

# Welcome to the Form I-9 and E-Verify Employee Rights Webinar



Hosted jointly by



U.S. Citizenship  
and Immigration  
Services



— U.S. DEPARTMENT OF JUSTICE —  
IMMIGRANT & EMPLOYEE RIGHTS SECTION  
— CIVIL RIGHTS DIVISION —



# Agenda

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



# Form I-9, Employment Eligibility Verification



U.S. Citizenship  
and Immigration  
Services

Employee Rights Webinar



# Section 1

		<b>Employment Eligibility Verification</b> Department of Homeland Security U.S. Citizenship and Immigration Services		USCIS <b>Form I-9</b> OMB No. 1615-0047 Expires 08/31/2019	
<p>▶ <b>START HERE:</b> Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.</p> <p><b>ANTI-DISCRIMINATION NOTICE:</b> It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.</p>					
<b>Section 1. Employee Information and Attestation</b> (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 Last 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	Employee's E-mail Address		Employee's Telephone Number	
<p>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.</p> <p>I attest, under penalty of perjury, that I am (check one of the following boxes):</p> <p><input type="checkbox"/> 1. A citizen of the United States</p> <p><input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)</p> <p><input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____</p> <p><input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)</p> <p>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p> <p style="text-align: right; font-size: small;">OR Code - Section 1 Do Not Write in This Space</p>					
Signature of Employee			Today's Date (mm/dd/yyyy)		
<b>Preparer and/or Translator Certification (check one):</b>					
<p><input type="checkbox"/> I did not use a preparer or translator. <input type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1. (Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)</p> <p>I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.</p>					
Signature of Preparer or Translator			Today's Date (mm/dd/yyyy)		
Last Name (Family Name)		First Name (Given Name)			
Address (Street Number and Name)			City or Town	State	ZIP Code
Employer Completes Next Page					
Form I-9 11/14/2016 N <span style="float: right;">Page 1 of 3</span>					

Employee completes:

- Section 1
- After accepting the job offer
- By the first day of work for pay



# Completing Section 1

		<b>Employment Eligibility Verification</b>		USCIS <b>Form I-9</b> OMB No. 1615-0047 Expires 08/31/2019	
<p>► <b>START HERE:</b> Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.</p> <p><b>ANTI-DISCRIMINATION NOTICE:</b> It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.</p>					
<b>Section 1. Employee Information and Attestation</b> <i>(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.)</i>					
Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last 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 [ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]		Employee's E-mail Address		Employee's Telephone Number

Employee provides:

- Full legal name
- Address
- Date of birth



# Section 1 Optional Fields

Date of Birth ( <i>mm/dd/yyyy</i> )	U.S. Social Security Number □□□□ - □□ - □□□□	Employee's E-mail Address	Employee's Telephone Number
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The following fields are optional:

- Social Security number (but **required** for E-Verify)
- Email (but useful for E-Verify)
- Telephone number



# 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 boxes):

<input type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:  
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____ OR	QR Code - Section 1 Do Not Write in This Space
2. Form I-94 Admission Number: _____ OR	
3. Foreign Passport Number: _____	
Country of Issuance: _____	

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

- Mark citizenship / immigration status
  - Some **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 Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		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		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		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
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (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.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
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		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

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

Refer to the instructions for more information about acceptable receipts.

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- One List A selection
- Or
- One List B and one List C selection
    - For E-Verify employers, List B document **must** include photo



# Section 2

Section 2. Employer or Authorized Representative Review and Verification				
<i>(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 a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")</i>				
Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
List A Identity and Employment Authorization	OR	List B Identity	AND	List C 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		Additional Information		QR Code - Sections 2 & 3 Do Not Write in This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

- Employers complete
- You present original document(s):
  - by the third business day, after starting work for pay
  - before working, if job offer accepted
- Some receipts acceptable





# DOJ IER Mission

The Department of Justice Immigrant and Employee Rights Section (IER) investigates and prosecutes discrimination claims based on citizenship/immigration status and national origin

- Hiring / firing
- Recruitment / referral for a fee
- Form I-9, Employment Eligibility Verification, and E-Verify
- Retaliation / intimidation



