Department of Homeland Security

U.S. Citizenship and Immigration Services

Verification Division

E-Verify Self Check
Proposed Website Content
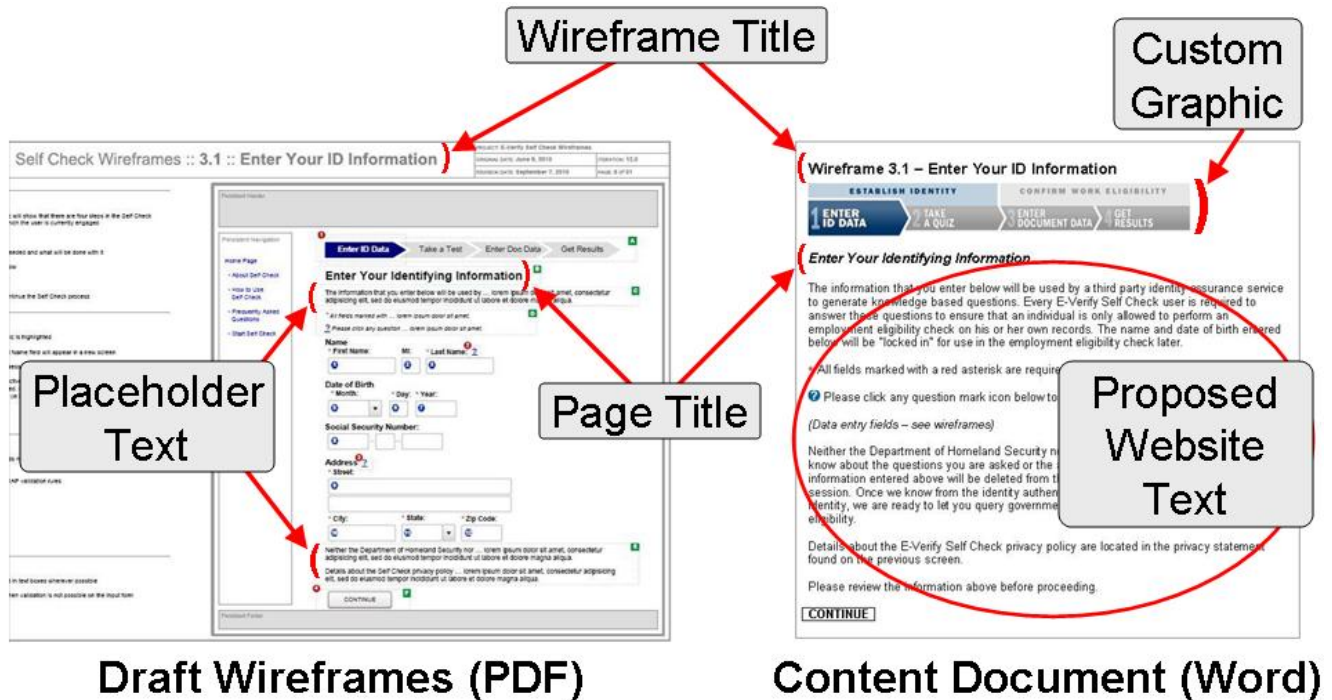
September, 2010

E-Verify Self Check - Proposed Website Content

Table of Contents

How to view the proposed E-Verify Self Check content

This document is meant to be viewed in concert with the draft E-Verify Self Check wireframes. The diagram below illustrates how the text in this document relates to the visual elements in the wireframes.

About the Draft Wireframes
- o Most text in the wireframes is representative, intended only to depict the proposed screen design
- o All of the interface elements (e.g. buttons, boxes for data entry) are shown

About this Content Document
- o All of the text (with the exception of certain italicized notes) is being proposed for the E-Verify Self Check website
- o Only certain interface elements are shown in the content document

Please let us know if you have any questions and hank you in advance for your time reviewing and commenting on the proposed E-Verify Self Check content.

The E-Verify Self Check team

Wireframe 1.1 – Welcome to Self Check!

Welcome to E-Verify Self Check!

