**  
U.S. Citizenship and Immigration Services

**▶ START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

|                                  |                             |                         |              |                  |                           |          |
|----------------------------------|-----------------------------|-------------------------|--------------|------------------|---------------------------|----------|
| Last Name (Family Name)          |                             | First Name (Given Name) |              | Middle Initial   | Other Names Used (if any) |          |
| Address (Street Number and Name) |                             | Apt. Number             | City or Town |                  | State                     | Zip Code |
| Date of Birth (mm/dd/yyyy)       | U.S. Social Security Number | E-mail Address          |              | Telephone Number |                           |          |

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (See instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number): \_\_\_\_\_

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) \_\_\_\_\_. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: \_\_\_\_\_

**OR**

2. Form I-94 Admission Number: \_\_\_\_\_

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: \_\_\_\_\_

Country of Issuance: \_\_\_\_\_

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

|                       |                   |
|-----------------------|-------------------|
| Signature of Employee | Date (mm/dd/yyyy) |
|-----------------------|-------------------|

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

|                                     |  |                         |       |          |
|-------------------------------------|--|-------------------------|-------|----------|
| Signature of Preparer or Translator |  | Date (mm/dd/yyyy)       |       |          |
| Last Name (Family Name)             |  | First Name (Given Name) |       |          |
| Address (Street Number and Name)    |  | City or Town            | State | Zip Code |

STOP **Employer Completes Next Page** STOP

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## Employees

- complete Section 1
- **may** complete after accepting the job offer
- **must** complete by the 1st day of work for pay





# Section 1 Optional Fields

|                      |                  |
|----------------------|------------------|
| E-mail Address       | Telephone Number |
| <input type="text"/> |                  |

Employees also provide:

- E-mail **optional**, but useful for E-Verify
- Telephone number **optional**



# Section 1 Attestation

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (See instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number): \_\_\_\_\_

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) \_\_\_\_\_. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: \_\_\_\_\_

OR

2. Form I-94 Admission Number: \_\_\_\_\_

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: \_\_\_\_\_

Country of Issuance: \_\_\_\_\_

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: \_\_\_\_\_ Date (mm/dd/yyyy): \_\_\_\_\_

3-D Barcode  
Do Not Write in This Space

## Employees

- Check citizenship or immigration status
  - Asylees or refugees **may** write "N/A" for "An alien authorized to work" expiration date
- Sign and date
- Preparer or translator **must** sign, if applicable



# List of Acceptable Documents

**LISTS OF ACCEPTABLE DOCUMENTS**  
All documents must be **UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

| LIST A<br>Documents that Establish<br>Both Identity and<br>Employment Authorization   | LIST B<br>Documents that Establish<br>Identity  | LIST C<br>Documents that Establish<br>Employment Authorization  |
|---|---|---|
| <ol style="list-style-type: none"><li>1. U.S. Passport or U.S. Passport Card</li><li>2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li><li>3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li><li>4. Employment Authorization Document that contains a photograph (Form I-766)</li><li>5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status:<ol style="list-style-type: none"><li>a. Foreign passport; and</li><li>b. Form I-94 or Form I-94A that has the following:<ol style="list-style-type: none"><li>(1) The same name as the passport; and</li><li>(2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.</li></ol></li></ol></li><li>6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI</li></ol> | <ol style="list-style-type: none"><li>1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li><li>2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address</li><li>3. School ID card with a photograph</li><li>4. Voter's registration card</li><li>5. U.S. Military card or draft record</li><li>6. Military dependent's ID card</li><li>7. U.S. Coast Guard Merchant Mariner Card</li><li>8. Native American tribal document</li><li>9. Driver's license issued by a Canadian government authority</li></ol> <p style="text-align: center;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"><li>10. School record or report card</li><li>11. Clinic, doctor, or hospital record</li><li>12. Day-care or nursery school record</li></ol> | <ol style="list-style-type: none"><li>1. A Social Security Account Number card, unless the card includes one of the following restrictions:<ol style="list-style-type: none"><li>(1) NOT VALID FOR EMPLOYMENT</li><li>(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION</li><li>(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li></ol></li><li>2. Certification of Birth Abroad issued by the Department of State (Form PS-545)</li><li>3. Certification of Report of Birth issued by the Department of State (Form DS-1350)</li><li>4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li><li>5. Native American tribal document</li><li>6. U.S. Citizen ID Card (Form I-197)</li><li>7. Identification Card for Use of Resident Citizen in the United States (Form I-179)</li><li>8. Employment authorization document issued by the Department of Homeland Security</li></ol> |

