Form I-9 & E-Verify:

What's New & What's Important

Presented by Jeanette Johnson, USCIS

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E-Verify

www.E-Verify.gov

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Disclaimer

This presentation is intended for E-Verify employers and their designated agents. This presentation provides basic guidance about the rules and responsibilities during the employment eligibility verification process. For more information visit the e-verify.gov website.

This presentation is not intended for members of the media. For all media inquires visit the U.S. Citizenship and Immigration Services Media Contacts webpage.

Agenda

- New Form I-9
- E-Verify Review
- Live Demo of E-Verify
  - Account features
  - Case creation and process review
- Additional Resources

New Form I-9

Important Dates and Grace Period

- Form approved on October 21, 2019 – new revision date
- Form available for use as of January 31, 2020
- Employers may use the previous version (revision date 07/17/2017) until April 30, 2020 (90 days from the date the new version became available)
- After April 30, 2020 employers may *only* use the new form with the revision date of 10/21/2019
- What should you do if an employee completes the old version after the deadline to use the new form?

E-Verify

New Form I-9

Form Changes

- Countries added to the foreign passport drop down lists in Sections 1 & 2
  - Eswatini
  - North Macedonia – listed Macedonia, North on the I-9

Instruction Changes

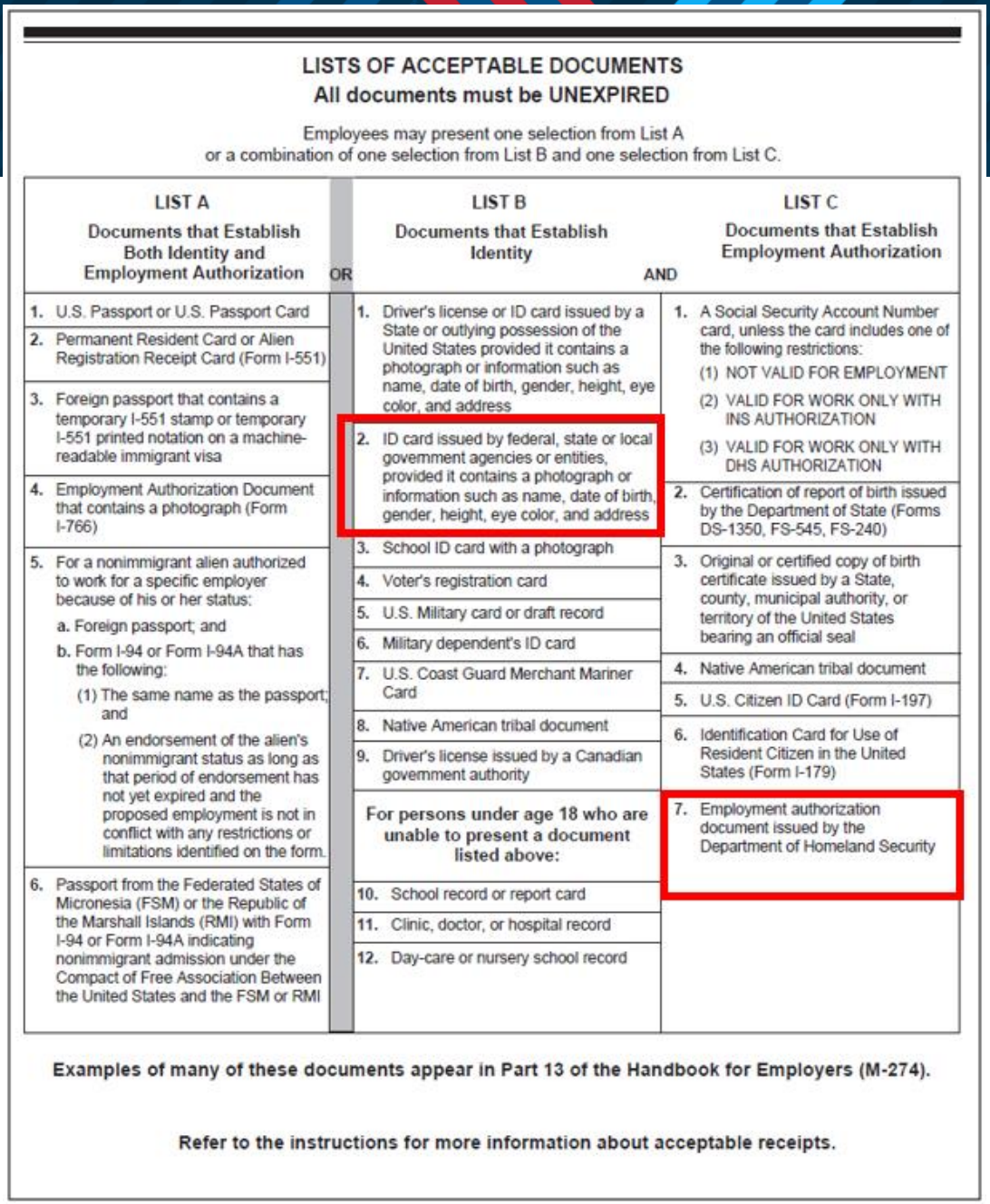
- Clarified who can act as an authorized representative
- Updated USCIS and E-Verify website addresses
- Updated instructions for requesting paper Forms I-9
- Updated the DHS Privacy Notice

