Self Check™

Apply with confidence.

U.S. Citizenship and Immigration Services

Self Check

A Service of E-Verify

www.uscis.gov/selfcheck
www.uscis.gov/selfcheck/espanol

Presented by:
The Verification Division of
US Citizenship and Immigration Services
The Department of Homeland Security

AILA InfoNet Doc. No. 12020163. (Posted 02/15/12)

Purpose

To provide information about Self Check, a service of E-Verify

Key Topics

- How does Self Check apply to you?
- Background on E-Verify and Self Check
- Overview of the Self Check Process

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What is Self Check? How Does it Apply to Me?

- Self Check is a FREE online service that lets you make sure your records are accurate BEFORE an employer checks your employment eligibility.
- All employers are required to verify the identity and employment eligibility of everyone hired in the United States. Some employers use the E-Verify program (a web-based service) to do this verification.
- In fact, employers use E-Verify at more than one million hiring sites in the U.S. to verify new workers' employment eligibility.
- Self Check lets you verify the same records employers check in E-Verify.

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What *is* E-Verify and How Does it Work?

- E-Verify is a free, web-based service operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that lets enrolled employers electronically verify the employment eligibility of their newly hired employees.
- E-Verify use is voluntary for most employers but employers do use it. In 2011, U.S. employers ran more than 17 million cases through E-Verify.
- The E-Verify process is illustrated below:

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What is the Background on Self Check ?

- Self Check was requested in a committee report by Congress in 2009
- It was implemented in three phases, beginning with an initial launch to 5 states plus the District of Columbia in March 2011, and a second implementation to 16 additional states in August of 2011.
- As of February 09, 2012, Self Check is now available **nationwide**. This includes all 50 states plus Guam, Puerto Rico, the US Virgin Islands and the Commonwealth of the Northern Marianas Islands.
- Since the launch of Self Check in March 2011, over 65,000 individuals have used Self Check to verify their employment eligibility.

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A Comparison of Self Check and E-Verify

	E-Verify Program	Self Check Service
Audience	U.S. businesses	U.S. workers
Purpose	Verify employment eligibility of workforce	Check your own employment eligibility
System Security	Employer registration process and user accounts	Identity assurance process on each use
Legislative Mandate	Required in certain states and for most federal contractors	Voluntary; results cannot be used against you
Availability	50 states and U.S. territories	50 states and U.S. territories

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Self Check Provides Value to You!

- Self Check gives you:
  - An opportunity to learn about the employment eligibility verification process.
  - Insight into your employment eligibility as of the date you use Self Check.
  - If necessary, guidance to resolve a mismatch between the information you provide and the data in your records. While following up on a Self Check mismatch is not required, doing so lets you know why there is a mismatch and how to correct it.
- Self Check does not give you a work authorization credential:
  - All employers must still verify the employment eligibility of new hires using the Form I-9, Employment Eligibility Verification
  - E-Verify employers must still verify the employment eligibility of new hires using the Form I-9 and run new hires through E-Verify

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Self Check is Four Simple Steps

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How The User Experiences Self Check

1 Self Check Overview:
The Self Check website offers program information and links to E-Verify, USCIS and DHS sites

2 Identity Assurance:
Knowledge based questions are generated using the personal information provided by the user

Note on Fraud Prevention:
A user is only able to use Self Check if his or her identity is successfully authenticated

3 Employment Eligibility Verification:
A user's employment eligibility information is gathered and compared by E-Verify to DHS and SSA records

4 Self Check Results:
User sees Self Check results and, if applicable, receives guidance to correct data mismatches in SSA or DHS records

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A Preview of Self Check

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Screen Previews | Informational USCIS Self Check Website