E-Verify Self Check is a fast, free and simple service that allows you to check your employment eligibility in the United States. If any mismatches are found between the information you provide and your Department of Homeland Security or Social Security Administration records, E-Verify Self Check will inform you of how to correct those mismatches.

Once you have confirmed your employment eligibility using E-Verify Self Check, you are unlikely to encounter difficulties upon being hired by an E-Verify participating employer.

| Start Self Check |

Wireframe 1.2 – About Self Check

About E-Verify Self Check

The E-Verify Self Check service is a web-based application that can be used by any U.S. based worker over the age of 16 to confirm his or her employment eligibility. After the user enters a small amount of information, the Self Check service will check that information against various government databases to determine the user's work eligibility in the United States.

Background
Self Check was developed in response to a request by Congress to create a service through which U.S. workers could check their own employment eligibility status outside of the employer focused E-Verify process. It is the first service offered directly to the U.S. workforce by the E-Verify program.

Benefits of Self Check
The E-Verify Self Check service will bring a number of benefits to both U.S. workers and businesses.

Self Check will give U.S. workers access to their employment eligibility status and take the mystery out of the employment eligibility confirmation process. In addition, employees will have powerful knowledge to fight employment eligibility related workplace discrimination.

For businesses, the employer-focused E-Verify process will be streamlined and shortened by a reduction in the number of data mismatches and, as a result, a decrease in amount of time employers and employees spend resolving those mismatches.

Association to E-Verify
E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, Employment Eligibility Verification, to determine the eligibility of that employee to work in the United States.

The Self Check service uses the same information that employers enter into E-Verify and checks it against the same databases that E-Verify checks. It was developed to allow U.S. workers to confirm their own eligibility to work in the United States and deal with any potential data mismatches that may be found prior to being hired and checked by an E-Verify participating employer.

To learn more about E-Verify, please visit http://www.uscis.gov/everify.

Start Self Check

Wireframe 1.3 – How to Use Self Check

How to Use E-Verify Self Check

Once you have decided to use the E-Verify Self Check service there are four steps to completing the process. The steps are shown in the following graphic and explained below.

Steps one and two maintain your privacy by checking with a non-government identity proofing service to ensure that no one but you can check your government employment eligibility records. In steps three and four your information will be checked against U.S. government databases to determine your employment eligibility.

Step 1 - Enter ID Data
You will be asked to enter some basic identifying information such as your name, address, date of birth, and Social Security number. Providing your Social Security number is optional in Step 1. If you choose to not provide here, you will be required to do so in Step 3 before we check your employment eligibility status.

Step 2 - Take a Quiz
After that information is submitted it will be submitted to a 3rd party identity assurance service to generate a series of questions that only you would be able to answer. This process is very similar to what your bank and credit agencies do to confirm your identity.

Step 3 - Enter Document Data
Once you have successfully completed the identity proofing quiz you will be able to run an employment eligibility query to determine your work eligibility status. The name and date of birth you provided in Step 1 will be pre-populated and can not be changed. Other information that will be needed includes your Social Security number, citizenship status, and details

about any immigration documentation that proves your work authorization (Green card, Employment Authorization card, etc).

Step 4 - Get Results
After you submit your information, it is all checked against DHS and SSA databases to determine your work eligibility. Almost instantly a response is given indicating either that you would likely be employment authorized in E-Verify, or that there is some mismatch in your records. If there is a mismatch, you will be given information that tells you how to correct your records if you wish to do so.

| Start Self Check |

Wireframe 1.4 – Frequently Asked Questions

Frequently Asked Questions

Overview

Why is DHS introducing E-Verify Self Check?
Self Check was developed in response to a request by Congress to create a service through which U.S. workers could check their own employment eligibility status outside of the employer focused E-Verify process. It is the first service offered directly to the U.S. workforce by the E-Verify program.

Why is E-Verify Self Check limited to certain people?
E-Verify Self Check is beginning with a phased implementation of its service in order to determine the audience and workload associated with maintaining the application. This is a completely new service offered by the government, and the government wants to make sure that it delivers on its promise of offering U.S. workers employment eligibility information in an accurate and efficient manner. We are planning to roll self E-Verify Self Check out in these select states (XXX) to gain experience in operating the program and ensure that it is accomplishing its mission.