# DOJ IER Investigations

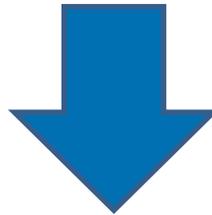
IER investigates discriminatory treatment during the Form I-9 and E-Verify processes. Employers may not, based on citizenship status or national origin:

- Request more or different documents;
- Reject reasonably genuine-looking documents; or
- Specify certain documents



# DOJ IER Investigations – Example 1

**Example 1:** Marcel, a refugee, started a new job. On the third day, the employer asked him to show his documents to complete 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 Form I-9 and asked him to show his Employment Authorization Document (work permit).

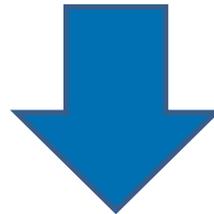


A request for more or different documents (based on citizenship status)  
Employers **must not** require more documents than required or a  
specific document



# DOJ IER Investigations – Example 2

**Example 2:** Maria, who has a foreign accent, shows her Social Security card (unrestricted) and school ID card to her employer for 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.

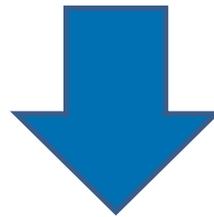


A rejection of documents (based on national origin)  
Employer **must not** reject reasonably genuine-looking documents based on national origin



# DOJ IER Investigations – Example 3

**Example 3:** Robert, a lawful permanent resident, completed 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** request documents proving the selected status



# Form I-9 Reverification



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# Reverification

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







# 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>			<b>B. Date of Rehire</b> <i>(if applicable)</i>
Last Name <i>(Family Name)</i>	First Name <i>(Given Name)</i>	Middle Initial	Date <i>(mm/dd/yyyy)</i>
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.			
Document Title	Document Number	Expiration Date <i>(if any)</i> <i>(mm/dd/yyyy)</i>	
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.			
Signature of Employer or Authorized Representative	Today's Date <i>(mm/dd/yyyy)</i>	Name of Employer or Authorized Representative	

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Employers complete Section 3



# Reverification Tips

Employers should **never** reverify:

- U.S. citizens' or nationals' documents
- Permanent Resident Cards (Form I-551)
- List B documents

Special Situations:

- Automatically-extended EADs



# DOJ IER Reverification Tips

**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 Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		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		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		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		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		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
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (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.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

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

Refer to the instructions for more information about acceptable receipts.

Form I-9 11/14/2016 N Page 3 of 3

- Choose any List A or List C
- Call IER if employer:
  - Rejects document
  - Specifies document
  - Reverifies when not allowed



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.



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# 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.



# Using E-Verify

Enrolled employers **must** use E-Verify:

- For newly hired employees
- After Form I-9 is completed
  - Social Security number exception
- For employees assigned to work on a qualifying federal contract (existing or newly hired)
- For special situations

Employers **must not** use E-Verify before you accept a 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.

To determine whether Form I-9 documentation is valid, the employer uses E-Verify's online checking tool to match the photograph appearing on some permanent resident, stable employment authorization cards, and U.S. consular with the official U.S. government photograph. E-Verify also checks data from other's licenses and identification cards issued to some states.

If you believe that your employer has violated its responsibilities under the program or has discriminated against you during the employment eligibility verification process based upon your national origin or legal immigration status, please call the Office of Special Counsel at 800-235-7888, 800-235-7823 (TDD) or at [www.justice.gov/crt](http://www.justice.gov/crt).

**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 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)

**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 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).
- Employers cannot report documents because they have a future expiration date.