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

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Employees provide

- 1 List A selection

Or

- 1 List B + 1 List C selection
  - For E-Verify employers, List B document **must** include photo



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# Section 2

**Section 2. Employer or Authorized Representative Review and Verification**  
*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)*

Employee Last Name, First Name and Middle Initial from Section 1: \_\_\_\_\_

| List A<br>Identity and Employment Authorization | OR<br>List B<br>Identity                          | AND<br>List C<br>Employment Authorization    |
|---|---|--|
| Document Title: _____                           | Document Title: _____                             | Document Title: _____                        |
| Issuing Authority: _____                        | Issuing Authority: _____                          | Issuing Authority: _____                     |
| Document Number: _____                          | Document Number: _____                            | Document Number: _____                       |
| Expiration Date (if any)/(mm/dd/yyyy): _____    | Expiration Date (if any)/(mm/dd/yyyy): _____      | Expiration Date (if any)/(mm/dd/yyyy): _____ |
| Document Title: _____                           | <b>3-D Barcode<br/>Do Not Write in This Space</b> | Document Title: _____                        |
| Issuing Authority: _____                        |   | Issuing Authority: _____                     |
| Document Number: _____                          |   | Document Number: _____                       |
| Expiration Date (if any)/(mm/dd/yyyy): _____    |   | Expiration Date (if any)/(mm/dd/yyyy): _____ |
| Document Title: _____                           |   | Document Title: _____                        |
| Issuing Authority: _____                        |   | Issuing Authority: _____                     |
| Document Number: _____                          |   | Document Number: _____                       |
| Expiration Date (if any)/(mm/dd/yyyy): _____    |   | Expiration Date (if any)/(mm/dd/yyyy): _____ |

- Employees must provide original document(s) by the 3rd business day, after starting work for pay
  - May present document(s) before working, if job offer accepted
- Employers complete Section 2
- Some receipts acceptable



# Form I-9 & Timeline



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# DOJ OSC Mission

The Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) investigates and prosecutes discrimination claims based on citizenship/immigration status and national origin:

- Hiring
- Recruitment/Referral for a Fee
- Employment Eligibility Verification (e.g. Form I-9 and E-Verify)
- Firing
- Retaliation/Intimidation

Worker Hotline  
800-255-7688

TTY  
800-237-2515



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# DOJ OSC Investigations

OSC investigates discriminatory treatment during the Form I-9 and E-Verify processes. Employer may not, based on citizenship status or national origin:

- request more or different documents;
- reject reasonably genuine-looking documents; or
- specify certain documents

Worker Hotline  
800-255-7688

TTY  
800-237-2515

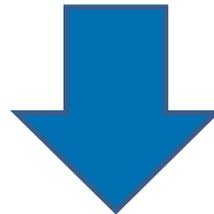


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# DOJ OSC Investigations – Example 1

**Example 1:** Marcel, a refugee started a new job. On the 3rd day, the employer asked him to show his identity and work authorization documents to complete the Form I-9. He showed his driver's license and Social Security card (unrestricted). The employer saw that he checked the box for “alien authorized to work” on the Form I-9 and asked him to show his Employment Authorization Document (work permit).



**A request for more or different documents (based on citizenship status)**  
Employers **must not** require more documents than the Form I-9 requires or a specific document

Worker Hotline  
800-255-7688

TTY  
800-237-2515

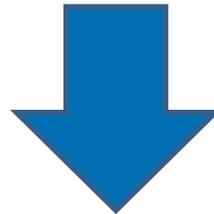


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# DOJ OSC Investigations – Example 2

**Example 2:** Maria, a naturalized U.S. citizen, born in Latin America and with a foreign accent, shows her Social Security card (unrestricted) and state I.D. card to her employer for the Form I-9. The documents reasonably appear to be genuine and to relate to Maria, but the employer rejects her documents because of her accent.



