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U.S. Citizenship
and Immigration
Services

E-Verify Overview

www.dhs.gov/E-Verify

E-Verify gives me
peace of mind
about my workforce.

In just a few clicks,
E-Verify quickly confirms
an employee's eligibility
to work in the U.S.



Scan QR code or visit
www.dhs.gov/E-Verify

E-Verify

Works for everyone

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

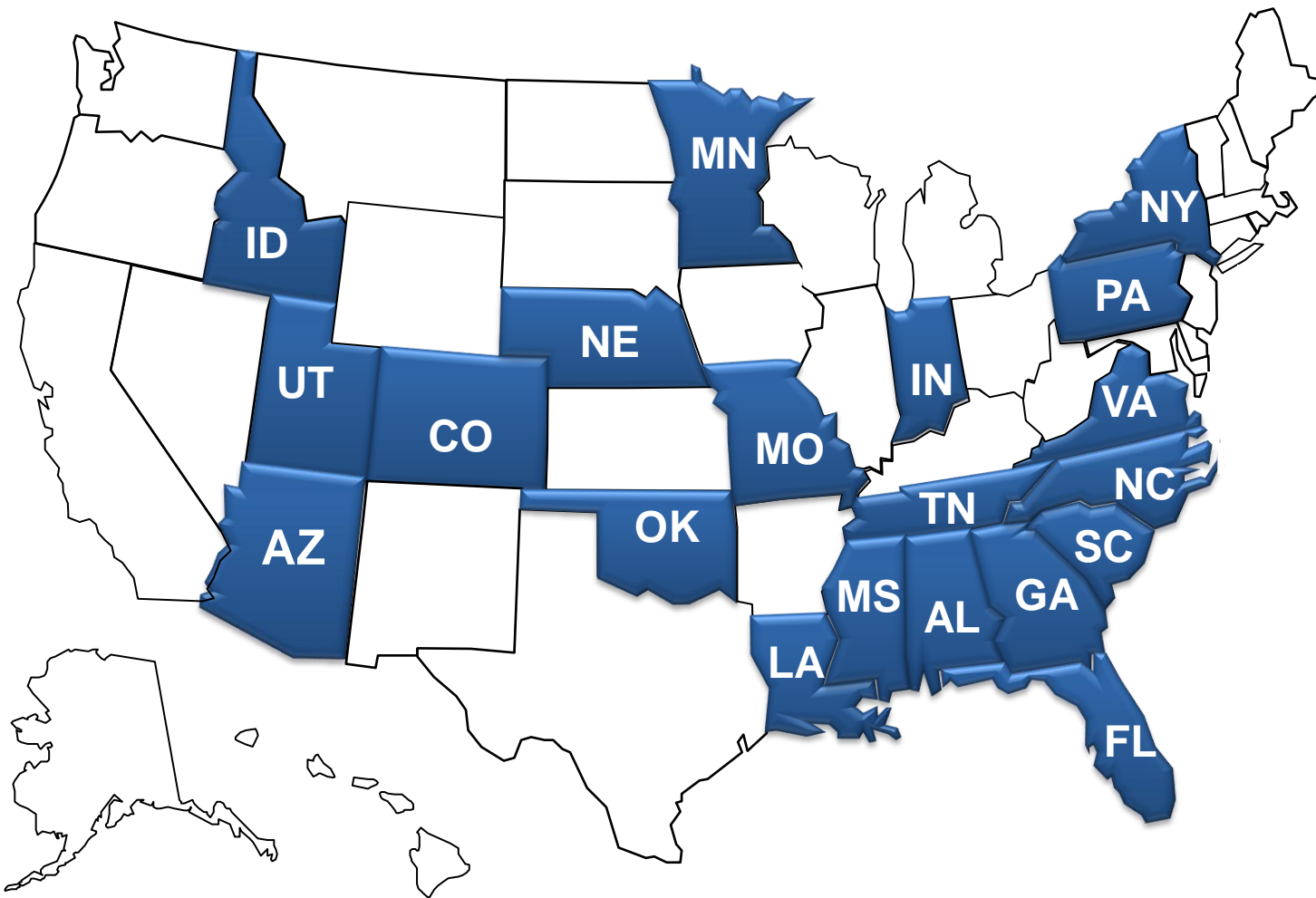
E-Verify is not...

