



U.S. Citizenship  
and Immigration  
Services

# Evenings with E-Verify

[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)



# Agenda

- Section I: E-Verify - The Big Picture
- Section II: E-Verify Enrollment and Use
- Section III: Additional Information

# Section I: E-Verify - The Big Picture

- What is E-Verify?
- Why use E-Verify?
- Who uses E-Verify?
- E-Verify and Form I-9

## What is E-Verify?

- **Electronically verifies the employment eligibility of**
  - Newly hired employees
  - Existing employees assigned to work on a qualifying federal contract
- **Free web-based service**
- **Fast and easy to use**
- **Partnership between the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA)**



# What is E-Verify?

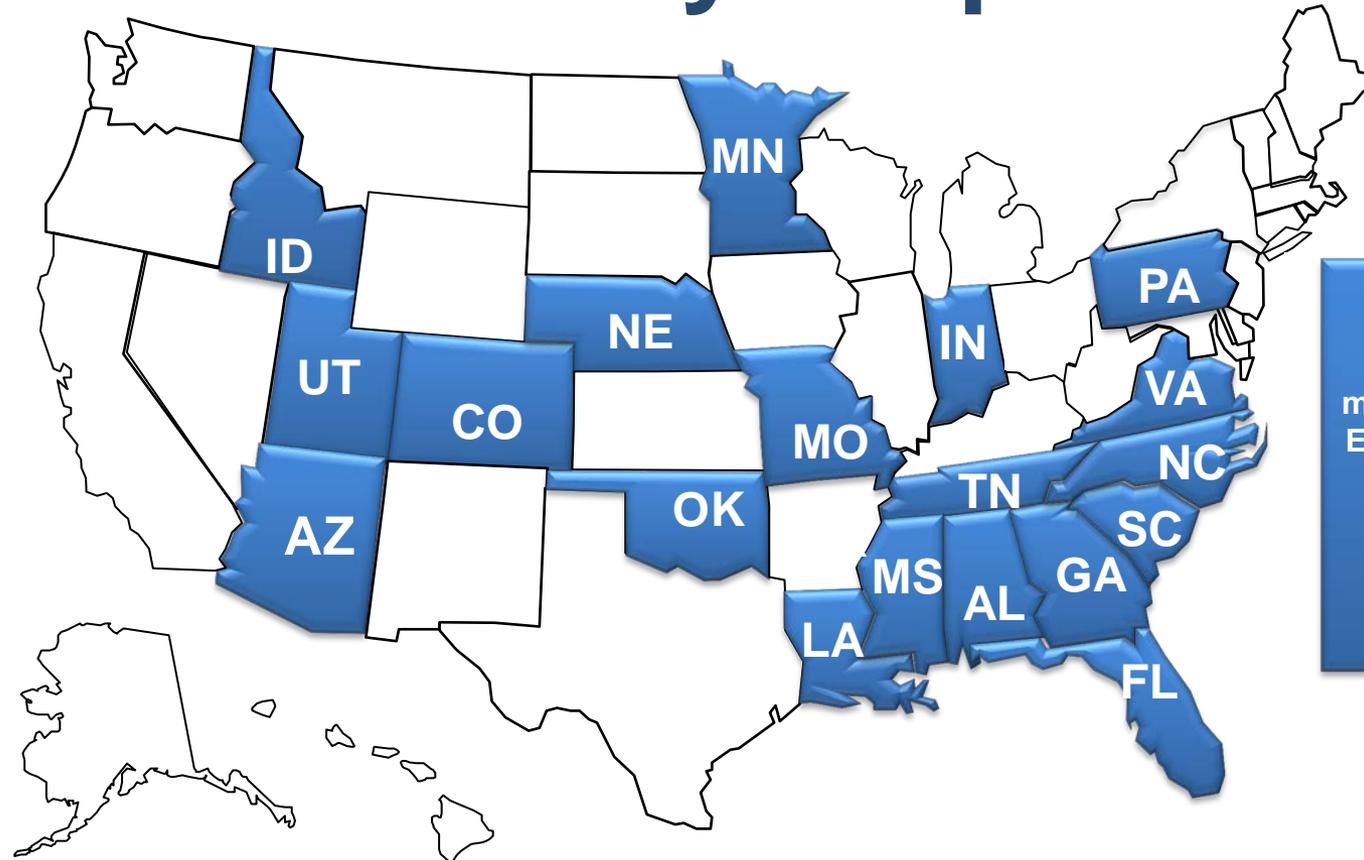
E-Verify is not...

- ...a system that provides immigration status
- ...used for prescreening
- ...a safe harbor from worksite enforcement

# Why use E-Verify?

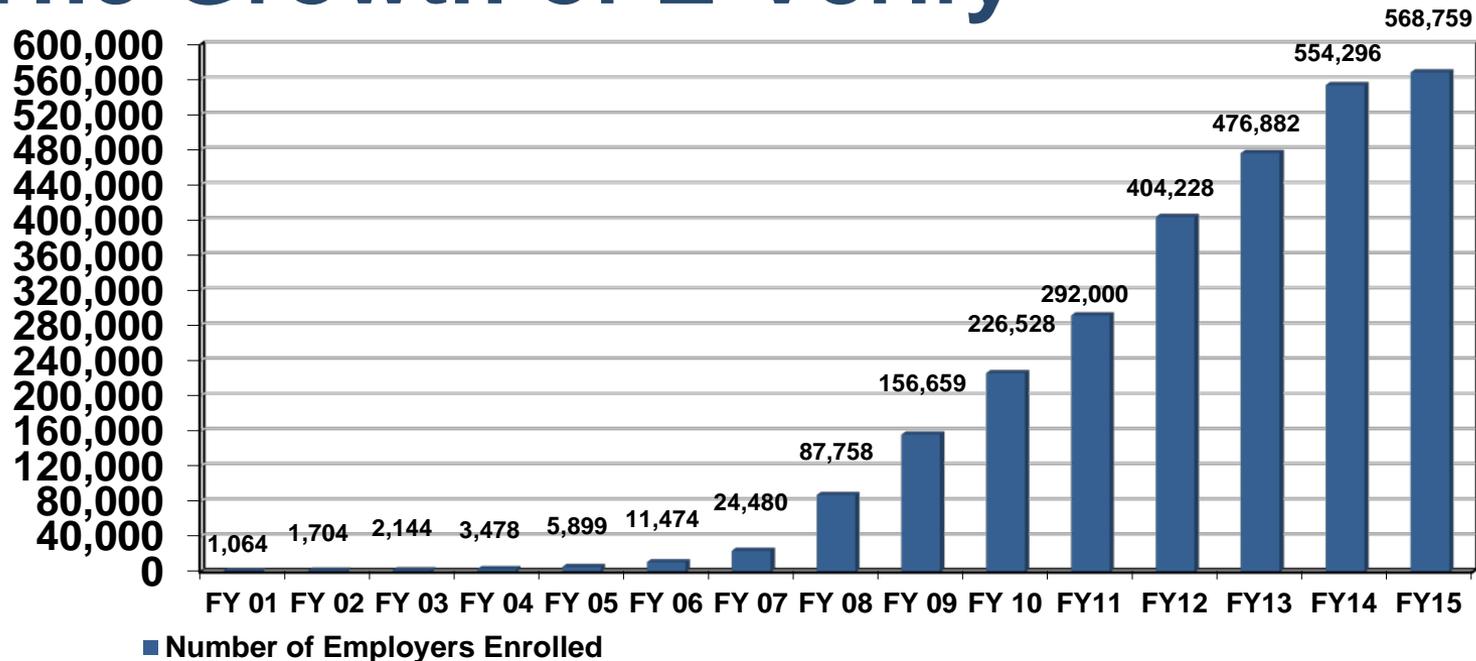
- Ensures a legal workforce
- Protects jobs for authorized workers
- Deters document and identity fraud
- Works seamlessly with Form I-9

# State E-Verify Requirements



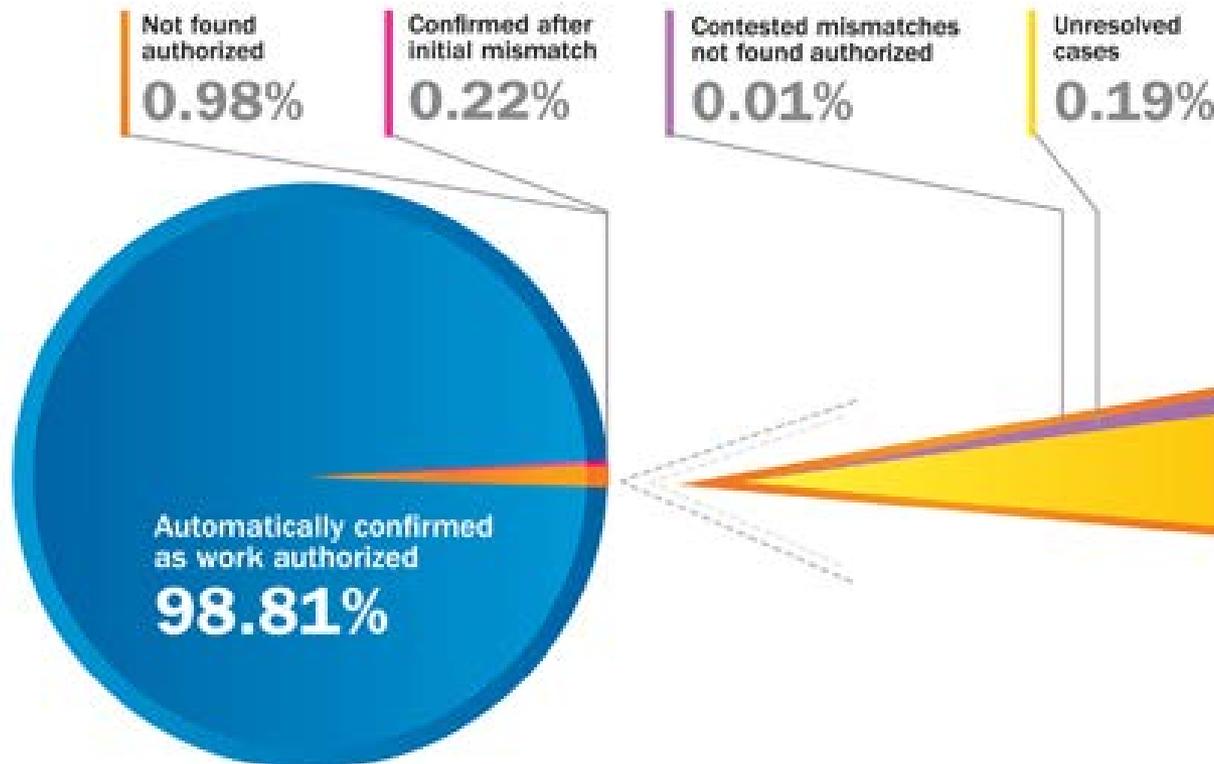
Enacted  
legislation  
requiring  
mandatory use of  
E-Verify that may  
include most  
employers,  
various public  
entities /  
contractors

