



U.S. Citizenship  
and Immigration  
Services

# E-Verify

Employment Eligibility Verification



# USCIS Verification Division

- Provides automated status verification information to Federal, State, and local benefit-issuing agencies and to participating private employers for newly-hired employees.

# USCIS Verification Division *(Continued)*

## E-Verify (formerly known as the Basic Pilot Program)

- Mandated by Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA)
- Partnership between the Department of Homeland Security (DHS) and Social Security Administration (SSA)
- Provides a means for participating employers to verify the employment eligibility status of newly-hired employees.

# E-Verify Program goals

- **Reduce** unauthorized employment
- **Minimize** verification-related discrimination
- **Be quick** and non-burdensome to employers
- **Protect** civil liberties and employee privacy

# E-Verify: How it Works

- Users submit information provided on the Form I-9
- System queries databases of:
  - Social Security Administration
  - Department of Homeland Security

Department of Homeland Security U.S. Citizenship and Immigration Services		<b>Form I-9, Employment Eligibility Verification</b>	
Please read instructions carefully before completing this form. The instructions must be available during completion of this form.			
<b>ANTI-DISCRIMINATION NOTICE:</b> It is illegal to discriminate against work eligible individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.			
<b>Section 1. Employee Information and Verification.</b> To be completed and signed by employee at the time employment begins.			
Print Name: Last		First	Middle Initial
			Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
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):	
		<input type="checkbox"/> A citizen or national of the United States <input type="checkbox"/> A lawful permanent resident (Alien #) A _____ <input type="checkbox"/> An alien authorized to work until _____ (Alien # or Admission #) _____	
Employee's Signature		Date (month/day/year)	
<b>Preparer and/or Translator Certification.</b> (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.			
Preparer's/Translator's Signature		Print Name	
Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)	
<b>Section 2. Employer Review and Verification.</b> To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).			
List A		OR	List B
		AND	List C
Document title: _____		_____	

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Address <https://www.vis-dhs.com/WebBp/IvWizard.aspx> Go Links SnagIt

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**Enter Employee Information from Form I-9:**

The employee attests to be (select one of the following):

- A citizen or national of the United States
- A Lawful Permanent Resident
- An alien authorized to work

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Internet

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## Enter Employee Information from Form I-9:

What document(s) did the employee present (select one):

- List B, C Documents (List B, C Documents)
- Unexpired or Expired U.S. Passport

# E-Verify Employment Eligibility Verification

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### Enter Employee Information from Form I-9:

<b>Last Name:</b>	<input type="text" value="Jefferson"/> * ?
<b>First Name:</b>	<input type="text" value="Thomas"/> *
<b>Middle Initial:</b>	<input type="text"/>
<b>Maiden Name:</b>	<input type="text"/>
<b>Social Security Number:</b>	<input type="text" value="216474400"/> *
<b>Date of Birth:</b> (mm/dd/yyyy)	<input type="text" value="04/20/1962"/> *
<b>Hire Date:</b> (mm/dd/yyyy)	<input type="text" value="08/25/2007"/> * ?



# E-Verify: How it Works *(Continued)*

Initial Verification will return one of 3 results within seconds:

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

# E-Verify Employment Eligibility Verification

Case Verification Number: 2007201142349TQ

## Case Administration

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## User Administration

- > [Change Password](#)
- > [Pwd Challenge Q&A](#)
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## Site Administration

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## Reports

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### Initial Verification

<b>Last Name:</b>	Jefferson	<b>First Name:</b>	Thomas
<b>Middle Initial:</b>		<b>Maiden Name:</b>	
<b>Social Security Number:</b>	216-47-4400	<b>Date of Birth:</b>	04/20/1962
<b>Hire Date:</b>	07/19/2007	<b>Citizenship Status:</b>	Citizen or National of the United States
<b>Alien Number:</b>		<b>I-94 Number:</b>	
<b>Document Type:</b>	Unexpired or Expired U.S. Passport	<b>Doc. Expiration Date:</b>	
<b>Initiated By:</b>	AKIS1972	<b>Initiated On:</b>	07/20/2007

### Initial Verification Results

**Initial Eligibility**      EMPLOYMENT AUTHORIZED

[Print Case Details](#) [Resolve Case](#) [Close](#)

# E-Verify: Case Resolution

- If **Employment Authorized**, the employer records the system-generated verification number on the Form I-9.
- If **Tentative Non-confirmation**, the employee can contest the finding and then:
  - Social Security Number mismatches are resolved with SSA
  - Non-citizen status mismatches are resolved with DHS
- If the employee *chooses not to contest*, it is considered a **Final Non-confirmation** and the employer may terminate the employee and resolve the case.