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

Why use E-Verify?

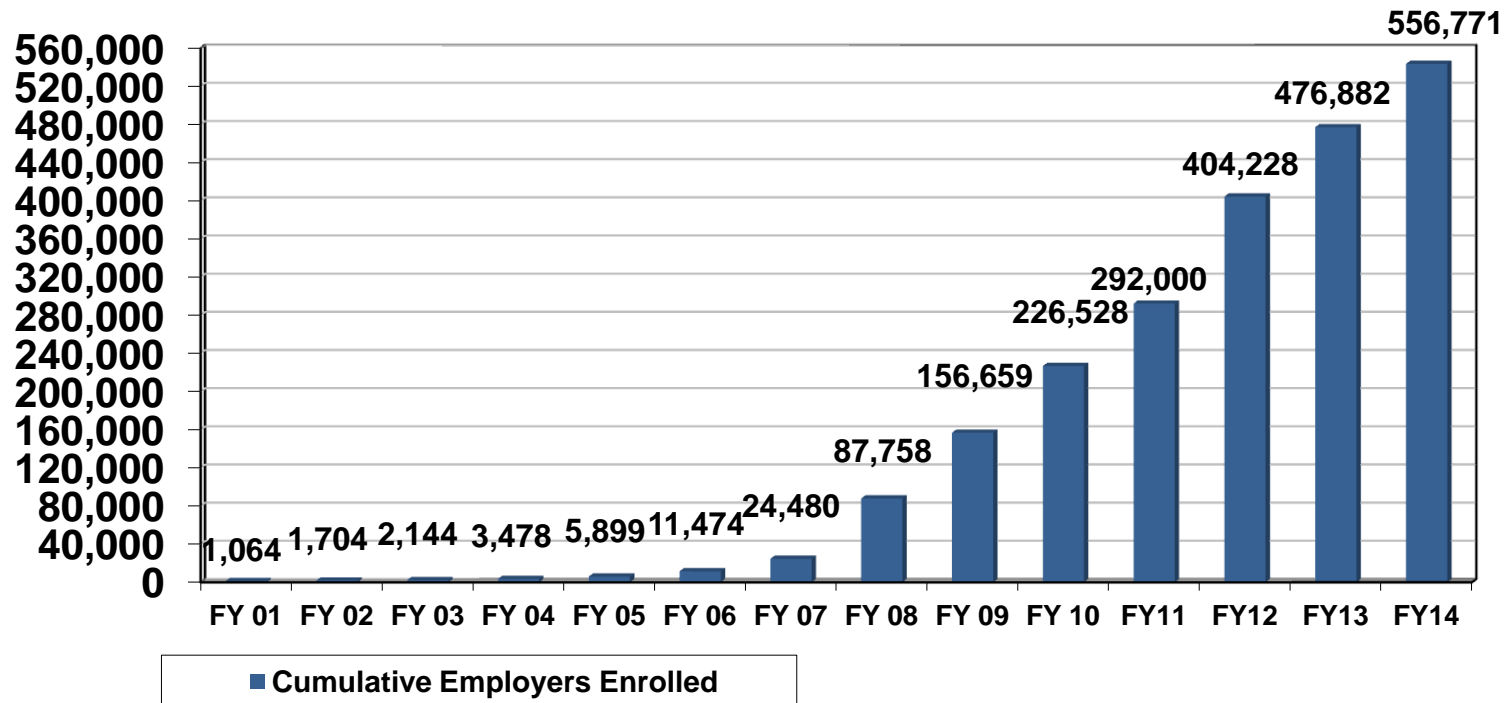
- Ensures a legal workforce
- Protects jobs for authorized workers
- Deters document and identity fraud
- Works seamlessly with Form I-9