(We will need to update after a final determination of the rollout plan)

What are the future plans for E-Verify Self Check?
While Self Check is the first service that the E-Verify program is offering directly to U.S. workers, we hope to add more in the future. E-Verify has plans to add several features that will provide individuals more control over their part of the employment eligibility process.

Who administers E-Verify Self Check?
Self Check is part of E-Verify, which is a Department of Homeland Security program administered by U.S. Citizenship and Immigration Services.

How are E-Verify and Self Check related?
E-Verify is an electronic program through which employers verify the employment eligibility of their employees after hire.

E-Verify Self Check is designed to provide U.S. workers with the results of an E-Verify check before beginning a new job. This should provide individuals with insight into the employment eligibility process and confidence that the results given to their employer will be accurate.

What information or documents will I need to use E-Verify Self Check?
The E-Verify Self Check process has four steps and three of them will require some information from you, the user.

Step one requires identifying information such as your name, date of birth, and address.

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In step two you will be asked to answer demographic and financial questions. These questions could include information about past addresses, banks where you do businesses, or other information that you should know. These questions are being asked so we know that you are who you say you are before we let you continue with the E-Verify Self Check process.

Step three requires information that will prove your eligibility to work in the United States. This will include your Social Security number and, based on your citizenship status and documentation, information such as your Alien registration number, document number, or I-94 number.

Why do different parts of the E-Verify Self Check website look different from each other?
The website has several visual styles designed to keep you aware of where you are in the process.

General information screens (such as this one) are part of the USCIS website. Once you begin the E-Verify Self Check process, the screens will change to the Self Check-specific style. When you are asked questions by a trusted, independent, third party identity authentication service, the screens are designed to be a little different to show that the Department of Homeland Security is not informed about the content of the identity authentication quiz or your answers. And finally, in the event that you have a mismatch with government records, the E-Verify Self Check screens change to allow easy printing of the directions on how to correct the mismatch.

Your Rights and Personal Information
Can I be required to use E-Verify Self Check?
No one can require you to use E-Verify Self Check to guarantee your work authorization. For example, it is unlawful for a potential employer to require proof of your E-Verify Self Check results before offering you a job.

If an employer asks you to run a Self Check query to prove that you are authorized to work in the United States, you should notify the Department of Justice, Office of Special Counsel for Immigration-Related Unfair Employment Practices at (800) 255-7688.

How is my privacy being protected?
During the E-Verify Self Check process, the personal information you provide may be stored by up three separate systems as described below.

The E-Verify Self Check service collects the information that you provide and passes it to either an independent service for identity authentication or to the E-Verify program for a check or your employment eligibility. The Self Check service does not keep a record of all of your personal information any longer than necessary, and purges all personal information used in the identity authentication process at the end of your session. For example, your Address is no longer stored by Self Check after the identity authentication process, as it is not needed later in the process.

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The independent identity authentication service stores your personal information used to provide identity authentication for one year as required by the Fair Credit Reporting Act (FCRA). Your information is never shared except where required by law.

The E-Verify program keeps a record of every transaction. These records are reviewed by E-Verify to identify various types of system misuse.

Identity Authentication

What is identity authentication and why does E-Verify Self Check use it?
E-Verify Self Check uses an identity authentication process to make sure that an individual is only able to perform an employment eligibility check on him or herself. Because E-Verify Self Check is providing information about a person's government records, it is very important to us that we defend against misuse of the service.

Who is asking me these questions?
E-Verify Self Check works with an independent, secure, identity authentication service. This allows Self Check to be confident in the security of the service

What are you doing with my name, date of birth, and address?
This identifying information (and your Social Security number, if you provide it) is sent to an independent identity authentication service. They search public and private data sources and return a quiz designed so that only the real person with that name, date of birth, and address will be able to answer the questions. The questions asked and the answers you choose are between you and the independent identity authentication service – the Department of Homeland Security is never told any additional information about you.