A rejection of documents (based on national origin)

Employer **must not** reject reasonably genuine looking documents based on national origin

Worker Hotline  
800-255-7688

TTY  
800-237-2515

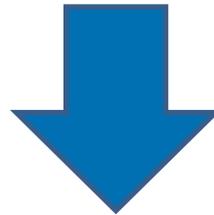


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# DOJ OSC Investigations – Example 3

**Example 3:** Robert, a lawful permanent resident completed the Form I-9 and checked the “lawful permanent resident” box. The employer requested that he show his Permanent Resident Card, even though he could have selected other documents to show from the list.



A request for a specific document (based on citizenship status)  
Employers **must not** require documents proving the selected status

Worker Hotline  
800-255-7688

TTY  
800-237-2515



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# Form I-9 Reverification



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# Reverification

- What is it?
- To whom does it apply?
- When does it occur?



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# Reverification Tips

Employers should **never** reverify:

- U.S. citizens or nationals
- Lawful permanent residents who present a Permanent Resident Card (I-551)
- List B documents

Special Situations:

- Temporary Protected Status (TPS)
- Deferred Enforced Departure (DED)



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# Section 3

| <b>Section 3. Reverification and Rehires</b> <i>(To be completed and signed by employer or authorized representative.)</i>  |  |   |  |
|---|--|---|--|
| <b>A. New Name</b> <i>(if applicable)</i> Last Name <i>(Family Name)</i> First Name <i>(Given Name)</i> Middle Initial  |  | <b>B. Date of Rehire</b> <i>(if applicable)</i> (mm/dd/yyyy): |  |
| <input type="text"/>  |  | <input type="text"/>  |  |
| <b>C.</b> If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.                    |  |   |  |
| Document Title:   |  | Document Number:  | Expiration Date <i>(if any)</i> (mm/dd/yyyy):        |
| <input type="text"/>  |  | <input type="text"/>  | <input type="text"/>                                 |
| <b>I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.</b> |  |   |  |
| Signature of Employer or Authorized Representative:   |  | Date (mm/dd/yyyy):  | Print Name of Employer or Authorized Representative: |
| <input type="text"/>  |  | <input type="text"/>  | <input type="text"/>                                 |

Employers complete Section 3



# DOJ OSC Reverification Tips

- You have the choice of presenting any List A or List C document
- You do not have to present the same document you showed for initial verification
- Certain documents should not be reverified, even if they expire
- If an employer insists on a specific document, rejects your document, or insists on reverification when it is not allowed, call OSC for assistance

Worker Hotline  
800-255-7688

TTY  
800-237-2515



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The logo for E-Verify, featuring a stylized American flag on the left and the text "E-Verify" in a bold, blue, sans-serif font.





# What is E-Verify?



E-VERIFY IS A SERVICE OF DHS AND SSA

COMPLETE FORM I-9 >



EMPLOYER

EMPLOYEE

The employee and employer fill out Form I-9 for Employment Eligibility Verification

PROCESS CASE >



The employer uses **E-Verify** to confirm Form I-9 information

RECEIVE RESULTS >



**E-Verify** displays an initial case result within a few seconds, though some cases may require additional action.



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# Using E-Verify

Enrolled employers **must** use E-Verify

- For newly hired employees
- After Form I-9 completed
- By third day of work (unless waiting for SSN)
- For employees assigned to work on a qualifying federal contract (existing or newly hired)
- Special situations

Employers **must** not use E-Verify before employee accepts job offer



# Does My Employer Use E-Verify?

Employers **must** post the below posters in English and Spanish in areas visible to prospective and existing employees

**This Organization Participates in E-Verify**



The employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to perform work authorization.

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, the employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

**E-Verify Works for Everyone**  
For more information on E-Verify, please contact DHS:  
**888-897-7781**  
[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)

**NOTICE:**  
Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



E-VERIFY IS A SERVICE OF DHS AND SSA  
The following information is for informational purposes only. It does not constitute an offer of any benefit or service.

**IF YOU HAVE THE RIGHT TO WORK,  
Don't let anyone take it away.**



**If you have the legal right to work in the United States, there are laws to protect you against discrimination in the workplace.**

**You should know that -**

- In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.
- Employers cannot reject documents because they have a future expiration date.
- Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.
- In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

If any of these things have happened to you, contact the Office of Special Counsel (OSC).