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



- **Nearly 27 million cases run in FY 2014**
- Employers in every industry, state and U.S. territory

I-9 Process with E-Verify

I-9 Process	I-9 Process with E-Verify
Employee completes Form I-9, Section 1.	<p>Employee must include SSN when completing Form I-9, Section 1.</p> <p>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.</p> <p>If employee provides email address, employer MUST enter it into E-Verify.</p>
Employee chooses which acceptable document(s) to present.	<p>Employee chooses which acceptable document(s) to present.</p> <p>If a List B document is chosen, it MUST contain a photograph.</p> <p>If an employee chooses to provide a photo matching document, the employer must make a photo copy and retain with the Form I-9.</p>
Employer completes Form I-9, Section 2.	Employer completes Form I-9 Section 2.
If necessary, employer updates or re-verifies employee's work eligibility in Section 3.	E-Verify Case Status will prompt employer to update or reverify in Section 3 or Form I-9. However, a case should NOT be created in E-Verify.

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.

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

Official Website of the Department of Homeland Security

Home | Español | Blog | About Us | Archive | Index

U.S. Citizenship and Immigration Services

What are you looking for?

FORMS NEWS CITIZENSHIP GREEN CARD TOOLS LAWS

Home > E-Verify

Share This Page Print

E-Verify

What is E-Verify?

Before You Start

About the Program

E-Verify Webinars

Customer Support

For Employers

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 to E-Verify

USCIS Links

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

Enroll in E-Verify
Resources to Get Started

About the Program
Learn about program enhancements, and Trademarks

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

Employers
Information and resources for Employers

Employees
Information and resources for Employees

Enrollment Page



The screenshot shows the official website of the Department of Homeland Security, specifically the U.S. Citizenship and Immigration Services (USCIS) E-Verify Enrollment Page. The page features a navigation menu with categories like FORMS, NEWS, CITIZENSHIP, GREEN CARD, TOOLS, and LAWS. The main content area is titled "E-Verify Enrollment Page" and includes a large "ENROLL NOW!" button circled in red. Below the button, there is a sub-headline "A Fast, Easy way to Maintain a Legal Workforce" and 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, there is a "Start Here" section with links to "Enroll in E-Verify", "Log in to E-Verify", and "E-Verify Employer Agent Log in to E-Verify". Below that, there are "USCIS Links" and "E-Verify Multimedia" sections. The page also includes a search bar, social media icons, and a breadcrumb trail "Home > E-Verify".

Official Website of the Department of Homeland Security

Home | Español | Blog | About Us | Archive | Index

U.S. Citizenship and Immigration Services

What are you looking for?

FORMS NEWS CITIZENSHIP GREEN CARD TOOLS LAWS

Home > E-Verify

Share This Page Print

E-Verify Enrollment Page

E-Verify

ENROLL NOW!

A Fast, Easy way to Maintain a Legal Workforce

- Quickly verify any new employee's work eligibility
- E-Verify helps you maintain a legal workforce
- It's easy to learn and implement

Start Here

E-Verify (Verification Information System)

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

USCIS Links

- **What's New**
- **Take a Free Webinar**
- **I-9 Central Homepage**
- **E-Verify Self Check Homepage**
- **The Systematic Alien Verification for Entitlements (SAVE) Program**
- **Contact E-Verify**

E-Verify Multimedia

- **Employee Rights Toolkit**
- **Video: Employee Rights and Responsibilities (New Short Version)**
- **Video: How to Enroll in E-Verify**
- **Video: How to Create a Case in E-Verify**
- **Video: Employer Responsibilities and Worker**

Before You Enroll

Questions before enrolling? Find your answers here:

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.

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 mark are registered trademarks of Department of Homeland Security. Commercial sale of this poster is strictly prohibited.