# E-Verify Employment Eligibility Verification

Case Verification Number: 2007240150321XP

### Case Administration

- > [Initial Verification](#)
- > [View Cases](#)

### User Administration

- > [Change Password](#)
- > [Pwd Challenge Q&A](#)
- > [Change Profile](#)

### Site Administration

- > [Add User](#)
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- > [Maintain Company](#)
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### Reports

- > [View Reports](#)

### Initial Verification

<b>Last Name:</b>	Jefferson	<b>First Name:</b>	Thomas
<b>Middle Initial:</b>		<b>Maiden Name:</b>	
<b>Social Security Number:</b>	216-47-4401	<b>Date of Birth:</b>	04/20/1962
<b>Hire Date:</b>	08/25/2007	<b>Citizenship Status:</b>	Citizen or National of the United States
<b>Alien Number:</b>		<b>I-94 Number:</b>	
<b>Document Type:</b>	Unexpired or Expired U.S. Passport	<b>Doc. Expiration Date:</b>	
<b>Initiated By:</b>	AKIS1972	<b>Initiated On:</b>	08/28/2007

### Initial Verification Results

**Initial Eligibility**      SSA TENTATIVE NONCONFIRMATION  
 SSN does not match

-

# E-Verify: Tentative Nonconfirmation (TNC)

- **Inform** the employee and **print and review** the TNC notice with the employee.
- The employee chooses to “**contest**” or “**not contest**” the TNC.
- **Refer** the employee to the appropriate agency if the TNC is contested.
- The employee has **8 Federal Government workdays** from the date of referral to visit or call the appropriate agency to resolve the discrepancy.

E-VERIFY  
NOTICE TO EMPLOYEE OF TENTATIVE NONCONFIRMATION

Employee Name: jefferson, thomas  
SSN: 216-47-4401  
Date of Tentative Nonconfirmation: 09/18/2007  
Agency Providing Tentative Nonconfirmation: Social Security Administration

This employer is participating in a pilot project with the Social Security Administration (SSA) and the Department of Homeland Security to verify employment eligibility information you provided when you completed the Form I-9. When your information was compared electronically to government records, SSA could not confirm that you are eligible to work in the United States. This tentative nonconfirmation does not mean that you are not work authorized, or that the information you provided is incorrect. There are many reasons why a work authorized employee could be the subject of a tentative nonconfirmation. The tentative nonconfirmation means, however, that you must contact the SSA to resolve the situation if you wish to continue your employment.

You have a voluntary choice. You may Contest the tentative nonconfirmation, or you may choose to Not Contest the tentative nonconfirmation.

If you Contest this tentative nonconfirmation, you must contact the SSA. By contesting, your employer will refer your case through E-Verify, and provide you with a referral notice that will tell you how to contact the SSA. You will be provided 8 Federal government work days from the date of that referral notice to resolve your situation with SSA. At the SSA office, you may have to provide additional information or documents that will permit the SSA to notify your employer that you are work authorized. During the 8 Federal government work days your employer may not terminate your employment or take adverse action against you based upon your employment eligibility status or because you have chosen to contest the tentative nonconfirmation.

If you do Not Contest the tentative nonconfirmation, you are making a choice voluntarily to give up your opportunity to correct the tentative nonconfirmation. If you do not contest the tentative nonconfirmation, it automatically becomes a final nonconfirmation. That means that your employer may terminate you immediately as an unauthorized employee. If you do not contest the tentative nonconfirmation, a legal presumption is created that your employer is in violation of the law if it continues your employment.

If you have questions or concerns about immigration-related unfair employment practices, you may call the Office of Special Counsel for Immigration-Related Unfair Employment Practices toll free at 1-800-255-7688 or 1-800-237-2515 (TDD) for the hearing impaired.