Website:
www.uscis.gov/selfcheck
www.uscis.gov/selfcheck/espanol

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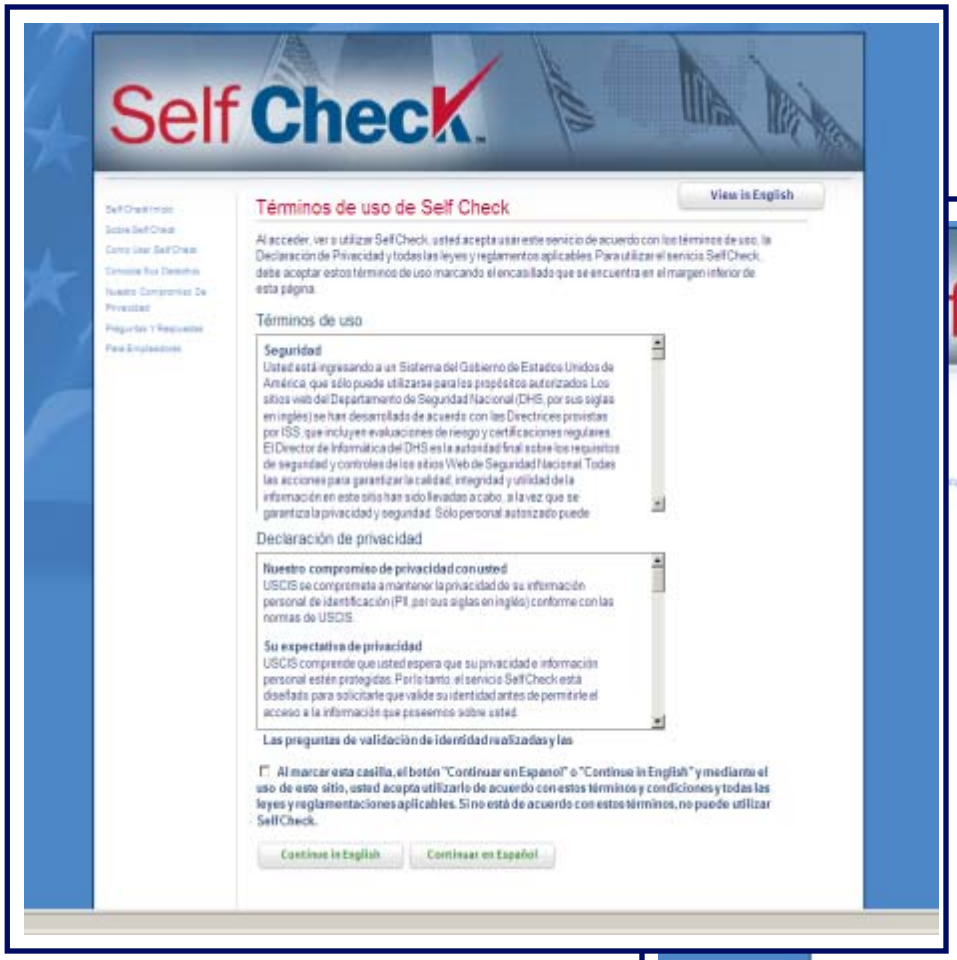
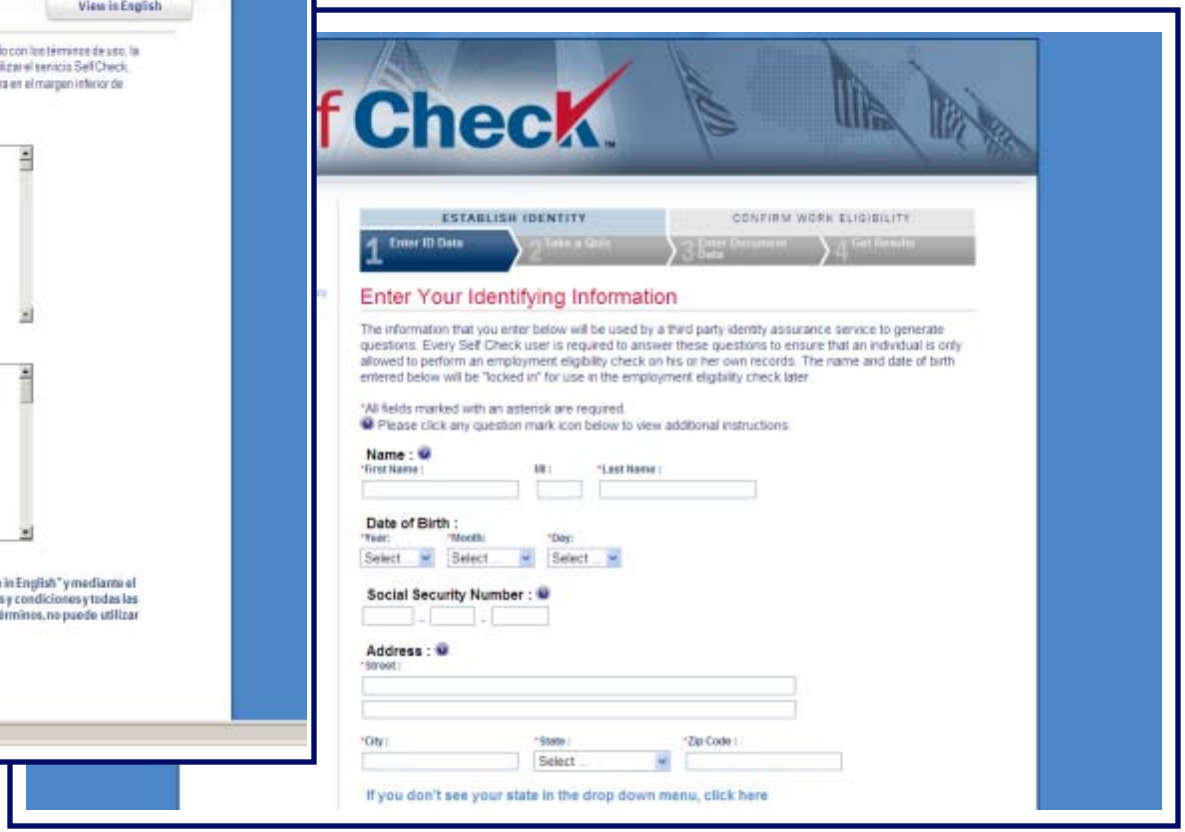
Screen Previews | Self Check Data Entry