## The Growth of E-Verify



- **More than 28 million cases run in FY 2014**
- As of January 3, 2015, more than 7.4 Million cases run in FY15
- Employers in every industry, state and U.S. territory

# Performance



# I-9 Process with E-Verify

I-9 Process	I-9 Process with E-Verify
Employee completes Form I-9, Section 1.	<ul style="list-style-type: none"> <li>• Employee must include SSN when completing Form I-9, Section 1.</li> <li>• If the employee has not been issued his SSN, complete Form I-9 as usual and attach a memo to Form I-9 indicating the reason for the delay in creating the case in E-Verify.</li> <li>• If employee provides email address, employer <b>MUST</b> enter it into E-Verify.</li> </ul>
Employee chooses which acceptable document(s) to present.	<ul style="list-style-type: none"> <li>• Employee chooses which acceptable document(s) to present.</li> <li>• If a List B document is chosen, it <b>MUST</b> contain a photograph.</li> <li>• If an employee chooses to provide a photo matching document, the employer must make a photo copy and retain with the Form I-9.</li> </ul>
Employer completes Form I-9, Section 2.	<ul style="list-style-type: none"> <li>• Employer completes Form I-9 Section 2.</li> </ul>
If necessary, employer updates or re-verifies employee's work eligibility in Section 3.	<ul style="list-style-type: none"> <li>• E-Verify Case Status will prompt employer to update or reverify in Section 3 or Form I-9. However, a case should <b>NOT</b> be created in E-Verify.</li> </ul>

**NOTE:** All documents must be unexpired. Names should appear on Form I-9 exactly as they appear on documents. No nicknames should be used.

# Photo Match

- Allows you to match the photo on a document to the photo that DHS has on file for that employee
  - Employment Authorization Document (Form I-766)
  - Permanent Resident Card, AKA “green card”(Form I-551)
  - U.S. Passport or Passport Card
- ✓ Employer cannot specifically request one of these documents
- ✓ Photo Match helps detect document fraud
- Do not request specific documents in order to activate E-Verify photo matching; but if an employee chooses to provide one of the above documents, you are required to **make a photo copy** of the document and retain it with the Form I-9.

# PLEASE RESPOND TO THE POLL QUESTION THAT WILL POP UP ON YOUR SCREEN.

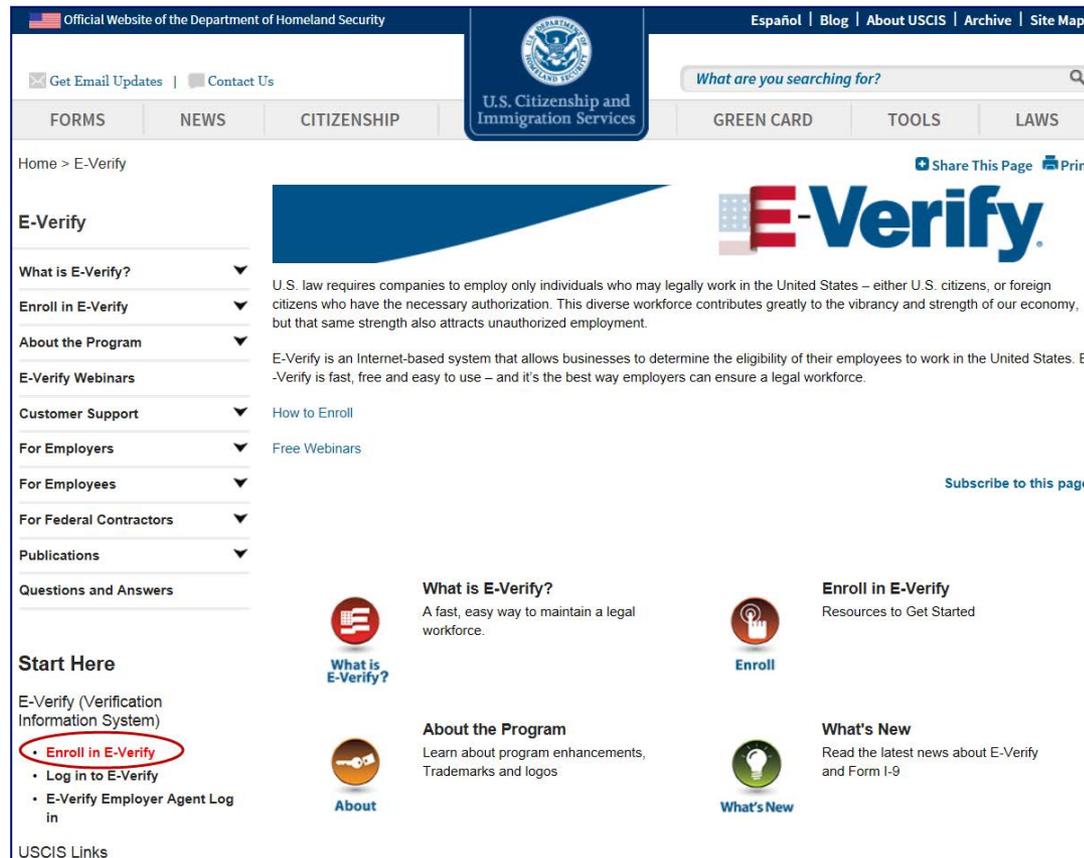
**Note:**

Web Application participants are not able to receive or respond to the poll.

## Section II: E-Verify enrollment and use

- How to Enroll
- When to Verify
- How to Create and Close an E-Verify Case
- Handling a Tentative Nonconfirmation (TNC)

## How to Enroll



The screenshot shows the official website of the Department of Homeland Security, specifically the E-Verify section. The page features a navigation menu with options like 'FORMS', 'NEWS', 'CITIZENSHIP', 'GREEN CARD', 'TOOLS', and 'LAWS'. A search bar is present with the text 'What are you searching for?'. The main content area is titled 'E-Verify' and includes a large blue banner with the E-Verify logo. Below the banner, there is a section titled 'What is E-Verify?' with a dropdown menu. The dropdown menu is open, showing options: 'What is E-Verify?', 'Enroll in E-Verify', 'About the Program', 'E-Verify Webinars', 'Customer Support', 'For Employers', 'For Employees', 'For Federal Contractors', 'Publications', and 'Questions and Answers'. The 'Enroll in E-Verify' option is highlighted. To the right of the dropdown, there is a paragraph of text explaining the program. Below this, there are several icons and links: 'What is E-Verify?', 'Enroll', 'About the Program', and 'What's New'. The 'Enroll' link is circled in red. At the bottom of the page, there is a 'USCIS Links' section.

Official Website of the Department of Homeland Security

Español | Blog | About USCIS | Archive | Site Map

Get Email Updates | Contact Us

U.S. Citizenship and Immigration Services

What are you searching for?

FORMS NEWS CITIZENSHIP GREEN CARD TOOLS LAWS

Home > E-Verify

Share This Page Print

### E-Verify

**What is E-Verify?**

U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. This diverse workforce contributes greatly to the vibrancy and strength of our economy, but that same strength also attracts unauthorized employment.

**Enroll in E-Verify**

E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. E-Verify is fast, free and easy to use – and it's the best way employers can ensure a legal workforce.