I choose to (check one):

- Contest the tentative nonconfirmation. I understand that I must contact the Social Security Administration within 8 Federal Government work days from the date shown on the referral notice which is to be provided by my employer.
- Not Contest the tentative nonconfirmation. I choose voluntarily to give up my opportunity to correct the tentative nonconfirmation. I understand that my voluntary choice not to contest the tentative nonconfirmation authorizes my employer to terminate my employment immediately.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

E-VERIFY  
NOTICE TO EMPLOYEE OF TENTATIVE NONCONFIRMATION

Employer's Certification

I certify that this employer has received a tentative nonconfirmation relating to the employee whose name and signature appear above and that the employee has made the

**E-VERIFY****Notification to the Employee****REFERRAL TO THE SOCIAL SECURITY ADMINISTRATION**Name of Employee: **Jefferson, Thomas**

Social Security Number (SSN): 216-47-4401

Month/Year of Birth: 04/1962

Reason for Referral:

- SSN does not match
- SSN is invalid
- SSA unable to confirm U.S. Citizenship
- SSN record does not verify, Other Reason
- SSA unable to process data

This employer is participating in a pilot project with the Social Security Administration (SSA) and the Department of Homeland Security to verify employment eligibility information you provided when you completed the Form I-9. When your information was compared to SSA's records, SSA could not confirm that you are work eligible for the reason shown above. You have chosen to contest SSA's tentative nonconfirmation. The tentative nonconfirmation does not mean that the information you provided is incorrect, but it means you must visit the SSA to resolve your case. When you visit SSA, you must bring proof of your age, identity, and citizenship or alien status. (You must submit original documents.) Please call SSA at **1-800-772-1213**, or **1-800-325-0778 (TDD)** for the hearing impaired, if you have any questions or to find out the location of the nearest SSA office.

**It is your responsibility to visit SSA within 8 Federal Government work days from today to clarify your employment eligibility status. TAKE THIS FORM WITH YOU TO SSA. If, as a result of your visit to SSA, any of the information you gave your employer changes, you must notify your employer of those changes immediately.**

Your employer may not terminate your employment or take adverse action against you because your case has been referred to the SSA.

If you do not understand what you are required to do, please call the SSA toll free number and they will assist you.

If you have questions or concerns about immigration-related unfair employment practices, you may call the Office of Special Counsel for Immigration-Related Unfair Employment Practices toll free at **1-800-255-7688** or **1-800-237-2515 (TDD)** for the hearing impaired.

Date Referred to SSA: 09/18/2007  
Name of Employer: CSC Test Web-BP  
Name of Employer Representative: Asma Kishta Phone #: (202) 358 - 7776  
Employer Official's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
Employee's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**FOR COMPLETION BY THE SOCIAL SECURITY ADMINISTRATION**

Office Stamp:

SSA Employee Name: \_\_\_\_\_

Date of Visit: \_\_\_\_\_

**AFTER COMPLETION BY SSA, RETURN THIS FORM TO YOUR EMPLOYER**

## E-Verify: TNC Case Resolution *(Continued)*

- **Employee continues to work** while the case is being resolved.
- Once the employee resolves the discrepancy in his or her records, they should inform the employer.
- With both an **SSA TNC** and a **DHS TNC**, a response is automatically sent to the employer through the system. The employer should check E-Verify periodically for the response.



# E-Verify: TNC Case Resolution

- The employer should check the system periodically for a response from SSA or DHS.
- The employer will receive one of three results:
  - **Employment Authorized**
  - **Final Non-confirmation**
  - **Review and Update Employee Data then Resubmit**
- **The employer then resolves the case in E-Verify.**

# E-Verify Employment Eligibility Verification

Case Verification Number: 2007184072230RT

### Case Administration

- > Initial Verification
- > View Cases

### User Administration

- > Change Password
- > Pwd Challenge Q&A
- > Change Profile

### Site Administration

- > Add User
- > View Users
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### Reports

- > View Reports

### Initial Verification

<b>Last Name:</b>	Jefferson	<b>First Name:</b>	Thomas
<b>Middle Initial:</b>		<b>Maiden Name:</b>	
<b>Social Security Number:</b>	216-47-4400	<b>Date of Birth:</b>	11/02/1973
<b>Hire Date:</b>	07/02/2007	<b>Citizenship Status:</b>	Citizen or National of the United States
<b>Alien Number:</b>		<b>I-94 Number:</b>	
<b>Document Type:</b>	List B, C Documents	<b>Doc. Expiration Date:</b>	
<b>Initiated By:</b>	RGRE7777	<b>Initiated On:</b>	07/03/2007