**For assistance in your own language:**  
Phone: 1-800-255-7688 or (202) 616-5594  
For the hearing impaired:  
TTY: 1-800-237-2515 or (202) 616-5515  
E-mail: [osccrt@hhs.gov](mailto:osccrt@hhs.gov)

Or write to:  
U.S. Department of Justice - CRT  
Office of Special Counsel - NYA  
950 Pennsylvania Ave., NW  
Washington, DC 20530

**U.S. Department of Justice  
Civil Rights Division**  
**Office of Special Counsel for  
Immigration-Related Unfair  
Employment Practices**



[www.justice.gov/crt/about/urp](http://www.justice.gov/crt/about/urp)



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# What is a TNC?

A Tentative Non Confirmation (TNC) is an **interim** result because information provided on your Form I-9 did not match government databases.

- It does NOT necessarily mean you are not authorized to work.

Common reasons for TNCs:

- Information was not entered correctly in E-Verify
- Social Security number (SSN) does not match name or D.O.B.
- Identification document could not be verified
- Citizenship or immigration status changed and not reported
- Name change was not reported
- Name entered on I-9 is different than recorded in government databases



# What If I Get A TNC?





# Your Rights If You Get a TNC

**As an employee you are responsible for**

Choosing if you will *contest* the TNC

Signing and dating the FAN, if you choose to *contest*

Following the instructions on the FAN

Bringing the FAN to SSA or calling DHS to start resolving the discrepancy within 8 federal workdays of the referral date

**Your employer is responsible for**

Printing the DHS or SSA TNC Further Action Notice\* (FAN) and reviewing it with you promptly and privately

Providing you with a Referral Date Confirmation\* printout.

Allow you to continue working during the TNC resolution process.

Allowing you to continue working during the TNC resolution process.

Your employer must not fire you, suspend you, delay our start date / training, cut your hours, refuse to assign you to a federal contract or other assignment, refuse to pay you for work completed.

Entering your email address into E-Verify, if you provided it on the Form I-9, so that USCIS can email you a notice if you receive a TNC

*\*TNC FAN & Referral Date Confirmation are available in 18 [Foreign Languages](#)*



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# TNC Documents




**Further Action Notice**  
Social Security Administration Tentative Nonconfirmation (SSA TNC)

*For SSA Field Office Staff: use EV STAR and see POMS RM 10245.005F*

|                                       |                                |
|---------------------------------------|--------------------------------|
| Employee's Last Name                  | Employee's First Name          |
| Employee's Social Security Number     | Employee's Month/Year of Birth |
| Date of SSA Tentative Nonconfirmation | Case Verification Number       |
| Reason for this Notice:               |                                |

**EMPLOYER INSTRUCTIONS:**

- Review this Further Action Notice in private with the employee as soon as possible. **IMPORTANT:** If the employee does not speak English as his or her primary language or has a limited ability to read or understand the English language, also provide the employee with a translated version of this Further Action Notice. Translated versions are available in the "View Essential Resources" section of E-Verify. If the employee cannot read this document for some other reason, provide the information in an alternative format.
- Check that all of the information at the top of this Further Action Notice is correct. If this information is incorrect, close this case in E-Verify and create a new case with the correct information.
- Ask the employee to indicate whether he or she will contest the SSA Tentative Nonconfirmation (SSA TNC) by signing and dating Page 2 of this Further Action Notice, and then sign and date below as the employer.
- Give the employee a copy of the signed Further Action Notice in English (and a translated version, if appropriate) and attach the original to the employee's Form I-9.
- Log in to E-Verify and search for this case using the information above. Follow the instructions in E-Verify to refer the case to SSA if the employee contests the TNC, or close the case if the employee does not contest the SSA TNC. If the employee chooses not to contest the SSA TNC, you may terminate his or her employment and close the case in E-Verify. **IMPORTANT:** If the employee contests the SSA TNC, refer the case to SSA, print the Referral Date Confirmation from E-Verify, provide it to the employee, and instruct the employee to visit SSA within 8 Federal Government working days as specified in the Referral Date Confirmation.