**About the Program**

**E-Verify Webinars**

**Customer Support** [How to Enroll](#)

**For Employers** [Free Webinars](#)

**For Employees**

**For Federal Contractors**

**Publications**

**Questions and Answers**

**Start Here**

E-Verify (Verification Information System)

- Enroll in E-Verify**
- Log in to E-Verify
- E-Verify Employer Agent Log in

**What is E-Verify?**  
A fast, easy way to maintain a legal workforce.

**Enroll**  
Resources to Get Started

**About the Program**  
Learn about program enhancements, Trademarks and logos

**What's New**  
Read the latest news about E-Verify and Form I-9

USCIS Links

# Enrollment Page



The screenshot shows the official website of the Department of Homeland Security for E-Verify enrollment. The page features a navigation menu with categories like FORMS, NEWS, CITIZENSHIP, GREEN CARD, TOOLS, and LAWS. A search bar is present with the text "What are you searching for?". The main content area is titled "E-Verify Enrollment Page" and includes a large "ENROLL NOW!" button circled in red. Below this button is a sub-heading "A Fast, Easy Way to Maintain a Legal Workforce" followed by a list of bullet points: "Quickly verify any new employee's work eligibility", "E-Verify helps you maintain a legal workforce", and "It's easy to learn and implement". To the right of the text is a group photo of diverse employees. On the left side, there is a sidebar menu with options like "What is E-Verify?", "Enroll in E-Verify", "About the Program", "E-Verify Webinars", "Customer Support", "For Employers", "For Employees", "For Federal Contractors", "Publications", and "Questions and Answers". On the right side, there is a "Start Here" section with links to "E-Verify (Verification Information System)", "Enroll in E-Verify", "Log in to E-Verify", and "E-Verify Employer Agent Log in". Below that is a "USCIS Links" section with links to "NEW Employees Rights Interactive Online Quiz", "I-9 Central", "E-Verify Self Check", "myE-Verify", "Systematic Alien Verification for Entitlements (SAVE)", "Contact E-Verify", "Form I-9 Employee Information Sheet (110 KB PDF)", "Trademark and Logo Usage Guidelines", and "Leave Feedback". At the bottom right, there is an "E-Verify Multimedia" section with links to "Employee Rights Toolkit" and "Video: Employee Rights and Responsibilities (Short Version)".

# Enrollment Resources

## Enrollment Checklist

Enrolling in E-Verify is easy. This checklist helps you prepare.

### Enrollment Checklist

#### Before you enroll, you must decide:

- Who will electronically sign the E-Verify Memorandum of Understanding (MOU) on behalf of your company?
- Which hiring sites will participate in E-Verify?
- If you are a federal contractor with the FAR E-Verify clause, which employees will you verify?
- Which company location(s) will access E-Verify?
- Who in your company will have access to E-Verify?
- Who in your company should be a program administrator?

#### To enroll, you will need to know:

- Contact information for your company's E-Verify Memorandum of Understanding (MOU) signatory (name, phone number, fax number and email address)
- Company name
- "Doing business as" name (optional)
- Data Universal Numbering System (DUNS) number (optional)
- The physical address of the location from which your company will access E-Verify (including county)
- Company mailing address (if different from physical address)
- Employer identification number (also called a Federal Tax ID Number)
- Total number of employees for all of your company's hiring sites that will participate in E-Verify (you'll choose from a range of numbers)

- [Enrollment Checklist](#)
- [How to Enroll Video](#)
- [Enrollment Quick Reference Guide](#)

# Access Methods

Employer	E-Verify Employer Agent	Corporate Administrator	Web Services
<p>Allows E-Verify users in your company to electronically verify the employment eligibility of newly hired employees and existing employees assigned to a federal contract.</p>	<p>Select this access method if your company creates cases for client companies.</p>	<p>Allows you to create, manage and administer new and existing E-Verify accounts as well as create and view reports. Does <u>NOT</u> allow you to create cases.</p>	<p>Requires a company to develop software that interfaces with E-Verify. Web Services for Employers or Web Services for E-Verify Employer Agents</p>

# Verification Location/Hiring Site & User Roles

**A verification location creates cases in E-Verify for its hiring sites.**

## **Program Administrators:**

- Maintain their verification location's employer account
- Manage user accounts for their verification location
- Create and view cases for their verification location
- Run reports for their verification location

## **General Users:**

- Create and view cases for their verification location

# Required Posters – Must Be Visible to Prospective Employees

**This Organization Participates in E-Verify**

This 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 confirm work authorization.

**IMPORTANT:** If the Government cannot confirm that you are authorized to work, this 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.

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

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at [www.justice.gov/crt/osc](http://www.justice.gov/crt/osc).

**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 E-Verify logo and text are registered trademarks of Department of Homeland Security. Consent not to publish is hereby provided.

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) 616-5525

E-mail: [oscrt@dhs.gov](mailto:oscrt@dhs.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/osc](http://www.justice.gov/crt/about/osc)

## When to Verify?

You must enter Form I-9 information into E-Verify for all newly hired employees no **later than the third business day after the employees' start date.**



## How does E-Verify work?

**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 documents they will accept from an employee. The refusal to hire an individual because the documentation presented does not include registration data 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 job offer.)

Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_ Middle Initial (New 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 non-citizen 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 "NA" 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 \_\_\_\_\_ I-9 Barcode (Do Not Write in This Space)

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 "NA" 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) \_\_\_\_\_ Apt. Number \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Signature of Employer or Authorized Representative \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_ Title of Employer or Authorized Representative \_\_\_\_\_

Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_ Employee's Business or Organization Name \_\_\_\_\_

Employee's Business or Organization Address (Street Number and Name) \_\_\_\_\_ City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Section 3. Reverification and Rehire** (To be completed and signed by employer or authorized representative.)

A. New Name of Applicant: Last Name (Family Name) \_\_\_\_\_ First Name (Given Name) \_\_\_\_\_ Middle Initial \_\_\_\_\_ B. Date of Birth of Applicant (mm/dd/yyyy) \_\_\_\_\_

C. If an employer's previous grant of employment authorization has expired, provide the information for the document from List A or List C. The employee must have a valid document on file at the time of the grant.

Document Title \_\_\_\_\_ Document Number \_\_\_\_\_ Expiration Date of Employment (mm/dd/yyyy) \_\_\_\_\_

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) have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative \_\_\_\_\_ Date (mm/dd/yyyy) \_\_\_\_\_ First Name of Employer or Authorized Representative \_\_\_\_\_



Employment Authorized

TNC

DHS Verification in Process

# Initial Results

Initial verification will return one of three results in just seconds.

<b>Employment Authorized</b>	<b>Tentative Nonconfirmation</b>	<b>DHS Verification in Process</b>
The employee is authorized to work.	There is an information mismatch.	DHS will usually respond within 24 hours with either:  <b>Employment Authorized</b>  or  <b>DHS Tentative Nonconfirmation</b>

## Creating an E-Verify Case

Click on “New Case” or “Verify Employee”

From Section One of the employee’s Form I-9,  
choose the correct option

Welcome to E-Verify

**Verify Employee**

Case Alerts: You Must Take Action!

- Open Cases to be Closed: 5
- Cases with New Updates: 3
- Work Authorization Docs Expiring

Verify Employee

Enter Form I-9 Information → Verification Results → Close Case

What citizenship status did the employee choose in Section 1 of Form I-9? Select one, then click **Continue**.

- A citizen of the United States
- A noncitizen national of the United States
- A lawful permanent resident
- An alien authorized to work

**Continue**

## Creating a Case (con't)

Indicate the documents provided to you for Section 2 of the employee's Form I-9

If you select that the employee provided B and C documents, the following screen will appear

**E-Verify**  
Employment Eligibility Verification

Welcome [Name] User ID [ID] Last Login 10:19 AM - 02/24/2014 Log Out

Click any ? for help

Home

**My Cases**

- New Case
- View Cases
- Search Cases

**My Profile**

- Edit Profile
- Change Password
- Change Security Questions

**My Company**

- Edit Company Profile
- Add New User
- View Existing Users
- Close Company Account

**My Reports**

- View Reports

**My Web Services**

- Manage Web Services

**My Resources**

- View Essential Resources
- Take Tutorial
- View User Manual
- Share Ideas
- Contact Us

**Verify Employee**

Enter Form I-9 Information → Verification Results → Close Case

What documents did the employee present for Section 2 of Form I-9? ?  
Select one, then click **Continue**.

- List B and C Documents
- U.S. Passport or Passport Card

[Back](#) [Continue](#)

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**E-Verify**  
Employment Eligibility Verification

Welcome [Name] User ID [ID] Last Login 10:19 AM - 02/24/2014 Log Out

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- Take Tutorial
- View User Manual
- Share Ideas
- Contact Us

**Verify Employee**

Enter Form I-9 Information → Verification Results → Close Case

What List B and C documents did the employee present for Section 2 of Form I-9? ?  
Select one from each column, then click **Continue**.

List B Documents	List C Documents
<input checked="" type="radio"/> Driver's license or ID card issued by a U.S. state or outlying possession ?	<input checked="" type="radio"/> Social Security Card ?
<input type="radio"/> ID card issued by a U.S. federal, state or local government agency ?	<input type="radio"/> Certification of Birth Abroad (Form FS-545)
<input type="radio"/> School ID card	<input type="radio"/> Certification of Report of Birth (Form DS-1350)
<input type="radio"/> Voter registration card	<input type="radio"/> U.S. birth certificate (original or certified copy)
<input type="radio"/> U.S. military card or draft record	<input type="radio"/> Native American tribal document ?
<input type="radio"/> Military dependent's ID card	<input type="radio"/> U.S. Citizen ID Card (Form I-197)
<input type="radio"/> U.S. Coast Guard Merchant Mariner Card	<input type="radio"/> ID Card for Use of Resident Citizen in the United States (Form I-179)
<input type="radio"/> Native American tribal document ?	<input type="radio"/> Employment authorization document issued by the U.S. Department of Homeland Security
<input type="radio"/> Driver's license issued by a Canadian government authority	
<input type="radio"/> School record or report card (under age 18)	
<input type="radio"/> Clinic, doctor or hospital record (under age 18)	
<input type="radio"/> Day-care or nursery school record (under age 18)	
<input type="radio"/> Minor under age 18 without a List B document	
<input type="radio"/> Special Placement	

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# Records and Information from DMVs for E-Verify (RIDE)