**For assistance in your own language:**  
Phone: 1-800-235-7888 or (202) 616-5594  
For the hearing impaired: TTY 1-800-237-2313 or (202) 616-5525  
E-mail: [osc@dhs.gov](mailto:osc@dhs.gov)

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

Or write to:  
U.S. Department of Justice - CRT  
Office of Special Counsel - NYA  
950 Pennsylvania Ave., NW  
Washington, DC 20530  
[www.justice.gov/crt/about/ur](http://www.justice.gov/crt/about/ur)



# What is a TNC?

A Tentative Nonconfirmation (TNC):

- Is an initial result
- Does **not** mean you are not work-authorized
- Means Form I-9 data doesn't match government records

Common reasons for TNCs:

- Information was not entered correctly
- Document could not be verified
- Name / immigration status change not reported
- Social Security number does not match



# What If I Get a TNC?





# 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:**

1. 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.
2. 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.
3. 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.
4. 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.
5. 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 866-897-7781 (TTY: 877-875-6028) or email [E-Verify@ssa.gov](mailto:E-Verify@ssa.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).

\*TNC FAN & Referral Date Confirmation are available in 21 [Foreign Languages](#)



# Prohibited Actions

- Because you contested a TNC, an employer must not:
  - Fire or suspend you
  - Delay start/training date
  - Cut your hours
  - Refuse to pay you for work completed
  - Refuse to assign you to a federal contract/assignment



# E-Verify Email Notices

Courtesy emails from E-Verify:

- TNC
- Referral
- Reminder
- Update Social Security Administration records



# E-Verify Final Results

- Employment authorized
- Social Security Administration or DHS Final Nonconfirmation
- DHS no show
- Error



# E-Verify Discrimination Examples

Discrimination based on national origin or citizenship status (real or perceived) could occur if:

- E-Verify was used for
  - Some, not all employees
  - Certain applicants before hire
- Adverse action was taken against certain workers
- Certain workers were not informed about the TNC

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



# Detecting E-Verify Discrimination

- Not permitted to work and:
  - Told your documents are **invalid**?
  - Requested to **fix** your documents?
- E-Verify used **before offering you a job**?
- **Pressured** not to contest your E-Verify results?





# DOJ IER Points to Remember

- Request for more, different, or specific Form I-9 documents prohibited
- **Employees** decide whether to contest TNC
  - Employers **must not** influence decision
- If TNC, **obtain** FAN and Referral Date Confirmation
- **Follow** Referral Date Confirmation instructions
- No **adverse action** because contest TNC
- If think FNC is an **error**
  - call E-Verify or IER hotlines for assistance



# Tools for Employees



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# How Can I Prepare for E-Verify?

- Update name and immigration status with SSA and DHS
- Enter your information correctly on 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
- Resource Center - learn about your rights
- Case History
- Case Tracker



# myE-Verify Services

## WEB BASED SERVICES



*LEARN MORE*

**myE-Verify**



*YOUR WORK ELIGIBILITY*

**Self Check**



*PROTECT YOUR SSN*

**Self Lock**



*USEFUL INFORMATION*

**Resource Center**



*MONITOR YOUR INFORMATION*

**Case History**



*TRACK YOUR CASE STATUS*

**Case Tracker**



# Points About Self Check

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



# What Starts an IER Investigation?

- **Emails** or **calls** to IER reporting discrimination
  - IER may be able to informally intervene to resolve issues raised on calls
- Discrimination **charges filed with IER** by injured parties or their representatives
- **IER-initiated** independent investigations



# Remedies



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



# Additional Resources



U.S. Citizenship  
and Immigration  
Services

Employee Rights Webinar



# 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](https://www.twitter.com/EVerify)
- [Employee Rights Toolkit](#)
- [E-Verify Connection](#)
- [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 IER Resources

- IER's Free Worker Hotline
  - 800-255-7688
  - 800-237-2515 (TTY)
  - Interpretation services available in many languages
- Complete and submit an IER charge form online in Arabic, Chinese, English, French, Haitian Creole, Korean, Portuguese, Russian, Spanish, Tagalog, or Vietnamese at [www.justice.gov/crt/filing-charge](http://www.justice.gov/crt/filing-charge)
- [www.justice.gov/ier](http://www.justice.gov/ier)
- Additional [webinars](#)
  - [Informational Materials](#)
- [IER@usdoj.gov](mailto:IER@usdoj.gov)





# 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/ier](http://www.justice.gov/ier)

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



# Questions



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