Why wasn't an identity authentication quiz generated?
There are several reasons why a quiz could not be generated for you.
- o You may have entered information incorrectly, preventing the independent service from locating any records about you
- o You may have attempted to take a quiz too many times recently.
- o You may not have enough of a financial footprint for enough questions to be generated. This can happen if you have entered the country or workforce recently.
- o You may have certain fraud alerts reported to your State or a credit bureau. These fraud alerts are usually created by an individual who was the victim of identity theft or is at a greater risk of becoming a victim.

Just because you were not able to complete the identity authentication quiz does NOT mean that you are not authorized to work in the United States. Read below for other options to check your status.

Why did I not pass the identity assurance quiz?
There are several reasons why you may not have passed the quiz.
- o You may have answered one or more questions incorrectly. Please read each one carefully and consider every answer.
- o There may be errors in the information on file with the credit reporting bureaus. This could cause a question to be generated that you can not correctly answer.

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- o You may have entered your identifying information incorrectly, causing the independent service to ask questions that you are not be able to answer.

Just because you were not able to complete the identity authentication quiz does NOT mean that you are not authorized to work in the United States. Read below for other options to check your status.

I am unable to use E-Verify Self Check, how else can I check my records?
Depending on your citizenship or immigrant status, there are several alternatives to using E-Verify Self Check to confirm your employment eligibility. The following methods may be used to gain access to your government records to ensure their accuracy.

- o **Submit a Freedom of Information Act (FOIA) Request:** The FOIA is a federal statute. It generally provides that any person has a right to request access to federal agency records. File a FOIA request with the agency that issued the document in question to gain access to your records to make sure the information accurately reflects your work authorization status. Agency websites related to FOIA requests are listed below.

  1. Social Security Administration (SSA) FOIA Resource Website: *http://www.ssa.gov/foia/html/foia_guide.htm*
  2. Citizenship and Immigration Services (CIS) FOIA Resource Website: *http://www.uscis.gov/foia*
  3. Customs and Border Patrol (CBP) FOIA Resource Website: *http://www.cbp.gov/xp/cgov/admin/fl/foia/reference_guide.xml#IVHowtoMakeaFOIA Request*
  4. Department of State (DOS) FOIA Resource Website: *http://www.state.gov/m/a/ips/*

If you believe your FOIA request should be filed with another agency, the U.S. Department of Justice provides a list of links to agency FOIA resource websites that can be found here: http://www.justice.gov/oip/other_age.htm

- o **Visit an SSA Field Office:** Visit an SSA field office to ensure the accuracy of your SSA records.
- o **Contact the USCIS National Customer Service Center (NCSC):** Call the NCSC to check the accuracy of your immigration records and to determine next steps with an immigration specialist.
- o **Wait until you are run through E-Verify by an employer:** Some companies use the E-Verify program to check the work eligibility of their new hires. If there is an issue with your records, your employer will inform you of next steps at that time.

Work Authorization
What does "Work Authorized" mean?
An individual's work authorization, or employment eligibility, refers to his or her legal right to work in the United States. U.S. citizens, born citizens or naturalized, are always authorized to work in the United States, while foreign citizens may be authorized if they have an appropriate immigration status.

Why does E-Verify Self Check need my name, date of birth, Social Security number, citizenship status, and document information?
This information is needed to match against the federal government records that will verify your work authorization.

For U.S. citizens, this information is checked against Social Security records. For immigrants and aliens, this information is also checked against immigration records in Department of Homeland Security systems.

How does E-Verify Self Check know if I'm work authorized?
The E-Verify program used by U.S. businesses instantly checks 455 million Social Security Administration (SSA) and 80 million Department of Homeland Security (DHS) records to determine if a person is eligible to work in the United States. For more information, please see the E-Verify website at www.dhs.goc/everify.

The Self Check service is being offered by the E-Verify program and it is using the same system to check SSA and DHS records.

Is "work authorized" a credential?
No, the results from E-Verify Self Check are not an official document or record of your work authorization status. Many things may happen to change your status, such a change in citizenship status or the expiration of an immigration status.