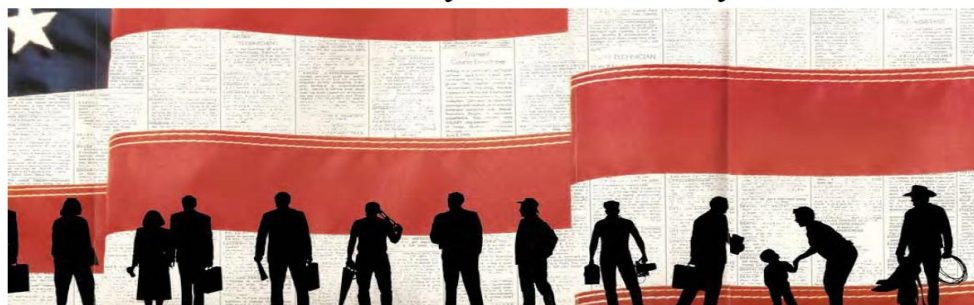
E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

888-897-7781

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 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: oscprt@usdoj.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

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 fails a future expiration date may also constitute illegal discrimination.

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

Last Name (Family Name) First Name (Given Name) Middle Initial (Last Name (Last of First))

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/LCIS Number):

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

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

1. Alien Registration Number/LCIS Number: **3-D 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 "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions).

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

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

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

Signature of Preparer or Translator: Date (mm/dd/yyyy):

Last Name (Family Name) First Name (Given Name) Middle Initial (Last Name (Last of First))

Address (Street Number and Name) 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 Rehires (To be completed and signed by employer or authorized representative.)

A. Name (Last Name (Family Name) First Name (Given Name) Middle Initial (Last Name (Last of First)))

B. Date of Birth of employee (mm/dd/yyyy)

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below:

Document Title: Document Number: Expiration Date (if applicable) (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) I 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:



Initial Results

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

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

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

The screenshot shows the E-Verify homepage. On the left sidebar, under 'My Cases', the 'New Case' link is circled in red. In the main content area, under 'Welcome to E-Verify', there is a large green button labeled 'Verify Employee' with a checkmark, which is also circled in red. Below this, there are statistics for 'Open Cases to be Closed' (5), 'Cases with New Updates' (3), and 'Work Authorization Docs Expiring'.

The screenshot shows the 'Verify Employee' form. A blue arrow points to the 'Enter Form I-9 Information' step. Below this, there is a question: 'What citizenship status did the employee choose in Section 1 of Form I-9?'. The first radio button option, 'A citizen of the United States', is highlighted with a red box. A 'Continue' button is visible at the bottom of the form.

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**

U.S. Department of Homeland Security - www.dhs.gov U.S. Citizenship and Immigration Services - www.uscis.gov Accessibility Download Viewers

E-Verify
Employment Eligibility Verification

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

Click any ? for help

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View Cases

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My Profile

Edit Profile

Change Password

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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 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	

Back **Continue**

U.S. Department of Homeland Security - www.dhs.gov U.S. Citizenship and Immigration Services - www.uscis.gov Accessibility Download Viewers

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)



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](#)



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 interface. At the top, it says 'Employment Eligibility Verification'. The user is logged in as 'Smith, Bill' with a Case Verification Number of 2014055122742JH. A progress bar shows three steps: 'Enter Form I-9 Information' (completed), 'Verification Results' (completed), and 'Close Case' (pending). A yellow box highlights the 'Employment Eligibility' section, which states 'Employment Authorized' and 'Bill Smith is authorized to work in the United States. To complete the verification process, click Close Case'. Below this is a table of employee information.