## RIDE

- E-Verify can now verify driver's license or state ID data.
- No Photo Match at this time
- Launched in June 2011 with **Mississippi** as the first DMV partner for this project.
  - 2012 - **Florida** (December)
  - 2013 - **Idaho** (July) and **Iowa** (September)
  - 2015 – **Nebraska** (February)



## Case Creation Screen

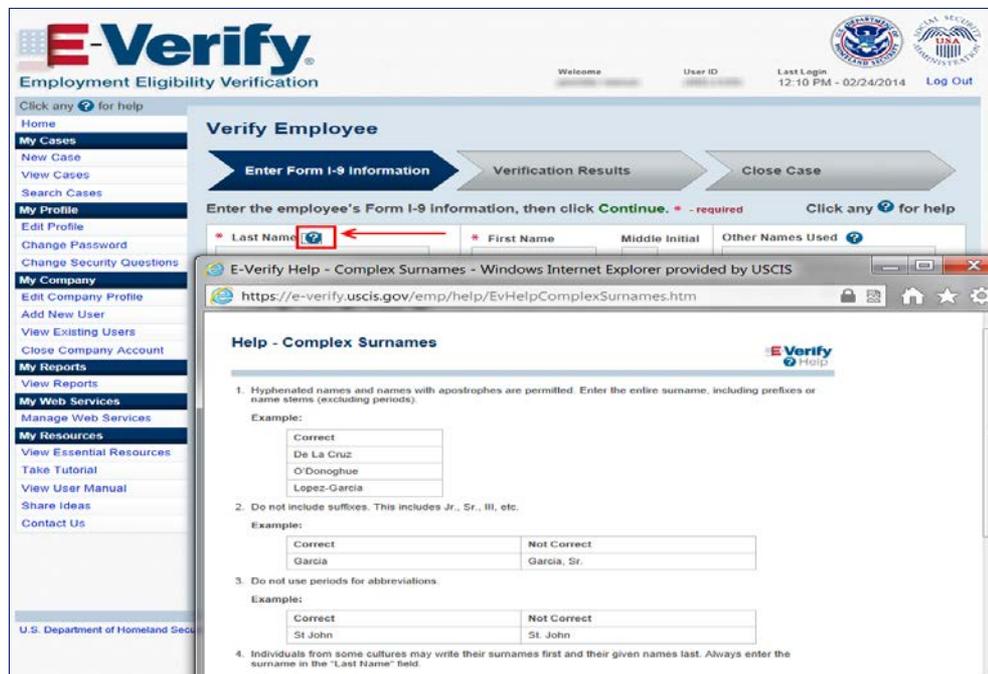
- Enter the employee's biographic information as it was input in Section 1 of Form I-9
  - Required fields asterisked
- E-mail address field
  - Optional field on Form I-9
- Visit [Email Notification Page](#)



The screenshot displays the E-Verify 'Verify Employee' interface. The page title is 'Employment Eligibility Verification'. The navigation menu on the left includes sections for 'My Cases', 'My Profile', 'My Company', 'My Reports', 'My Web Services', and 'My Resources'. The main content area is titled 'Verify Employee' and features a progress bar with three steps: 'Enter Form I-9 Information', 'Verification Results', and 'Close Case'. Below the progress bar, there is a form for entering employee information. The form includes fields for Last Name, First Name, Middle Initial, Other Names Used, Date of Birth, Social Security Number, Citizenship Status, Document Type, Document Name, Document State, Document Number, Document Expiration Date, Hire Date, and Employer Case ID. The 'Email Address' field is circled in red, indicating it is an optional field. The 'Continue' button is highlighted in green.

# Entering Complex Surnames

- To avoid an unnecessary TNC due to a name mismatch **click** the icon next to the “Last Name” field to reveal the helper text.



The screenshot shows the E-Verify 'Verify Employee' form. The 'Last Name' field is highlighted with a red box, and a red arrow points to a small help icon next to it. A help window is open, displaying the 'Help - Complex Surnames' page. The help page contains the following instructions:

- Hyphenated names and names with apostrophes are permitted. Enter the entire surname, including prefixes or name stems (excluding periods).  
Example:  

Correct	De La Cruz
Correct	O'Donoghue
Correct	Lopez-Garcia
- Do not include suffixes. This includes Jr., Sr., III, etc.  
Example:  

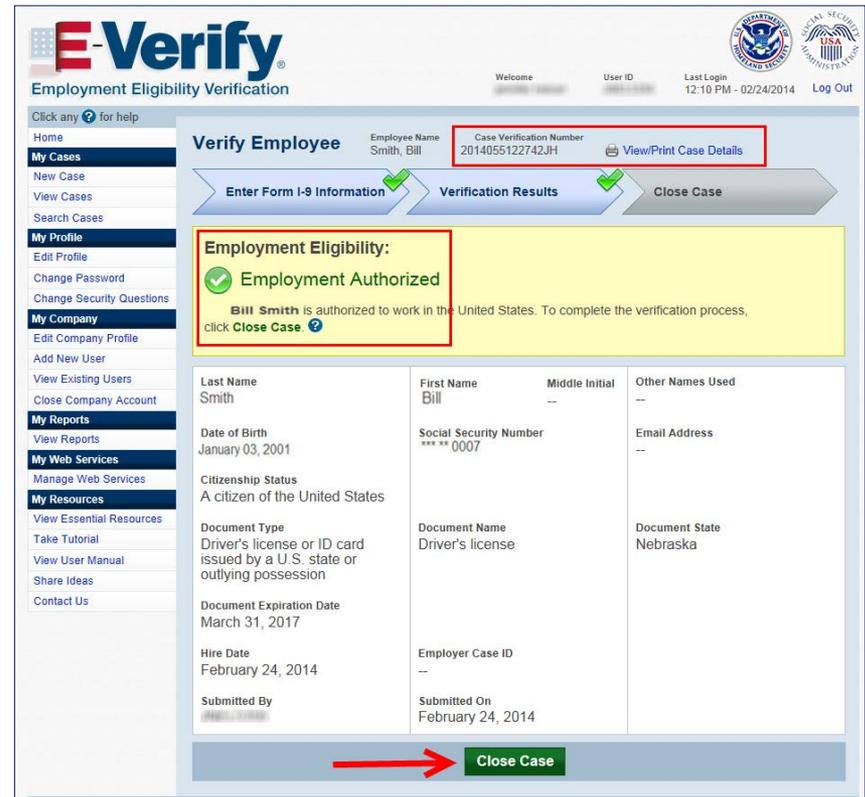
Correct	Garcia	Not Correct	Garcia, Sr.
---------	--------	-------------	-------------
- Do not use periods for abbreviations.  
Example:  

Correct	St John	Not Correct	St. John
---------	---------	-------------	----------
- Individuals from some cultures may write their surnames first and their given names last. Always enter the surname in the "Last Name" field.

## Case Results/Closing a Case

### Employer Action

- Record Case Verification Number on Form I-9 and/or print out the case details and attach to Form I-9
- Ensure the information in E-Verify matches the employee's Form I-9



The screenshot shows the E-Verify 'Verify Employee' interface. At the top, the 'Verify Employee' section displays the employee name 'Smith, Bill' and the case verification number '2014055122742JH', both highlighted with red boxes. Below this, a progress bar shows three steps: 'Enter Form I-9 Information' (completed), 'Verification Results' (completed), and 'Close Case' (current step). A yellow box highlights the 'Employment Eligibility' section, which states 'Employment Authorized' with a green checkmark and notes that 'Bill Smith is authorized to work in the United States'. Below this, a table displays employee details:

Last Name	First Name	Middle Initial	Other Names Used
Smith	Bill	--	--

Date of Birth	Social Security Number	Email Address
January 03, 2001	***-**-0007	--

Citizenship Status	Document Name	Document State
A citizen of the United States	Driver's license	Nebraska

Document Type	Document Expiration Date	Employer Case ID
Driver's license or ID card issued by a U.S. state or outlying possession	March 31, 2017	--

Hire Date	Submitted On
February 24, 2014	February 24, 2014

A red arrow points to the 'Close Case' button at the bottom right of the page.

# What is a Tentative Nonconfirmation (TNC)?

A TNC means that information from an employee's Form I-9 did not match government databases.

**Note:** It may not mean an employee is unauthorized to work or is present in the United States unlawfully. There are legitimate reasons why an employee may receive this result.