Why did I get an SSA or a DHS mismatch?
A mismatch result from E-Verify Self Check does not mean that you are not authorized to work in the United States and may be caused by several different situations.
- o You may have entered information incorrectly, so E-Verify could not find a matching record. Please check that the information on your mismatch guidance is accurate
- o If you have changed you name recently, your name may need to be updated in SSA records
- o If you naturalized or changed your immigration status recently, you may need to wait up to a few weeks for E-Verify to accurately reflect the change

Where is the nearest SSA office? What are their hours or phone number?
The Social Security Administration offers an online "Office Locator" the following website:
http://ssa.gov/locator/

After searching by your zip code, SSA will provide an address, local area map, toll free phone numbers, office hours, and more.

<u>I have a different question, who can I ask?</u>

The E-Verify customer call center is able to answer other questions about the E-Verify Self Check service. They can be reached by phone at (###) ###-#### or by email at abc@dhs.gov.

| Start Self Check |

Wireframe 2.1 – Terms of Use

E-Verify Self Check Terms of Use

Welcome to the E-Verify Self Check website. By accessing, viewing, or using E-Verify Self Check, you are agreeing to use this service in compliance with the terms of use and all applicable laws and regulations. In order to use the Self Check Service, you must accept these terms of use by clicking the box indicated below.

Terms of Use

The terms of use for the Self Check Service contains legal terms relating to:
- Security,
- Privacy,
- Intellectual property,
- Liability,
- Use and
- Accessibility.

Security
You are entering an Official United States Government System, which may be used only for authorized purposes. Websites for the Department of Homeland Security have been established in accordance with the Interim ISS Directive, which includes regular risk assessments and certifications. The Chief Information Officer of the Department of Homeland Security is the final authority on security requirements and controls for Homeland Security Websites. Every effort is made to ensure the quality, integrity, and utility of the information on this site while ensuring privacy and security. Only authorized personnel may alter Web pages. Unauthorized use of this system may result in criminal, civil, and/or administrative penalties.

Information You Submit
Any information that you submit through the Self Check system is considered unconfidential information. We may disclose, distribute, modify, or reproduce the information you provide to other government agencies.

USCIS does not maintain any of the information that you may provide in answer to questions or queries on the site or on any third party provider of services related to Self Check. Any of the identifier information that you provide will only last for the term of the session that you maintain during the use of Self Check. The information does not remain or "persist" on the site, the third party sites or the databases of USCIS, the Social Security Administration or any other government agency.

The only information that we will keep is a record that you accessed Self Check and the outcomes of your Self Check transaction. This record will not include your identifying information. USCIS will keep a tally of responses of both those that complete the employment authorization match and those that result in mismatches. We will store the information about

your query in the verification database in order to assist in the resolution of mismatch information should you decide to follow-up.

We will maintain all information collected in accordance with the USCIS Self Check Privacy System of Records Notice. To learn how we maintain your privacy, please review our privacy statement. Appendix A sets for the terms of the Privacy Policy as it relates to the Self Check Services.

Intellectual Property
Use of this site or the receipt of information from it does not grant any licenses to any copyrights, patents or any other intellectual property rights or the rights to any of the materials on the site or sites or materials accessed by use of the site. Read more on the Department of Homeland Security Intellectual Property Policy.

Links
This site may include links to other sites, which we provide as a convenience to you. . We are not responsible for the content of any other sites or any products or services that may be offered through other sites. Read more on the Department linking policy.

Use of the Self Check service requires us to use website links to independent, third-party information considered relevant and valuable to our users in order to identity proof each user. These websites provide services to USCIS in accordance with the terms and conditions of their Service Level Agreements. USCIS does not control or maintain the information gathered by and utilized by Self Check from these third party sites. The views and opinions expressed there do not reflect the views of USCIS, or the Social Security Administration, or any other government agency.

Accuracy, Completeness and Timeliness of Information on the Site
USCIS assumes no responsibility regarding the accuracy of the information that is provided by the Self Check service. The user assumes all risks of use and the consequences of using the information from the site and any affiliated site, whether accurate or inaccurate.