Last Name Smith	First Name Bill	Middle Initial --	Other Names Used --
Date of Birth January 03, 2001	Social Security Number *** ** 0007	Email Address --	
Citizenship Status A citizen of the United States	Document Name Driver's license	Document State Nebraska	
Document Type Driver's license or ID card issued by a U.S. state or outlying possession	Document Expiration Date March 31, 2017	Employer Case ID --	
Hire Date February 24, 2014	Submitted By [REDACTED]	Submitted On February 24, 2014	

A red arrow points to a green 'Close Case' button at the bottom 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](#)

CONTEST	NOT CONTEST
Employer refers 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 application interface. At the top, the E-Verify logo is prominent, along with the U.S. Department of Homeland Security and Social Security Administration logos. The user is logged in as 'Smith, Bill' with a User ID of '2014055122742JH' and a last login time of '11:15 AM - 02/24/2014'. The main navigation menu on the left includes sections for 'My Cases', 'My Profile', 'My Company', 'My Reports', 'My Web Services', and 'My Resources'. The central content area is titled 'Verify Employee' and shows the employee's name and verification number. A progress bar indicates the current step is 'Enter Form I-9 Information', which is marked with a green checkmark. Below this, a yellow warning box displays the message: 'Employment Eligibility: SSA Tentative Nonconfirmation (TNC)'. The text explains that the Social Security number entered is not valid according to SSA records and that employers must allow the employee to contest the TNC. A red box highlights the instruction: '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 'Continue' button is highlighted in green, indicating the next step in the process. Other buttons for 'Close Case' and 'Save Case and Exit' are also visible.

TNC – Step 2

The screenshot shows the E-Verify web application interface. At the top, there are logos for the Department of Homeland Security and Social Security Administration, along with user information: Welcome [Name], User ID [ID], Last Login 11:15 AM - 02/24/2014, and a Log Out link.

The main content area is titled "Verify Employee" and shows the following details:

- Employee Name: Smith, Bill
- Case Verification Number: 2014055122742JH
- Buttons: View/Print Case Details

A progress bar indicates the current step: "Enter Form I-9 Information" (completed), "Verification Results" (current), and "Close Case" (pending).

The "Employment Eligibility:" section displays a yellow warning box: "SSA Tentative Nonconfirmation (TNC)".

The "TNC Process" section provides instructions:

- Print the SSA TNC Further Action Notice.
 - Choose which language to print: English (dropdown menu)
 - Print Notice (button)
- 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.
- Indicate that the employee has been notified by selecting the check box below.
 - Confirm Employee Notification
 - I have notified this employee of the TNC.
- If the employee:
 - Chose to CONTEST the SSA TNC, click Refer Case.
 - Chose to NOT CONTEST the SSA TNC, click Close Case.

Additional instructions at the bottom:

- 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.

At the bottom of the interface are three buttons: Close Case, Save Case and Exit, and Refer Case.

TNC – Step 3

The screenshot shows the E-Verify Employment Eligibility Verification interface. At the top, there is a navigation bar with the E-Verify logo, the text 'Employment Eligibility Verification', and user information including 'Welcome', 'User ID', 'Last Login 12:10 PM - 02/24/2014', and a 'Log Out' link. A sidebar on the left contains various menu items such as 'Home', 'My Cases', 'My Profile', 'My Company', 'My Reports', 'My Web Services', and 'My Resources'. The main content area is titled 'Verify Employee' and displays the employee's name 'Smith, Bill' and Case Verification Number '2014055122742JH'. A progress bar shows three steps: 'Enter Form I-9 Information' (completed with a green checkmark), 'Verification Results' (current step), and 'Close Case'. Below the progress bar, a yellow box titled 'Referral Date Confirmation' contains a warning icon and the text 'Employee Referred to SSA'. It includes a language dropdown set to 'English' and a 'Print Confirmation' button. The text below states: '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.' Below this, a section titled 'Check for Case Status Updates' provides instructions on when the case status will be updated and how to reprint the SSA TNC Further Action Notice. At the bottom of the main content area, there are three buttons: 'E-Verify Home', 'Close Case', and '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 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)	
<input checked="" type="checkbox"/>	CONTEST (take action to resolve the DHS TNC)
<input type="checkbox"/>	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



Referral Date Confirmation

Social Security Administration Tentative Nonconfirmation (SSA TNC)

E-Verify Case Verification Number:

Employee Name:

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

What you should do

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

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

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

For More Information

If you have questions about what to do, contact E-Verify at 888-897-7781 (TTY: 877-875-6028) or email E-Verify@dhs.gov. 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.