E-Verify

New Form I-9

Instruction Changes

- Provided clarification on what constitutes List B #2 and List C #7 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 report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
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. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
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. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
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		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 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

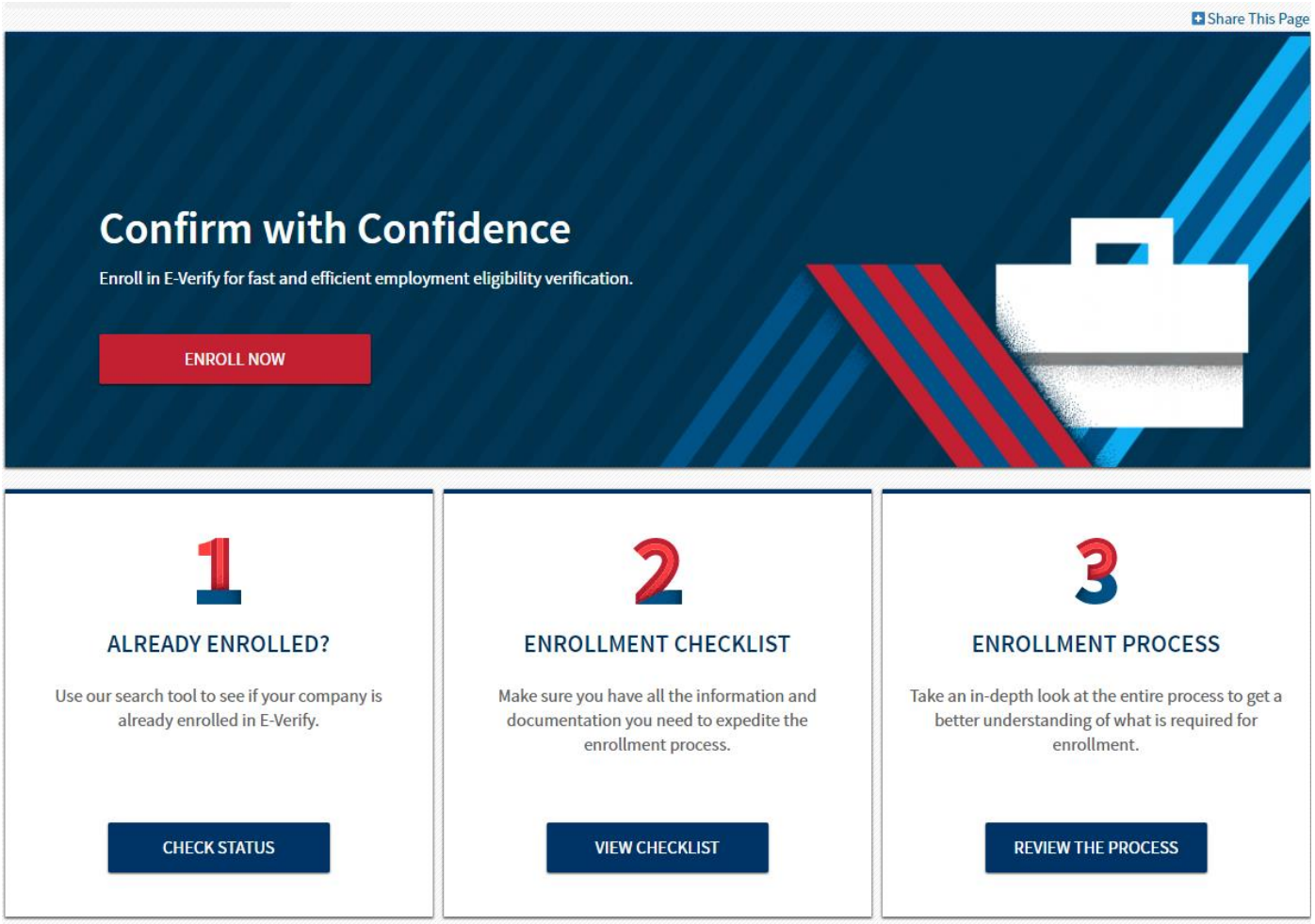
E-Verify

E-Verify Highlights

- Free web-based system that electronically verifies the employment eligibility of newly hired employees
- Partnership between the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA)
- Ensures a legal workforce and protects jobs for authorized workers
- Does NOT provide immigration status
- May NOT be used for prescreening
- Works seamlessly with Form I-9 – no additional information is required

E-Verify

Enrollment


Share This Page
Confirm with Confidence
Enroll in E-Verify for fast and efficient employment eligibility verification.
ENROLL NOW
1
ALREADY ENROLLED?
Use our search tool to see if your company is already enrolled in E-Verify.
CHECK STATUS
2
ENROLLMENT CHECKLIST
Make sure you have all the information and documentation you need to expedite the enrollment process.
VIEW CHECKLIST
3
ENROLLMENT PROCESS
Take an in-depth look at the entire process to get a better understanding of what is required for enrollment.
REVIEW THE PROCESS

Access Methods

Employer	E-Verify Employer Agent	Corporate Administrator	Web Services
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.	Select this access method if your company creates cases for client companies.	Allows you to create, manage and administer new and existing E-Verify accounts as well as create and view reports. Does NOT allow you to create cases.	Requires a company to develop software that interfaces with E-Verify. Web Services for Employers or Web Services for E-Verify Employer Agents

E-Verify

User Roles

User Role	Permissions
Program Administrator (at least one required)	The program administrator is responsible for following all E-Verify program rules and staying informed of changes to E-Verify policies and procedures.
General User	Employers can have as many or no general users as they desire. The general user is responsible for following all E-Verify program rules and staying informed of changes to E-Verify policies and procedures.