Website:
https://selfcheck.uscis.gov





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Completing Your Identity Assurance Quiz

Be sure to:

- Enter all required information correctly
- If something is unclear, use the helper text
- Read each question thoroughly and answer carefully
- Complete the quiz in a timely manner; you are given 60 seconds to answer each question
- If a question does not relate to you or none of the other answers are correct, select “None of the above”

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Screen Previews | Identity Proofing Quiz

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Screen Previews | Employment Authorization Response

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Screen Preview | Possible Mismatch

Self Check™

Self Check Home
About Self Check
How To Use Self Check
Know Your Rights
Our Commitment To Privacy
Questions and Answers
For Employers

ESTABLISH IDENTITY | CONFIRM WORK ELIGIBILITY
1 Enter ID Data > 2 Take a Quiz > 3 Enter Document Data > 4 Get Results

Possible Mismatch with Government Information

Thank you for checking on your work authorization information through Self Check. Unfortunately we were not able to automatically verify the information you provided against the government databases used by Self Check.

What does this mean?

- In order to make a final determination, Self Check staff needs to manually review database records
- This does not mean that you are not work authorized. It simply means we have to check the data manually before giving you an answer.

What can you do?

1 SELECT 'PLEASE REVIEW' BUTTON — Please Review
2 READ & PRINT LETTER
3 CALL DHS

1. **SELECT "REVIEW" BUTTON -** If you want us to further review your work eligibility, please indicate by clicking the "Please Review" button below. Please note that this is not required, but is necessary if you would like us to continue a review at this time.
2. **READ AND PRINT LETTER -** Once you request additional review, read and print the letter which provides a summary of the issue and detailed guidance around your next steps.
3. **CALL DHS -** Once you have read and printed the letter, please follow the instructions in the letter to call DHS to begin the review process.

Please Note: Do not simply run another Self Check query. Doing so will produce the same result you obtained as a result of this query.

Please Review | ✕ No Review Requested

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Screen Preview | Notice of Possible Mismatch

Self Check

Self Check Home
About Self Check
How To Use Self Check
Know Your Rights
Our Commitment To Privacy
Questions and Answers
For Employers

Notice of Possible Mismatch with Department of Homeland Security (DHS) Records

Print | View PDF | Ver en Español

Beene, David Name (Last Name, First Name, MI)	01/11/2012 Date of Mismatch
A999999932 Employee's A Number or I-94 number	20120111458338JV Case Verification Number

Instructions

Why You Have This Notice

Self Check just compared the information you provided against the Department of Homeland Security's (DHS) immigration record databases as part of the process to assess your work authorization status.