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



E-Verify
Employment Eligibility Verification

Welcome [User 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

Welcome to E-Verify

Verify Employee ✓

Need Help?
Click any ? icon for more information or contact us at 888-464-4218 or E-Verify@dhs.gov.

E-Verify News [View All >](#)

- E-Verify and Form I-9 Customer Support Enhancement** 02/22/2014
Starting February 24, 2014 callers to the E-Verify Customer Suppo ... [read more >](#)
- E-Verify is Available** 10/17/2013
E-Verify has resumed operations following the federal government ... [read more >](#)
- E-Verify Enhancements** 09/08/2013
As of September 8, 2013, new enhancements are available to improv ... [read more >](#)
- Employees from Honduras and Nicaragua with Expiring EADs May Still Be Authorized to Work** 04/03/2013
USCIS has announced that employees from Honduras

Case Alerts: You Must Take Action!

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

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.



Employers who use E-Verify to confirm your work eligibility must follow the rules

- Employers must not use E-Verify before you accept a job offer
- Employers must use E-Verify for all new hires
- If E-Verify finds an information mismatch in your government records, your employer must let you try to resolve it
- You can keep your job while resolving a mismatch

Learn more at www.dhs.gov/E-Verify

Questions? Email: E-Verify@dhs.gov Call: E-Verify Employee Hotline 888-897-7787.



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



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?*

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

Self Check

- FREE online service available in English and Spanish that lets job seekers make sure their records are accurate BEFORE an employer checks their employment eligibility
- Available nationwide to all citizens and non-citizens more than 16 years old
- Self Check does not take the place of the employer's E-Verify case
- Employers cannot require their employees or prospective employees to use Self Check.
- For more information on Self Check, visit www.uscis.gov/everifyselfcheck
- www.uscis.gov/selfcheck/espanol



Bienvenido a Self Check.

E-Verify Employers Search Tool*

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



FORMS	NEWS	CITIZENSHIP	GREEN CARD	TOOLS	LAWS
Home > E-Verify > About the Program > E-Verify Employers Search Tool Share This Page Print					
E-Verify What is E-Verify? <input type="button" value="v"/> Before You Start <input type="button" value="v"/> About the Program <input type="button" value="v"/> What's New E-Verify Enhancements E-Verify Pressroom E-Verify Program Reports Performance History and Milestones Trademark Usage Guidelines Our Commitment to Privacy E-Verify Employers Search Tool		E-Verify Employers Search Tool You can use this search tool to find employers, including federal contractors, enrolled to use E-Verify. The search tool covers employers enrolled in E-Verify through December 15, 2012. The search tool contains the following: <ul style="list-style-type: none"> Business name (the name used during registration with E-Verify, it can be the legal name of the business or individual, a trade name or abbreviation) Federal Contractor Identifier (yes/no) Federal Contractor Employee verification (all new hires or entire workforce) Employer city, state and ZIP code used at registration Workforce size (five or more) Note: <ul style="list-style-type: none"> The search tool only includes employers and federal contractors who have self-reported that their company has five or more employees. Read additional caveats prior to reviewing search results. To export search results, click on the right-hand button titled, "CSV." Filter by Employer Name: <input type="text"/> Filter by Federal Contractor(Y/N): <input type="button" value="v"/> Filter by State: <input type="text" value="Alaska"/> Alaska Alabama Arkansas American Samoa Arizona California Colorado Ctrl-Click to select multiple items. Shift-Click to select a range of items. Filter by ZIP Code: <input type="text"/> <input type="text"/> Filter by City: <input type="text"/> <input type="button" value="Filter"/> <input type="button" value="Reset"/>			
E-Verify Webinars Customer Support <input type="button" value="v"/> For Employers <input type="button" value="v"/> For Employees <input type="button" value="v"/> For Federal Contractors <input type="button" value="v"/> Publications <input type="button" value="v"/>		Export: <input type="button" value="CSV"/> <input checked="" type="radio"/> I want to export all records.			