**Employer Signature and Date**

I have notified this employee of the SSA Tentative Nonconfirmation and provided the employee with a copy of this Further Action Notice.

|                 |                                     |
|-----------------|-------------------------------------|
| Employee's Name | Employer Representative's Name      |
| Date            | Employer Representative's Signature |




**Referral Date Confirmation**  
Social Security Administration Tentative Nonconfirmation (SSA TNC)

E-Verify Case Verification Number: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Your employer referred your E-Verify case to SSA after you decided to contest (take action to resolve) an SSA Tentative Nonconfirmation (SSA TNC). This document confirms that your case was referred to SSA.

**What you should do**

Visit an SSA field office **within 8 Federal Government working days**, by \_\_\_\_\_ (MM/DD/YYYY), to begin to resolve the SSA TNC. If you have not received the SSA TNC Further Action Notice from your employer, contact your employer immediately to obtain this notice.

The SSA TNC Further Action Notice includes information about your E-Verify case and which documents you need when you visit SSA. You must have the SSA TNC Further Action Notice when you visit SSA.

If you do not take action **within 8 Federal Government working days**, by \_\_\_\_\_ (MM/DD/YYYY), a Final Nonconfirmation will be issued and your employer may terminate your employment. Employers must allow you to contest an SSA TNC and may not take adverse action against you because of the SSA TNC while you are contesting the SSA TNC and your E-Verify case is pending.

**For More Information**

If you have questions about what to do, contact E-Verify at 888-897-7781 (TTY: 877-875-6028) or email [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter. For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).



# E-Verify E-mail Notices

Types of courtesy e-mail notices from E-Verify:

- TNC
- Referral
- Reminder
- Update SSA Records

Employees, provide your e-mail address in Section 1 of Form I-9 to receive these courtesy notices



# E-Verify Final Results

- Employment Authorized
- SSA or DHS Final Nonconfirmation
- DHS No Show
- Error



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# E-Verify Discrimination Examples

An employer could be discriminating if, based on national origin or citizenship status (real or perceived), an employer:

- Runs some but not all workers through E-Verify
- Runs certain applicants through E-Verify before hire
- Takes adverse action against certain workers while they are contesting TNCs
- Fails to inform workers that they received TNCs

Call OSC if you believe an employer is discriminating in its use of E-Verify

Worker Hotline  
800-255-7688

TTY  
800-237-2515



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# Detecting E-Verify Discrimination

- Were you fired in the first few days of work because of an issue with your **documents**?
- Did your employer say your documents are **invalid** after checking them in a **computer**?
- Did your employer delay your start date until you **fixed** your documents?
- Did your employer run your information through a computer **before offering you a job**?
- Did your employer **pressure** you not to contest your E-Verify results?

Worker Hotline  
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TTY  
800-237-2515



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# Points to Remember



- E-Verify employers **must** not ask you for more, different, or specific Form I-9 documents
- Employees have the right to decide or not to contest TNC
  - Employers **must** not influence that decision
- Employees who contest **must** get the FAN and Referral Date Confirmation from their employer
- Follow the instructions for how and when to contest your TNC

Worker Hotline  
800-255-7688

TTY  
800-237-2515



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# More Points to Remember

- You have the right to work during the TNC process, unless you choose not to contest
- FNC may occur in error even if you contact the appropriate government office
- If you think FNC is a mistake, call E-Verify or OSC hotlines for assistance



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# Tools for Employees



U.S. Citizenship  
and Immigration  
Services

Employee Rights Webinar



# How Can I Prepare for E-Verify?

- Update name and immigration status with SSA and DHS
- Enter your information correctly on the Form I-9
- Take advantage of myE-Verify



# What is myE-Verify?



**NEW**, free, web-based service for you to participate in the E-Verify process

- [www.uscis.gov/myE-Verify](http://www.uscis.gov/myE-Verify)
- Create a myE-Verify account
- Self Check - confirm your work eligibility or detect / correct discrepancies before hired
- Self Lock\* - protect your identity
- myResources - learn about your rights



# How Does Self Check Work?





# What Is Self Lock?



 **Your SSN is currently unlocked**

 **Your SSN is currently locked**  
Locked On: **Dec 1, 2014**  
Lock Expires: **Dec 1, 2015**

- Prevents others from using your SSN in E-Verify and Self Check
- Results in DHS Tentative Nonconfirmation if used in E-Verify
- Can be renewed annually