## Common reasons for TNCs:

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

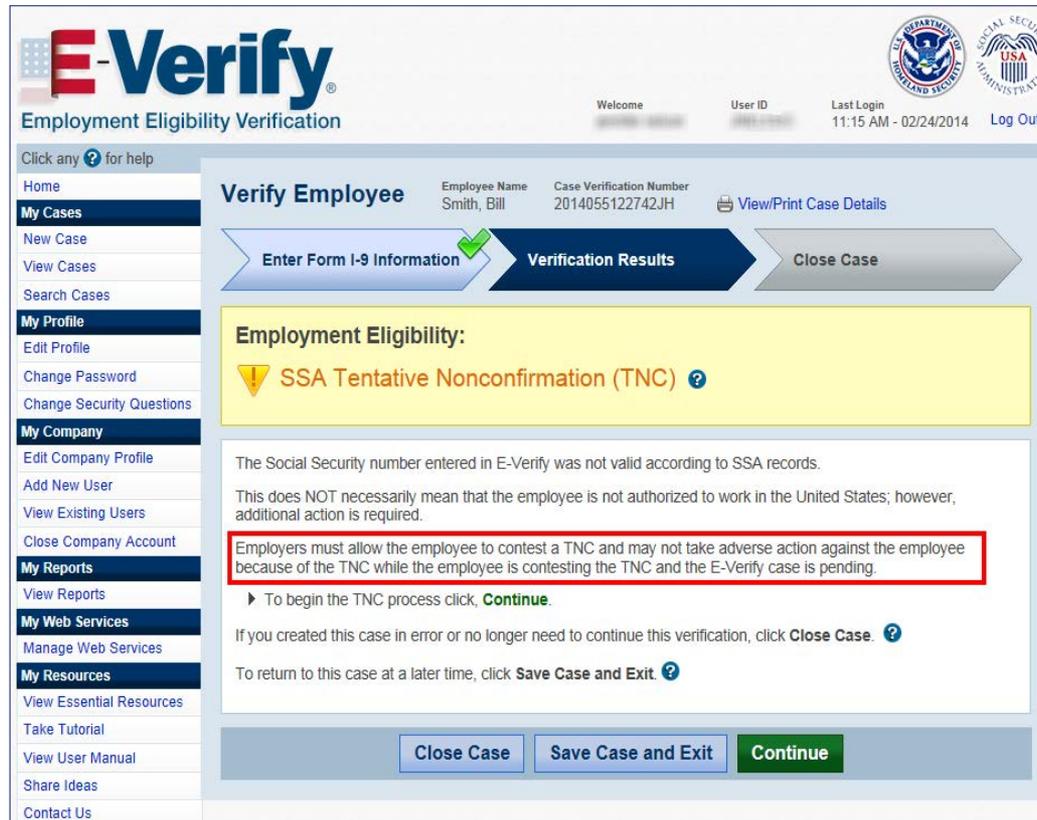
# Handling a TNC

- Employers should print the TNC **Further Action Notice** and review it with the employee promptly and privately.
- Employees have the right to contest or not contest a TNC.
- Employees who choose to contest should be provided the **Referral Date Confirmation**.

Both the TNC Further Action Notice & Referral Date Confirmation are available in 18 languages: [Foreign Language Resources](#)

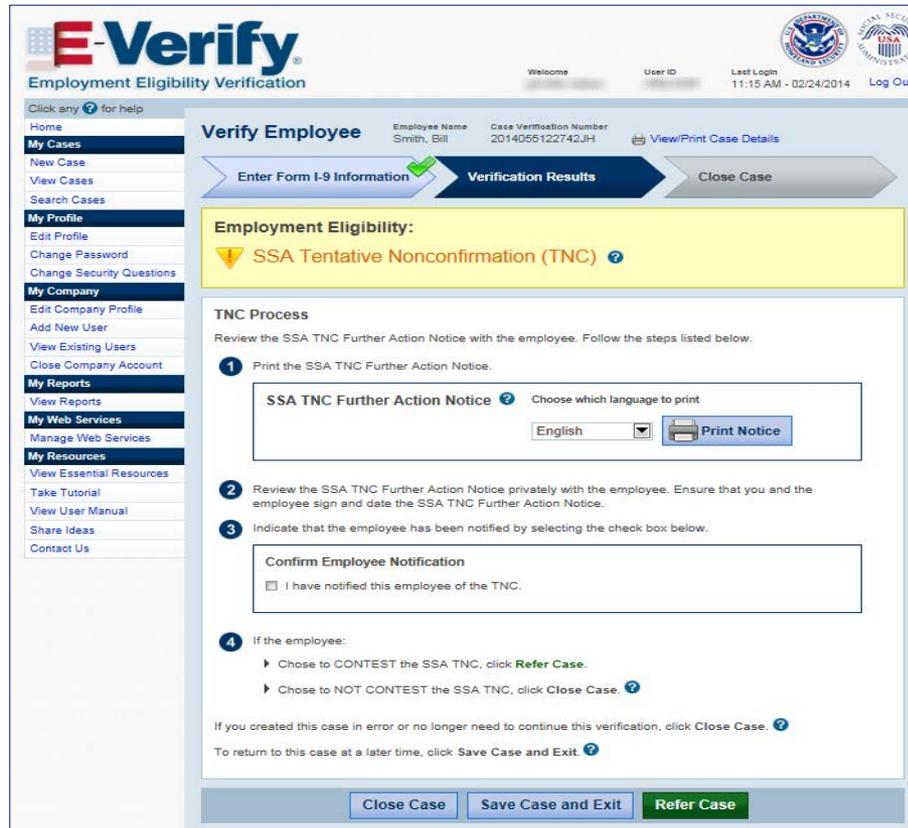
<b>CONTEST</b>	<b>NOT CONTEST</b>
Employer <b>refers</b> employee to appropriate agency.	Employer may terminate the employee and close the case in E-Verify.

## TNC – Step 1



The screenshot displays the E-Verify web interface. At the top, the E-Verify logo is on the left, and the user's name (Welcome), User ID, and Last Login (11:15 AM - 02/24/2014) are on the right. A navigation menu on the left includes sections for My Cases, My Profile, My Company, My Reports, My Web Services, and My Resources. The main content area shows the 'Verify Employee' section for 'Smith, Bill' with Case Verification Number '2014055122742JH'. A progress bar indicates the current step is 'Enter Form I-9 Information', with 'Verification Results' and 'Close Case' as subsequent steps. A yellow warning box titled 'Employment Eligibility:' contains a yellow triangle icon and the text 'SSA Tentative Nonconfirmation (TNC)'. Below this, a message states: 'The Social Security number entered in E-Verify was not valid according to SSA records. This does NOT necessarily mean that the employee is not authorized to work in the United States; however, additional action is required.' A red-bordered box highlights the text: 'Employers must allow the employee to contest a TNC and may not take adverse action against the employee because of the TNC while the employee is contesting the TNC and the E-Verify case is pending.' Below this, a bullet point says 'To begin the TNC process click, Continue.' Another message says 'If you created this case in error or no longer need to continue this verification, click Close Case.' At the bottom, there are three buttons: 'Close Case', 'Save Case and Exit', and 'Continue'.

## TNC – Step 2



**E-Verify**  
Employment Eligibility Verification

Welcome [User ID] Last Login 11:15 AM - 02/24/2014 Log Out

Click any  for help

Home

**My Cases**

- New Case
- View Cases
- Search Cases

**My Profile**

- Edit Profile
- Change Password
- Change Security Questions

**My Company**

- Edit Company Profile
- Add New User
- View Existing Users
- Close Company Account

**My Reports**

- View Reports

**My Web Services**

- Manage Web Services

**My Resources**

- View Essential Resources
- Take Tutorial
- View User Manual
- Share Ideas
- Contact Us

**Verify Employee** Employee Name Smith, Bill Case Verification Number 2014055122742JH View/Print Case Details

Enter Form I-9 Information → Verification Results → Close Case

**Employment Eligibility:**

⚠ SSA Tentative Nonconfirmation (TNC) ?

**TNC Process**

Review the SSA TNC Further Action Notice with the employee. Follow the steps listed below.

- 1 Print the SSA TNC Further Action Notice.  

SSA TNC Further Action Notice ? Choose which language to print

English [v] [Print Notice]
- 2 Review the SSA TNC Further Action Notice privately with the employee. Ensure that you and the employee sign and date the SSA TNC Further Action Notice.
- 3 Indicate that the employee has been notified by selecting the check box below.  

Confirm Employee Notification

I have notified this employee of the TNC.
- 4 If the employee:
  - ▶ Chose to CONTEST the SSA TNC, click **Refer Case**.
  - ▶ Chose to NOT CONTEST the SSA TNC, click **Close Case**.

If you created this case in error or no longer need to continue this verification, click **Close Case**.

To return to this case at a later time, click **Save Case and Exit**.

**Close Case** **Save Case and Exit** **Refer Case**

## TNC – Step 3



**E-Verify**  
Employment Eligibility Verification

Welcome [Name] User ID [ID] Last Login 12:10 PM - 02/24/2014 [Log Out](#)

Click any [?](#) for help

- Home
- My Cases**
  - New Case
  - View Cases
  - Search Cases
- My Profile**
  - Edit Profile
  - Change Password
  - Change Security Questions
- My Company**
  - Edit Company Profile
  - Add New User
  - View Existing Users
  - Close Company Account
- My Reports**
  - View Reports
- My Web Services**
  - Manage Web Services
- My Resources**
  - View Essential Resources
  - Take Tutorial
  - View User Manual
  - Share Ideas
  - Contact Us

**Verify Employee** Employee Name: Smith, Bill Case Verification Number: 2014055122742JH [View/Print Case Details](#)

Enter Form I-9 Information **Verification Results** Close Case

**Referral Date Confirmation** Choose which language to print

Employee Referred to SSA English [Print Confirmation](#)

This employee has been referred to SSA on **February 24, 2014**. Select a language and print the Referral Date Confirmation. Provide this to the employee who has contested this SSA TNC. Inform the employee that he or she has until **March 06, 2014** to contact SSA.

**Check for Case Status Updates**

E-Verify will update the employee's case status by **March 11, 2014**. E-Verify will alert you of an update through the case status alert feature on the E-Verify home page. Be sure to log in to E-Verify periodically — you'll need to close the case once it is updated with a final status.

To reprint the SSA TNC Further Action Notice, click **Reprint Notice**.

SSA TNC Further Action Notice Choose which language to print

English [Reprint Notice](#)

To return to the E-Verify home page, click **E-Verify Home**.

If you created this case in error or no longer need to continue this verification, click **Close Case**.

To begin a new case, click **New Case**.