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

Recent Enhancements

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

Stay Up to Date

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

E-Verify Connection

A newsletter for all employers February 2014 Issue XVII



First Ever Form I-9 Video Vignettes

These three short videos make completing Form I-9 easier for everyone. The **first vignette** helps employees properly complete **Section 1**, while the **second** and **third vignettes** help employers complete **Section 2** and **Section 3** of the Form I-9. In four minutes or less, each video walks you through the key steps.

E-Verify Performance On The Rise!

98.81 percent of employees are automatically "work authorized." Learn more about this and other [performance statistics](#).

Why Do Business Leaders Like E-Verify?

Why do more than half a million employers use E-Verify? [This new short video](#) explains why business leaders like this free and easy-to-use service. View "E-Verify for Business Leaders" on [YouTube](#) and share it with your colleagues.



E-Verify Launches More Visually Stimulating Website!

The redesigned [E-Verify website](#) features more colorful graphics, updated plain language content and improved search capabilities.

Explore the New Interactive History and Milestones Page

The [History and Milestones page](#) now provides an interactive review of E-Verify's accomplishments over the years.

E-Verify Listens Link Added in E-Verify

E-Verify employers: For your convenience, a link to [E-Verify Listens](#) is now available inside E-Verify. While using E-Verify, click the new [E-Verify Listens](#) link, located under "My Resources" on the left navigation bar, to share your ideas and feedback.

Customer Support Enhancement

Callers to the [E-Verify Customer Support](#) toll-free number will now be greeted by a new Interactive Voice Response system that expedites access to E-Verify, Form I-9 and Self Check information. Callers will use their voice or touch tone to reach automated answers or a customer services representative.

E-Verify Announces Partnership with IMLS

Visit your local library to gain easy access to [E-Verify](#), [I-9 Central](#), [Self Check](#) and the [Employee Rights Toolkit](#) through [USCIS Library Resources!](#) [USCIS has partnered with the Institute of Museum and Library Services \(IMLS\)](#) to give the public access to useful information.

Do You Know How To Correct Your Immigration Records?

Is there an error on an immigration document or have you changed your name? Check out the downloadable [Fact Sheet](#) that explains [how to correct immigration records](#). It's available in 18 languages. The [DHS Further Action Notice](#) also now has information on How to Correct Your Immigration Records After Resolving a Tentative Nonconfirmation in E-Verify.

Join the New Spanish Language Employee Rights Webinar

The popular E-Verify and Form I-9 Employee Rights webinars are now offered in Spanish. Workers, worker advocates, and job seekers: Please share the [flyer](#) and join on [February 27](#) or [March 25!](#) See the [schedule of all free E-Verify and Form I-9 webinars](#).

Did You Know New and Revised MOUs Are in Effect?

As of January 8, 2014, all E-Verify users are bound by the new or revised Memorandums of Understanding. Check out the [Fact Sheet](#).

Visit www.DHS.gov/E-Verify

Subscribe to E-Verify Connection. See our webinar schedule.

Share ideas at www.E-VerifyListens.ideascale.com

Employee Hotline: 1-888-897-7781 Employer Queries: 1-888-464-4218

Self Check



#EVerify

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E-Verify Outreach

- Free 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.”



I-9 Central

I-9 Central: www.uscis.gov/I-9Central

I-9 Central Spanish: 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.

What's New	Complete & Correct
Accepted Documents	Retain & Store
Employee Rights	Penalties
About the Form	Customer Support

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 íconos 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.

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

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**
- **E-Verify E-Mail: E-Verify@dhs.gov**
- **Form I-9 Website: www.uscis.gov/I-9Central**
- **E-Verify Website: 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.



Thank You!

To download a copy of your certificate
go to

<http://alaska.shrm.org/certificate>