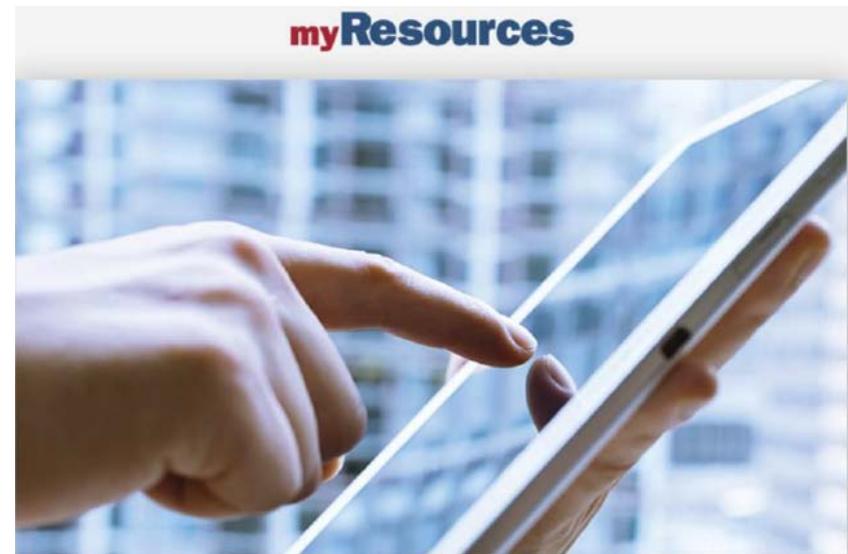
# What Is myResources?

Know your role and your rights

- [Toolkit for Employee Rights](#)
- [Privacy is our commitment](#)
- [Your Rights with myE-Verify](#)
- [Employer's Responsibilities](#)

Additional Resources

- [Identity Theft](#)
- [Foreign language resources](#)





# Points About Self Check and myE-Verify

- Need credit history, which recent immigrants may lack
- Self Check optional
- If employer requests Self Check printout, call OSC

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# What Starts An OSC Investigation?

- **Emails** or **calls** to OSC reporting discrimination
  - OSC may be able to informally intervene to resolve issues raised on calls
- Discrimination **charges filed with OSC** by injured parties or their representatives
- **OSC-initiated** independent investigations, based on referrals, media reports, or arising from a charge based investigation

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# Remedies



- Hire or rehire
- Back pay
- Civil penalties
  
- Injunctive Relief
  - Training
  - Monitoring
  - Policy changes

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# Additional Resources



U.S. Citizenship  
and Immigration  
Services



# E-Verify & Form I-9 Resources

## Form I-9

- [www.uscis.gov/i-9central](http://www.uscis.gov/i-9central)

## E-Verify

- 888-897-7781
- [www.uscis.gov/E-Verify](http://www.uscis.gov/E-Verify)
- [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov)
- [www.Twitter.com/EVerify](http://www.Twitter.com/EVerify)
- [Employee Rights Toolkit](#)
- [Webinars](#)

## Self Check

- [www.uscis.gov/selfcheck](http://www.uscis.gov/selfcheck)
- [www.uscis.gov/selfcheck/espanel](http://www.uscis.gov/selfcheck/espanel)
- [everifyselfcheck@dhs.gov](mailto:everifyselfcheck@dhs.gov)

## myE-Verify

- [www.uscis.gov/myE-Verify](http://www.uscis.gov/myE-Verify)
- [myEVerify@uscis.dhs.gov](mailto:myEVerify@uscis.dhs.gov)
- 855-804-0296





# DOJ OSC Resources

- OSC's Free Worker Hotline
  - 800-255-7688
  - 800-237-2515 (TTY)
  - interpretation services available in many languages
- Informational Materials:  
[www.justice.gov/crt/about/ossc/htm/worker.php](http://www.justice.gov/crt/about/ossc/htm/worker.php)
- [oscrcrt@usdoj.gov](mailto:oscrcrt@usdoj.gov)



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# Disclaimer

Immigration law can be complex and it is not possible to describe every aspect of the process.

This presentation provides basic information to help you become generally familiar with rules and procedures.

For more information on the law and regulations please visit:

[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) and  
[www.justice.gov/crt/about/osc](http://www.justice.gov/crt/about/osc)

Visit <http://www.uscis.gov/avoid-scams> to learn more about how to avoid immigration services scams.



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# Questions



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