E-Verify

Form I-9 & E-Verify Work Together

Employment Authorized

Tentative Nonconfirmation

Verification in Process

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LIVE DEMO

Form I-9 & E-Verify:
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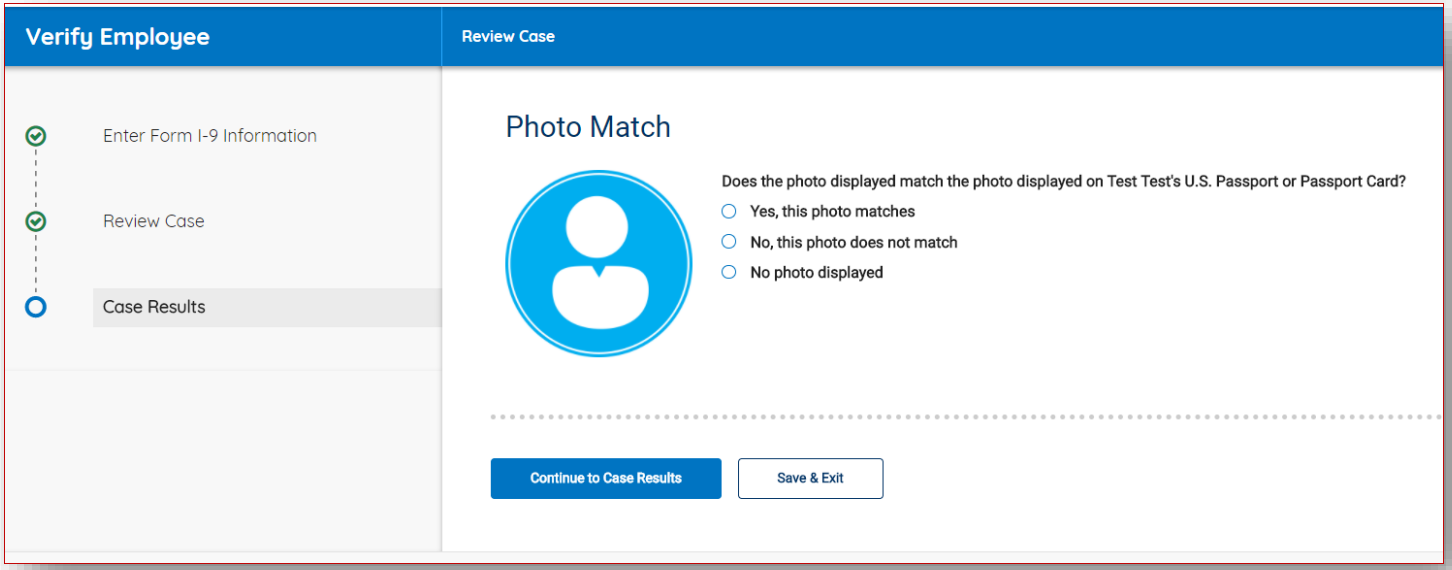

Photo match is automatically triggered if an employee presents:

- I-551, (Permanent Resident Card)
- Form I-766, (Employment Authorization Document), or
- U.S. passport or passport card

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LIVE DEMO

Tentative Nonconfirmation
Action Required

- Employer prints the TNC Further Action Notice and reviews it with the employee promptly and privately.
- Employee decides whether or not to take action on the TNC.
- If employee chooses to take action, employer provides the Referral Date Confirmation.
- Employee visits SSA or calls DHS.
- Employer receives updated results in E-Verify and closes the case.

Chooses to Takes Action	Chooses Not to Take Action
Employer refers employee to appropriate agency.	Employer may terminate employee and close the E-Verify case.