[E-Verify Home](#) [Close Case](#) [New Case](#)

## Further Action Notice



### Further Action Notice

#### U.S. Department of Homeland Security Tentative Nonconfirmation (DHS TNC)

Employee's Last Name, First Name	Last Four Digits of Employee's Social Security Number
Employee's A-Number	Employee's Document Number
Date of DHS 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 DHS Tentative Nonconfirmation (DHS 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 DHS if the employee contests the TNC, or close the case if the employee does not contest the DHS TNC. If the employee chooses not to contest the DHS TNC, you may terminate his or her employment and close the case in E-Verify.  
**IMPORTANT:** If the employee contests the DHS TNC, refer the case to DHS, print the Referral Date Confirmation from E-Verify, provide it to the employee, and instruct the employee to contact DHS within 8 Federal Government working days as specified in the Referral Date Confirmation.

#### For Photo Mismatch ONLY

Complete this Further Action Notice and send a copy of it with a copy of the employee's photo document to DHS. Either attach and submit a digital copy of the photo document in E-Verify or send a paper copy to DHS via an express shipping carrier of your choice. Do NOT send the copies through regular United States Postal Service mail.

Express Shipping Carrier Address	Attach and Submit Electronically
U.S. Department of Homeland Security- USCIS 10 Fountain Plaza, 3rd Floor Buffalo, NY 14202 Attn: Status Verification Office - Photo Matching	Make a digital copy of the employee's photo document (e.g. with a scanner or a camera) and save it to your computer. Then attach and submit the copy in E-Verify.

#### Employer Signature and Date

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

Employer's Name	Employer Representative's Name
Date	Employer Representative's Signature



#### EMPLOYEE INSTRUCTIONS:

##### Why you received this Further Action Notice

Your employer participates in E-Verify, a program managed by the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA). E-Verify compares the information you provided on Form I-9, Employment Eligibility Verification, with records available to DHS to verify that you are authorized to work in the United States.

You received this Further Action Notice from your employer because E-Verify provided a result of DHS Tentative Nonconfirmation (DHS TNC). A DHS TNC means that the information entered into E-Verify by your employer does not match records available to DHS. A DHS TNC does not necessarily mean that you gave incorrect information to your employer or that you are not authorized to work in the United States. Visit the [For Employees](http://www.dhs.gov/E-Verify) pages at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) to learn the reasons you may have received a DHS TNC.

##### What you should do:

- Check that the information on Page 1 of this Further Action Notice is correct. If it is not correct, provide the correct information to your employer. Your employer should close this E-Verify case and use the corrected information to create a new case.
- Decide if you will contest (take action to resolve) the DHS TNC and inform your employer of your decision.  
**IMPORTANT:** If you decide not to contest the DHS TNC, your case will become a Final Nonconfirmation, which means that your employer may terminate your employment.
- Select your decision to contest or not contest and sign and date this Further Action Notice below. If you decide to take action to contest the DHS TNC, to begin to resolve the DHS TNC, you must contact DHS within 8 Federal Government working days from the date your employer refers your case in E-Verify.  
**IMPORTANT:** Review Page 3 of this notice for important information about employer responsibilities and your rights.

##### Select box, sign and date below:

I choose to: (check one)

CONTEST (take action to resolve the DHS TNC)

NOT CONTEST (not take action to resolve the DHS TNC)

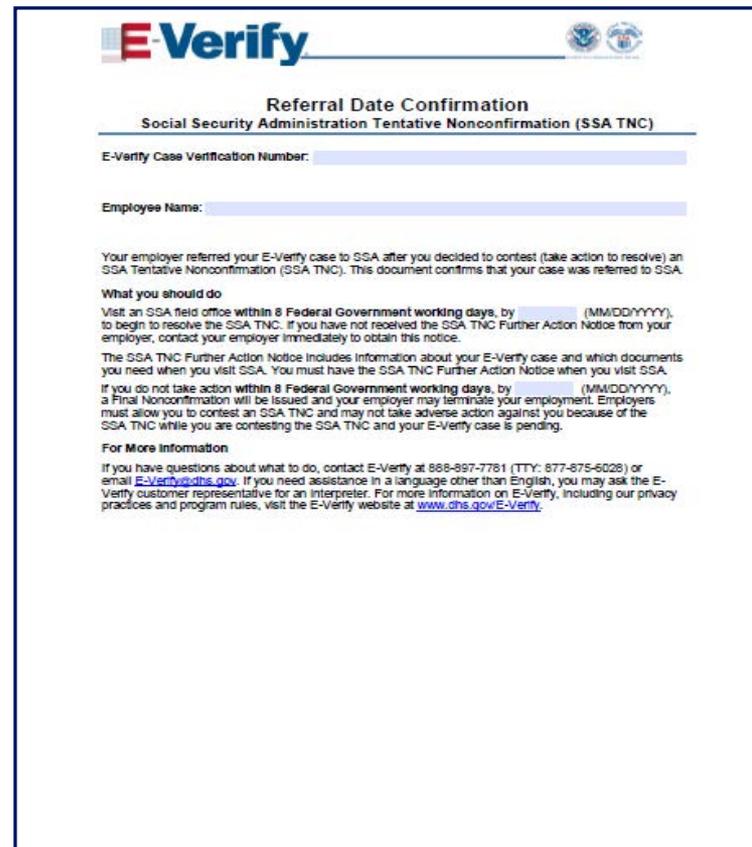
Employee's Signature	Date
----------------------	------

##### What you must do to take action to resolve the DHS TNC:

- Call DHS at 888-897-7781 (TTY: 887-875-6028) within 8 Federal Government working days from the date your employer refers your case to DHS to begin to resolve your case. Your employer must give you a Referral Date Confirmation, which will tell you the date by which you must contact DHS. Foreign Students and Exchange Visitors Only: DHS cannot resolve this case if your Student Exchange Visitor Information System (SEVIS) record is incorrect. Before you call DHS, try to contact your Designated School Official or Responsible Officer and ensure your SEVIS record is correct.
- Have this Further Action Notice when you call DHS. DHS may ask you to provide additional information or documents to resolve your case. If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter.

**NOTE:** Since you received a DHS TNC from E-Verify, your immigration records could be incorrect. Correcting your immigration records can prevent DHS TNCs. Once you successfully resolve a DHS TNC, you may wish to take additional action to correct your immigration records. You may review the fact sheet "How to Correct Your USCIS Records after Resolving a Tentative Nonconfirmation in E-Verify," found at <http://www.uscis.gov/e-verify/employees/how-correct-your-immigration-records>. This fact sheet provides information on several options to correct your DHS record.

# Referral Date Confirmation



**E-Verify** 

**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 866-897-7761 (TTY: 877-875-6026) 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).

# Results after TNC

You should check E-Verify periodically for one of the following responses:

**Employment Authorized**

**Review and Update Employee Data**

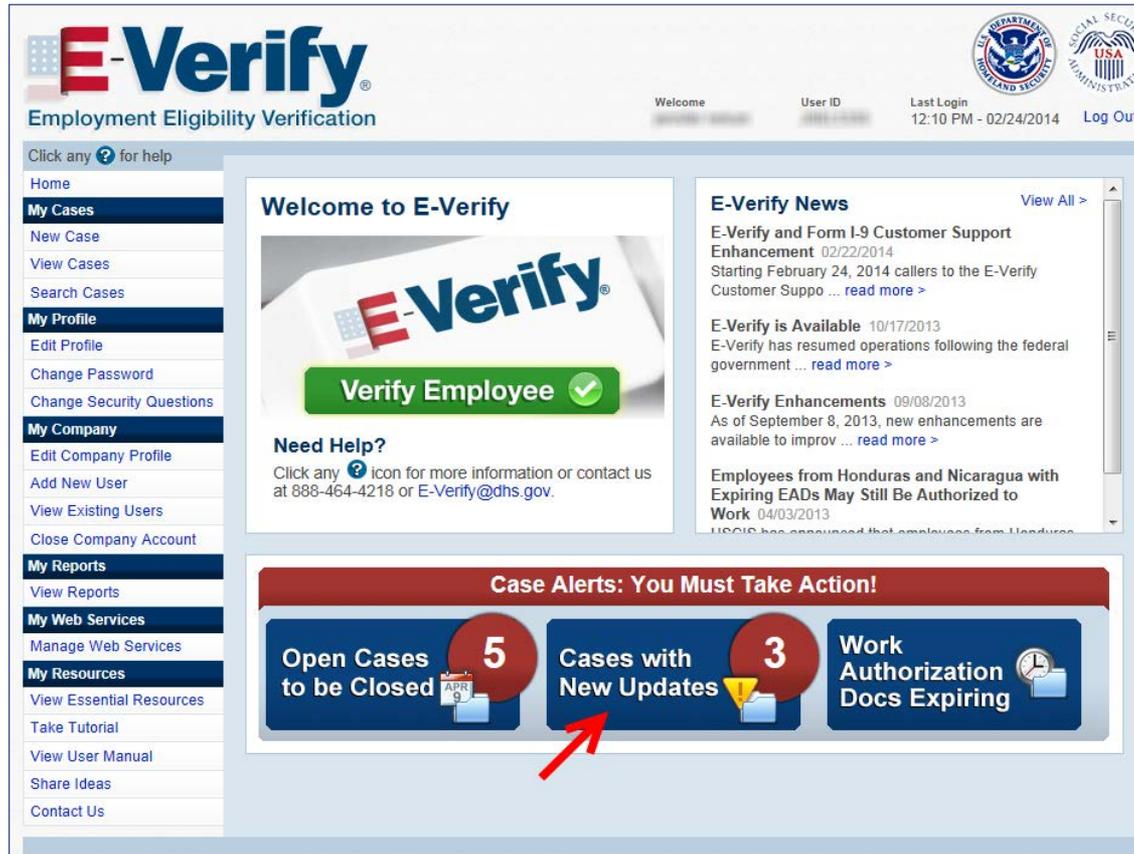
**Case in Continuance**

**DHS Verification in Process**

**DHS No Show**

**Final Nonconfirmation**

## Check Status of a TNC



The screenshot shows the E-Verify web application interface. At the top left is the E-Verify logo and the text "Employment Eligibility Verification". To the right of the logo are the U.S. Department of Homeland Security and Social Security Administration logos. Below the logos, there is a navigation menu on the left with categories like "My Cases", "My Profile", "My Company", "My Reports", "My Web Services", and "My Resources". The main content area is divided into three columns. The first column has a "Welcome to E-Verify" message with a "Verify Employee" button and a "Need Help?" section. The second column has an "E-Verify News" section with several news items. The third column has a "Case Alerts: You Must Take Action!" banner with three alert boxes: "Open Cases to be Closed" with a count of 5, "Cases with New Updates" with a count of 3, and "Work Authorization Docs Expiring". A red arrow points to the "Cases with New Updates" alert box.