### Initial Verification Results

**Initial Eligibility** SSA TENTATIVE NONCONFIRMATION  
SSN does not match

### SSA Referral

<b>Referral By:</b>	AKIS1972	<b>Referral Date:</b>	08/13/2007
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### Confirm SSA Resubmittal

<b>Last Name:</b>	Jefferson	<b>First Name:</b>	Thomas
<b>M. I.:</b>		<b>Maiden Name:</b>	
<b>Social Security Number:</b>	216-47-4400	<b>Date of Birth:</b>	04/20/1962
<b>Initiated By:</b>	AKIS1972	<b>Initiated On:</b>	08/13/2007

### Resubmittal Verification Results

**Eligibility:** EMPLOYMENT AUTHORIZED

### Enter Case Resolution

- Resolve Options:**
- Resolved Authorized
  - Resolved Unauthorized / Terminated
  - Self Terminated
  - Invalid Query
  - Employee Not Terminated

Submit Resolve Case Close

# Employer Responsibilities

- E-Verify **can only be used to verify new hires**, and must be initiated after the employee accepts the position (hire date) and within 3 days of the employee's actual start date.
- E-Verify procedures **must be applied to ALL new hires**, regardless of citizenship status.

# Employer Responsibilities

- Employer must **post a notice** in an area visible to prospective employees that it is a **E-Verify Participant**.
- Employer must post an **Anti-Discrimination Notice** issued by the Office of Special Counsel for Immigration – Related Unfair Employment Practices, Department of Justice (DOJ) in an area visible to prospective employees.

# Employee Rights

- The employee has the right to contest or not to contest a Tentative Non-Confirmation (TNC) from SSA or DHS.
- Employees who believe that they have been subjected to discrimination based upon their national origin or citizenship or immigration status with respect to hiring, firing, recruitment or referral for a fee, through an employer's use of E-Verify, or when completing the Form I-9 should call the Department of Justice, Civil Rights Division, Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-7688 (TDD: 1-800-237-2515) for assistance.

# E-Verify: Registration

- Register online: <https://www.vis-dhs.com/employerregistration>
- Three access methods:
  - **Employer** – perform verification queries for your own employees (most common)
  - **Corporate Administrator** – oversight of all hiring sites using E-Verify
  - **Designated Agent** – perform verification queries for a client company
- Sign a Memorandum of Understanding with DHS and SSA
- Read the User Manual
- Complete an online tutorial before performing queries

# Photo Screening Tool

- The E-Verify photo tool currently enables employers to match the photo on an employee's Employment Authorization Document (EAD) or Permanent Resident Card ("green card") to the photo that USCIS has on file for that employee.
- Assist employers to detect instances of document fraud.
- Photo tool was incorporated into E-Verify for all employers in September 2007.

# E-Verify Employment Eligibility Verification

Case Verification Number: 2007240160205MM

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## Identity Verification

Does the photograph below match the photograph on the I-766 document provided by the employee?

- Yes
- No
- Cannot be determined (specify why)



[Click to Enlarge](#)

Next



# E-Verify Usage Statistics

- Over 33,000 participating employers
- Nearly 3 million queries run in FY 2007
- 92% of verification queries are instantly verified
- Top Industries Using E-Verify:
  - Doctors, Lawyers, CPA
  - Administrative and Support Services
  - Professional, Scientific, and Technical services
  - Food Services, Clothing and Accessories Stores

# E-Verify Improvements

- Reducing incidence of mismatches
- Developing a marketing plan to recruit employers
- Developing monitoring & compliance functions

# State Legislation

- States that have enacted legislation that **mandates the use of E-Verify**.
  - GA, CO, OK, AZ
- States that have their **state agencies participate in E-Verify**.
  - ID, NC, PA, MO
- States that have **legislation pending** that mandates public and private employers to verify new hires using E-Verify.
  - TX, FL, KY, AK, KS, SC, TN, LA, MD, CA  
(would require public employers)
  - UT, MO, VA, RI,  
(would require all public and private employers)

# For More Information

- Employers who have general questions about E-Verify should call DHS at **1-888-464-4218**
- E-Verify Website: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)
- E-Verify Customer Support: **1-888-464-4218**



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**Thank You**