You received this Notice because there may be a mismatch between the data you entered and the data in your DHS records. It does not mean that you gave wrong information or that you are not authorized to work in the United States.

A Self Check mismatch can occur for various reasons, including:

- Your information must be manually checked by a DHS representative before confirming work authorization;
- Your personal data and/or document information may have been recorded incorrectly in DHS records;
- Your information may not have been updated in DHS records at the time your information was checked in Self Check;
- Your citizenship or immigration status may have changed; or
- Your record may contain another type of error.

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Avoiding Unnecessary Self Check Mismatches

- Make sure you have your identity and work authorization documents with you before you begin
- Use unexpired, up-to-date identification documents
- Make sure you have entered your information accurately
- If you changed your name recently, be sure to update your records with DHS and SSA
- If you naturalized or changed your immigration status recently, be sure to visit SSA and update your records
- Avoid using aliases or nicknames and use only official name as reflected on your government records

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Avoiding Unnecessary Self Check Mismatches

- If something is unclear **Click** the icon located throughout the Self Ch

*All fields marked with an asterisk are required.
Please click any question mark icon below to view additional instructions

Help - Complex Surnames

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

   Example:

Correct
De La Cruz
O'Donoghue
Lopez-Garcia

2. Do not include suffixes. This includes Jr., Sr., III, etc.

   Example:

If you don't see your state in the drop down menu, click here

Hyphens/apos are permitted and name s	ys enter the name in the t Name" field
De La C O'Donogh Lopez-Ga	oyee's Name: guyen Mai rect: Nguyen correct: Mai

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Resources for Self Check and E-Verify

Self Check

- Self Check Website: www.uscis.gov/selfcheck and www.uscis.gov/selfcheck/espanol
- To run a Self Check query: https://selfcheck.uscis.gov
- Self Check Service Line: (855) 804-0296; (877) 875-6028 (TTY number)
- Self Check Email: everifyselfcheck@dhs.gov

Mismatch/Records-related Questions

- National Customer Service Center: (800) 375-5283; (800) 767-1833 (TTY number)

E-Verify

- E-Verify Website: www.dhs.gov/E-Verify
- E-Verify Email: E-Verify@dhs.gov
- E-Verify Employee Hotline: (888) 897-7781

Department of Justice, Office of Special Counsel for Immigration-Related Unfair Employment Practices

- DOJ OSC Website: www.justice.gov/crt/osc/
- DOJ OSC Hotline: (800) 255-7688

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Office of Public Engagement

U.S. Citizenship and Immigration Services

Meeting Invitation

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USCIS Expands Self Check to all 50 States

Thursday, February 9, 2012
3:00 pm – 4:30 pm (EST)
USCIS Orlando Field Office
6680 Corporate Centre Boulevard
Orlando, FL 32822

The USCIS Verification Division and the Office of Public Engagement invite any interested parties to participate in a national stakeholder engagement to discuss the nationwide launch of Self Check on **Thursday, February 9, 2012 at 3:00 pm (Eastern Time)**. Self Check, a service of E-Verify, is a simple online process that allows an individual to check his or her own employment eligibility in the United States. During the session, USCIS will describe and demonstrate the service, discuss its performance, and debut the new Self Check webpages and promotional materials.

To Participate in the Session

Any interested parties may participate in this event in person, via teleconference or live web stream. All participants must respond to this invitation. Please contact the Office of Public Engagement at USCIS-IGAOutreach@dhs.gov by February 7, 2012, and reference the following in the subject line of your email**:**

- If you plan to attend in person, please reference "Self Check – In Person"
- If you plan to attend by phone, please reference "Self Check – Phone"
- If you plan to attend by live web stream, please reference "Self Check – Live Web Stream"

Please also include your full name and the organization you represent in the body of the email.

To Join the Engagement by phone or web stream:

On the day of the engagement please use the information provided by USCIS to join the engagement. We recommend calling in10 minutes prior to the start of the call.

To Join the Event in Person

Please be sure to bring photo identification and plan to arrive at least 15 minutes early to allow extra time to complete the security process.

We look forward to engaging with you!

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