# Handling a TNC Employee Rights

- The employee has **eight federal government workdays** from the referral date to visit or call the appropriate agency to start to resolve the discrepancy.
- The employee **continues to work** during the TNC resolution process.
- Federal law prohibits employers from terminating employment of an employee because of an interim case result until the TNC becomes a Final Nonconfirmation.
- **Know Your Rights Quiz**



## Section III: Additional Information

- Employer Responsibilities
- Features
- Enhancements
- Engagement
- Resources

# Employer Responsibilities

Employers must **not**:

- Use E-Verify to pre-screen employment applicants
- Use E-Verify selectively; E-Verify must be used for all new hires
- Influence or coerce an employee's decision whether to contest a TNC
- Terminate or take adverse action against an employee who is contesting a TNC
- Ask for additional documentation after obtaining a TNC for an employee



- ✓ **Follow all the rules and guidelines outlined in the E-Verify Memorandum of Understanding**

# Federal Contractors

A slide titled "E-Verify Federal Contractor?" with the subtitle "Here's some important information for you!". The slide contains text explaining the FAR E-Verify clause and a table of affected contract types.

**E-Verify**

## Federal Contractor?

**Here's some important information for you!**

As of September 8, 2009, federal contractors and subcontractors are required to use E-Verify for all new hires and existing employees working on federal contracts if their contract includes the Federal Acquisition Regulation (FAR) E-Verify clause. E-Verify is a fast, free and easy to use Internet-based system that allows employers to verify the eligibility of their employees to work in the United States.

**What Contracts are Affected by the FAR E-Verify Clause?\***

<b>Prime Contracts</b>	<b>Subcontracts</b>	<b>Indefinite Delivery/Quantity Contracts</b>
<ul style="list-style-type: none"><li>• Value above \$150,000</li><li>• Period of performance of 120 days or more, and</li><li>• At least some of the contract work is performed in the United States</li></ul>	<ul style="list-style-type: none"><li>• Value of more than \$3,000</li><li>• Contract is for commercial or noncommercial services or construction, and</li><li>• At least some of the contract work is performed in the United States</li></ul>	<ul style="list-style-type: none"><li>• Existing contract</li><li>• Period of performance extends at least six months after 9/8/2009</li><li>• Substantial amount of work or number of orders expected during remaining performance period, and</li><li>• Contract may be bilaterally modified to include the FAR E-Verify clause</li></ul>

\* Commercially available off the shelf (COTS) items or services are not subject to the FAR E-Verify clause.

As of September 8, 2009, the Federal Acquisition Regulations (FAR) final rule requires federal contractors (and subcontractors) to use E-Verify to verify their employees' eligibility to work legally in the United States.

# What is myE-Verify

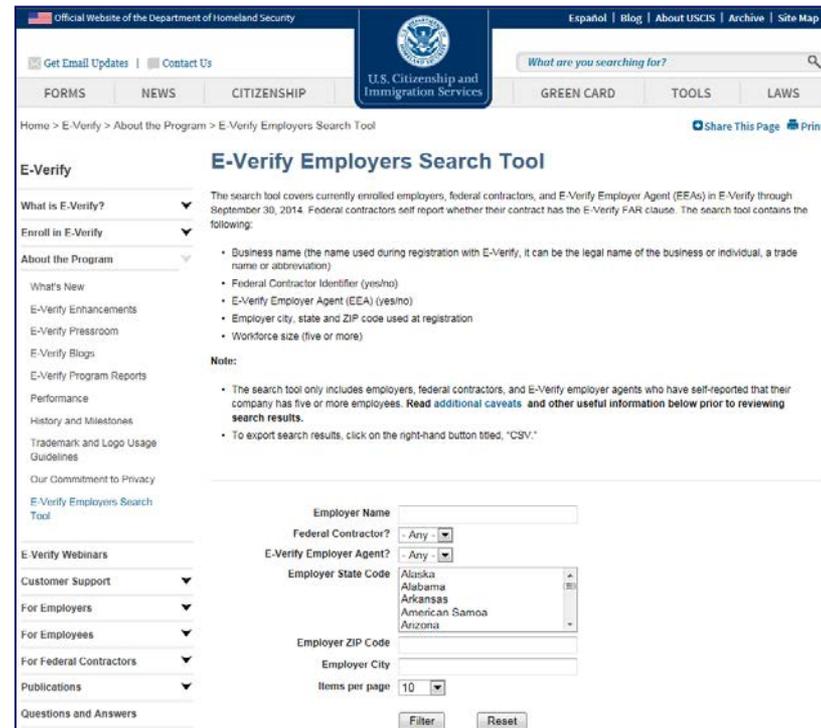
myE-Verify is a new, web-based free service for employees to participate in the E-Verify process.

- Confirm your work eligibility
- Create a myE-Verify account
- Protect your identity
- Learn about your rights



## E-Verify Employers Search Tool\*

- Launched December 18, 2012
- Searchable database
- Search and view
- Employers that actively use E-Verify system



The screenshot shows the official website of the Department of Homeland Security, specifically the E-Verify Employers Search Tool. The page includes a navigation menu with options like 'FORMS', 'NEWS', 'CITIZENSHIP', 'GREEN CARD', 'TOOLS', and 'LAWS'. A search bar is present at the top right. The main content area features a sidebar with links such as 'What is E-Verify?', 'Enroll in E-Verify', and 'About the Program'. The main section is titled 'E-Verify Employers Search Tool' and contains a detailed description of the tool's scope, including a list of search criteria: Business name, Federal Contractor Identifier (yes/no), E-Verify Employer Agent (EEA) (yes/no), Employer city, state and ZIP code, and Workforce size (five or more). A 'Note' section explains that the search tool only includes employers, federal contractors, and E-Verify employer agents who have self-reported that their company has five or more employees. At the bottom, there is a search form with fields for 'Employer Name', 'Federal Contractor?' (dropdown), 'E-Verify Employer Agent?' (dropdown), 'Employer State Code' (dropdown), 'Employer ZIP Code', and 'Employer City'. There is also a 'Items per page' dropdown set to 10 and 'Filter' and 'Reset' buttons.

\* The [E-Verify Employers Search Tool](#) only includes employers, federal contractors, and employer agents who have self-reported that their company has five or more employees.

## Examples of I-94 Documents after CBP I-94 Automation Initiative

- Use hand-written number

- Printout from [www.cbp.gov/I94](http://www.cbp.gov/I94) website

**Form I-94: Issued by CBP after Automation at Air and Sea Ports of Entry**

DEPARTMENT OF HOMELAND SECURITY  
U.S. Customs and Border Protection

Departure Record

Admission Number  
611019538 EU  
62471880392

U.S. Customs and Border Protection  
ADMITTED  
JUL 16 2012  
H1B  
AUG. 4, 2013

1. Family Name  
SIMITH

2. First (Given) Name  
RONALDI

3. Country of Citizenship  
ITALY

4. Birth Date (MMDDYYYY)  
1120377

CBP Form I-94 (05/09)  
See Other Side

This version of the I-94 will be issued by CBP in limited circumstances to special classes of aliens after Form I-94 is automated. The electronic admission number will be handwritten on the form.

**CBP I-94 Website Printout**

U.S. Customs and Border Protection  
Securing America's Borders

Get I-94 Number: I-94 FAQ

Admission (I-94) Number Retrieval

Admission (I-94) Record Number: 6900088062

Admit Until Date (MMDD/YYYY): 10/10/2012

Details provided on Admission(I-94) form:

Family Name:	LI
First (Given) Name:	LYDIA
Birth Date (MMDD/YYYY):	01/01/1990
Passport Number:	P123123213
Passport Country of Issuance:	Mexico
Date of Entry (MMDD/YYYY):	04/11/2012
Class of Admission:	B1

If an employer, local, state or federal agency requests admission information, present your admission information to the employer or agency.

Once Form I-94 is automated, travelers will have access to their electronic I-94 via [www.cbp.gov/I94](http://www.cbp.gov/I94). The website printout serves the same purpose as any other I-94 version.