E-Verify

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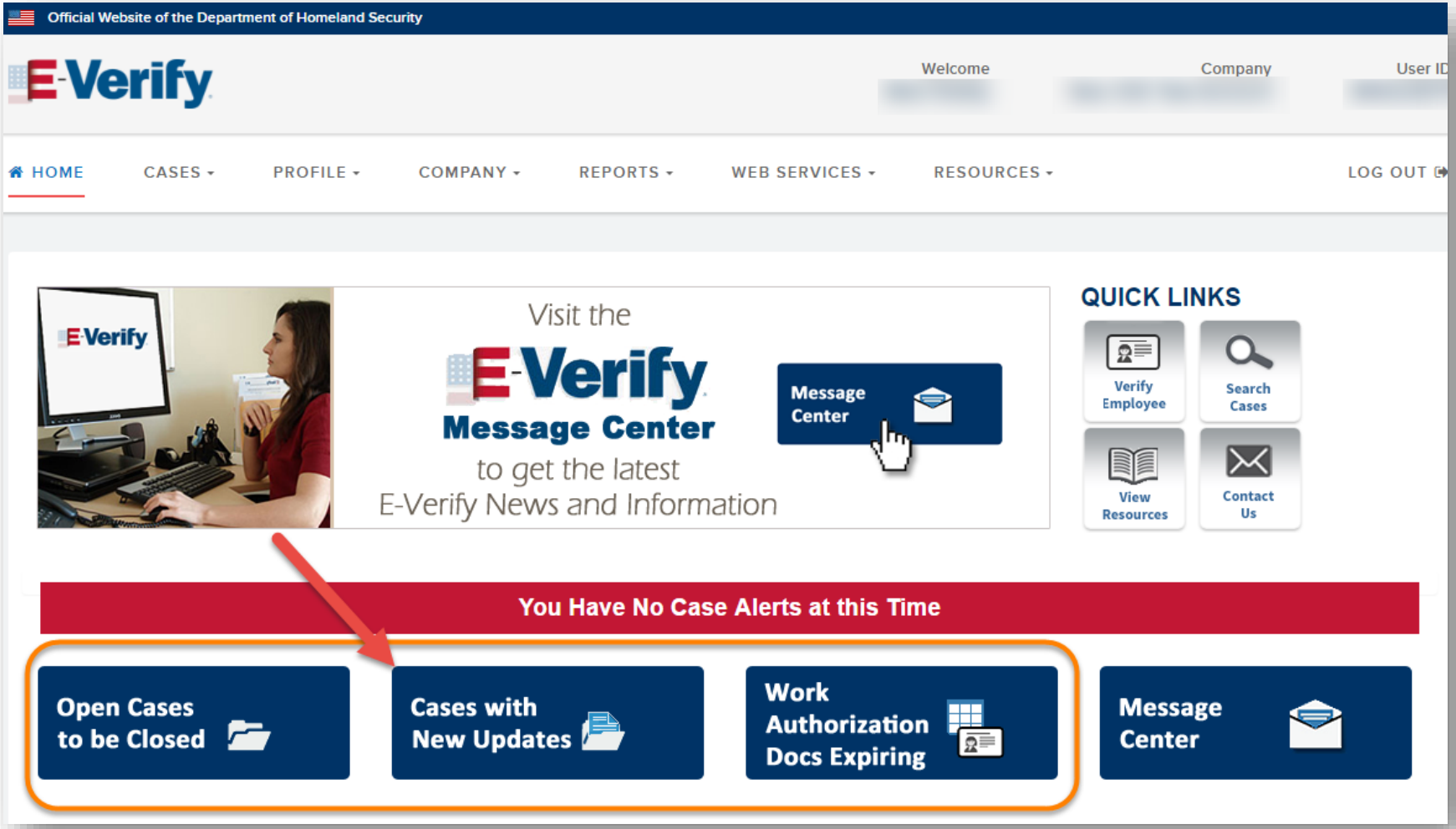
LIVE DEMO

Case Alerts



E-Verify

Additional Resources

Engage with us online and through Social Media

- Visit www.E-Verify.gov
- Visit our **new** E-Verify Video Page
- Check out our E-Verify User Manual, Job Aids, Fact Sheets, Reports and more on the Employer Resources page
- Check out our additional websites I-9Central, myE-Verify
- Follow #EVerify on www.Twitter.com/EVerify
- Follow us at E-Verify LinkedIn to stay in-the-know

Additional Resources

Outreach Services

Take advantage of our FREE Outreach services

- Take additional public webinars
- Request event speakers, customized webinars, or content for your publications EVerifyOutreach@uscis.dhs.gov
- Seek approval for E-Verify® Logo Authorization

Participation Poll

Please take a moment to respond to the poll.

E-Verify

THANK YOU!

E-VerifyOutreach@uscis.dhs.gov

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Upcoming Alaska SHRM State Council Webinars!

Friday, February 28, 2020:

Greg Fisher; AK Wage and Hour Update: AK Supreme Court & Burden of Proof Developments for Exemptions