# Recent Enhancements

- [Updated E-Verify MOUs](#)
- [Revised DHS TNC Further Action Notice](#)
  - [How to Correct Your Immigration Records after Resolving a Tentative Nonconfirmation in E-Verify Fact Sheet](#)
- [E-Verify Fraud Deterrence](#)
- Samples of the courtesy E-Verify emails employees may receive:
  - [TNC notification](#)
  - TNC case referred ([SSA Case Referral Email](#) or [DHS Case Referral Email](#))
  - TNC reminder ([SSA Email Reminder](#) or [DHS Email Reminder](#))
  - [Advise to update SSA records](#)
- [Monitoring and Compliance Webpage](#)
- [Employee Rights Toolkit](#)
- [Duplicate Case Alerts](#)
- [E-Verify Records Disposal](#)

## Stay Up to Date

- Subscribe to [e-Newsletter E-Verify Connection](#)
- To get email updates, subscribe to:
  - [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)
  - [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)
  - [www.uscis.gov/SelfCheck](http://www.uscis.gov/SelfCheck)
- Submit an idea: [E-Verify Listens](#)
- [Follow E-Verify on Twitter:](#)  @Everify
- [Like USCIS on Facebook:](#) 
- [E-Verify blogs](#)
- \*NEW [Form I-9 Widget](#)




A newsletter for all employers December 2014 Issue 22

**Reminder: E-Verify Record Disposal Begins**  
On January 1, 2015, E-Verify will delete transaction records that are over ten years old. December 31, 2014 is the last day E-Verify employers can download case data created on or before December 31, 2004 in the new "Historic Records Report." See the [Fact Sheet](#) and [Instructions for Downloading](#).

**E-Verify Participation Posters Now In More Languages**  
Besides displaying the English and Spanish E-Verify Participation posters, employers may also display any of 16 foreign language versions. Italian, Portuguese, Japanese, Carolinian, German, Chamorro, Marshallese, and Fijian were just added. Watermarked samples are on the [Foreign Language Resources](#) page. Posters without the watermark are in E-Verify.

**New Webinar For Today's Leaders – E-Verify for Executives**  
E-Verify for Executives gives decision makers the big picture on what it takes to initiate E-Verify. The next live, 30-minute session is on January 13, 2015 at 4 PM ET.

**Form I-9 Tip: New Q&As Added**  
Do you have questions about [Completing Form I-9](#), [Self-Audits](#) or [Updating and Reverification \(Listserve\)](#)? [New Questions & Answers](#) have been added to [I-9 Central](#) on these and other topics.

**Updated I-94 Example**  
Since May 1, 2014, visitors arriving in the U.S. via air or sea may retrieve Form I-94 information [online](#). Employees may show a printout of the automated Form I-94 as proof of employment eligibility. See a sample [on I-9 Central](#).

**Update Makes E-Verify Employer Search Tool Better Than Ever**  
The E-Verify Employers Search Tool was enhanced to allow sorting by E-Verify Employer Agents. The latest version includes employers enrolled through September 30, 2014. Find it on [dhs.gov/E-Verify](#).

**Have You Visited myE-Verify?**  
Visit [myE-Verify](#), a new website for workers and job seekers. Use [Self Check](#) to confirm your employment eligibility, and as the first step to creating a secure personal myE-Verify account. Discover [Self Lock](#) to protect your social security number in E-Verify. Browse [myResources](#) to learn your rights, employer responsibilities, and more.

**Successful myE-Verify Listening Session**  
On December 16, 2014, E-Verify hosted a teleconference to gather your feedback about the content and functionality of the [myE-Verify website](#); [myE-Verify accounts](#); and how to educate the public about [its services](#). Thanks for joining to tell us what you think!

**Using E-Verify Correctly?**  
E-Verify's [Monitoring and Compliance](#) web page gives guidance on using E-Verify correctly. You will also find the [E-Verify Monitoring and Compliance brochure](#).

**Display the Self Check Flyer**  
Do you work with job seekers? Add the [Self Check flyer](#) and link on your website. Find it and other English and Spanish resources in the [Self Check Toolkit](#). Remember – employers cannot require that job seekers or employees use Self Check.

**AILA Meets with E-Verify**  
On November 6, 2014, the USCIS Verification Division responded to several questions during the American Immigration Lawyers Association Verification and Documentation Liaison Committee meeting. Review these [questions and responses](#).

**Five New Countries Eligible to Participate in the H-2A and H-2B Visa Programs**  
The Czech Republic, Denmark, Madagascar, Portugal, and Sweden are now on the list of countries whose nationals can participate in the H-2A and H-2B nonimmigrant worker visa programs for the coming year. The notice listing the 68 eligible countries was published in the [Federal Register](#).

**Subscribe to E-Verify Connection! Share feedback at [www.E-VerifyListens.ideascate.com](http://www.E-VerifyListens.ideascate.com)!**  
Call 888-897-7781 for the Employee Hotline or 888-464-4218 with Employer Queries.  
Visit [www.DHS.gov/E-Verify](http://www.DHS.gov/E-Verify), [www.uscis.gov/i-9-central](http://www.uscis.gov/i-9-central), [www.uscis.gov/myE-Verify](http://www.uscis.gov/myE-Verify).  
Apply to use the E-Verify logo and check out our [webinar schedule](#) today!



#Everify

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# E-Verify Outreach

- Free Customized Webinars
- Content for your newsletters
- Authorization to use the E-Verify® Logo and Name and I E-Verify Seal
- Add E-Verify to your job announcements
  - Example: “Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).”



# Educational Videos

## [Video: How to Create a Case](#)

Civil Rights (Request copies by emailing [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov)):

- [Video: E-Verify Employee Rights and Responsibilities](#)
- [Video: E-Verify Employer Responsibilities and Worker Rights](#)

View the videos at:

- [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) or [www.youtube.com/ushomelandsecurity](http://www.youtube.com/ushomelandsecurity)

NEW: Form I-9 Vignettes

- [Video: How to Complete Section 1](#)
- [Video: How to Complete Section 2](#)
- [Video: How to Complete Section 3](#)

## [Form I-9 Webinar On-Demand](#)

## [Video: E-Verify for Business Leaders](#)

# I-9 Central

I-9 Central: [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)

I-9 Central Spanish: [www.uscis.gov/i-9Central/Espanol](http://www.uscis.gov/i-9Central/Espanol)

## I-9 Central

Federal law requires that every employer\* and agricultural recruiter/referrer-for-a-fee hiring, or recruiting/referring for a fee, an individual for employment in the United States complete a Form I-9, Employment Eligibility Verification. Form I-9 will help you verify your employee's identity and employment authorization. You may click on the links to the left or on one of the icons below to find out more information about Form I-9.

*[NOTE: We will refer to both employers and agricultural recruiters and referrers for a fee collectively as "employers" for ease of reference throughout the I-9 Central.]*

*On March 8, 2013, a new version of the Form I-9 was released. Beginning May 7, 2013, employers must only use the new Form I-9.*

<b>What's New</b>	<b>Complete &amp; Correct</b>
<b>Accepted Documents</b>	<b>Retain &amp; Store</b>
<b>Employee Rights</b>	<b>Penalties</b>
<b>About the Form</b>	<b>Customer Support</b>

This page can be found at: <http://www.uscis.gov/I-9Central>

## Bienvenido a la Central I-9

**Alerta: E-Verify está disponible. Para más información, haga clic [aquí](#).**

La ley federal exige que cada empleador\* ,reclutador o agente que refiere trabajadores agrícolas a cambio de honorarios y que contrate a un individuo para trabajar en los Estados Unidos, complete un Formulario "I-9, Verificación de Elegibilidad de Empleo". El Formulario I-9 le ayudará a verificar la identidad de su empleado y su autorización de empleo. Para obtener más información sobre el Formulario I-9, haga clic en los iconos que se encuentran a continuación.

*[NOTA: Para facilitar la referencia, en el Central I-9 nos referiremos de manera colectiva tanto a los empleadores como a los reclutadores y agentes que refieren trabajadores agrícolas a cambio de honorarios como "empleadores".]*

*El 8 de marzo de 2013 se publicó una nueva versión del Formulario "I-9, Verificación de Elegibilidad de Empleo". Comenzando el 7 de mayo de 2013, los empleadores deberán utilizar sólo este nuevo Formulario I-9.*

<b>Novedades</b>	<b>Completar el formulario</b>
<b>Documentos aceptados</b>	<b>Conservar y almacenar</b>
<b>Derechos del empleado</b>	<b>Sanciones</b>
<b>Acerca del formulario</b>	<b>Servicio al cliente</b>

This page can be found at: <http://www.uscis.gov/I-9Central/Espanol>

# Office of Special Counsel (OSC)



The anti-discrimination provisions of the INA are enforced by:

**Department of Justice**

**Civil Rights Division**

**Office of Special Counsel for**

**Immigration Related Unfair Employment Practices**

- Employees may contact the [Office of Special Counsel \(OSC\)](#) to obtain additional information regarding employment discrimination and employee rights and responsibilities\*

**1-800-255-7688 (TDD: 1-800-616-5525)**

- Employers may also contact OSC\*

**1-800-255-8155 (TDD: 1-800-362-2735)**

\*callers may remain anonymous

See [OSC's "Employer Dos and Don'ts."](#)

# Customer Service

E-Verify received the highest rating for customer service of all federal agencies.

(2013 American Customer Satisfaction Survey)

- **Employer Hotline: (888) 464-4218**
- **Employee Hotline: (888) 897-7781**
- **Form I-9 E-Mail: [I-9Central@dhs.gov](mailto:I-9Central@dhs.gov)**
- **E-Verify E-Mail: [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov)**
- **Form I-9 Website: [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)**
- **E-Verify Website: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)**

# 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 see our Web site: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).**

# Feedback

## COMMENTS ON OUR WEBINAR?

Send to:

[Francine.L.Hill@uscis.dhs.gov](mailto:Francine.L.Hill@uscis.dhs.gov)

\*Include date, time and topic of the webinar

# THANK YOU!

[www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)