The USCIS does not guarantee the availability of the Self Check Service, or for it to be operational or to be available to the general public. USCIS does not guarantee that the sites for Identity Assurance and for verification of work authorization will be accurate, to be operational or to be available to the general public. The user assumes all risks of accuracy, operational status and of the availability of the Self Check Service and the components of the Service.

The USCIS makes no representations whatsoever about any other website as to content, accuracy, inaccuracy or reliability of the information gathered by the third party Identity Assurance Provider from its sources. We have no role in selecting or culling out the information sources, but do rely on the expertise of the third party sites to gather relevant information. We will hold the third Party identity Assurance Party to the same standards of security and privacy as we hold ourselves and will include terms requiring this standard of performance in the contract with them.

When you access a third-party website, even one that may contain the USCIS E-Verify logo, please understand that it is independent from USCIS, and that the USCIS has no control over

the content on that website. In addition, a link to a third-party web site does not mean that the USCIS endorses or accepts any responsibility for the content, or the use, of such website. It is up to you to take precautions to ensure that whatever you select for your use is free of such items as viruses, worms, Trojan horses and other items of a destructive nature.

Your Liability

If you cause a technical disruption of the site or the systems transmitting the site to you or others, you agree to be responsible for any and all civil and or criminal penalties, including but not limited to attorneys fees, actual and consequential damages arising from the disruption of the sites, all efforts taken to correct and restore the site, and to defend the rights of the U.S. Government.

OUR LIABILITY

IN NO EVENT WILL USCIS BE LIABLE TO ANY PARTY FOR ANY DIRECT, INDIRECT, SPECIAL OR OTHER CONSEQUENTIAL DAMAGES FOR ANY USE OF THIS WEB SITE, OR ON ANY OTHER HYPER LINKED WEBSITE, EVEN IF WE ARE EXPRESSLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. This includes, WITHOUT LIMITATION, ANY LOST PROFITS, BUSINESS INTERRUPTION, LOSS OF PROGRAMS OR OTHER DATA ON YOUR INFORMATION HANDLING SYSTEM OR OTHERWISE.ALL INFORMATION IS PROVIDED BY USCIS ON AN "AS IS" BASIS ONLY. THE USCIS PROVIDES NO REPRESENTATIONS AND WARRANTIES, EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE, MERCHANTABILITY AND NONINFRINGEMENT

Unauthorized Use

Unauthorized access is a violation of U.S. Law and Department of Homeland Security policy, and may result in criminal or administrative penalties. Users shall not access other users' files or system files without proper authority. Absence of access controls is not authorization for access.

Department of Homeland Security information systems and related equipment are intended for communication, transmission, processing and storage of U.S. Government information. These systems and equipment are subject to monitoring, protecting against improper or unauthorized use or access, and verifying the presence or performance of applicable security features or procedures. Such security monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If security monitoring reveals evidence of possible criminal activity, such evidence may be provided to law enforcement personnel. Use of this system constitutes consent to such security monitoring.

Jurisdiction

The federal laws of the United States govern the terms, conditions and use of this site, and all users irrevocably consent to the exclusive jurisdiction of the federal laws of the United States for any action to enforce these terms, conditions, and use of this site. Unauthorized access is a violation of the laws of the United States (U.S.) and the policies of the U.S. Department of Homeland Security, and may result in administrative or criminal penalties. Users shall not access other users' files or system files without prior authorization. Absence of access controls is not an authorization to access or a waiver of applicable laws or Department policies.

This site has been designed to comply with the federal laws of the United States. If any materials on this site or use of this site are contrary to the law of the place where accessed and viewed, the site is not intended for access and view and shall not be used or viewed. Therefore, viewers are responsible for informing themselves of the laws of their specific jurisdiction and complying with them.

Accessibility
The Department of Homeland Security is committed to providing access to our Web pages for individuals with disabilities, both members of the public and federal employees. To meet this commitment, we will comply with the requirements of Section 508 of the Rehabilitation Act. Read more on the Department of Homeland Security Accessibility policy in Appendix D.

Changes to These Terms
The Department of Homeland Security reserves the right, at its complete discretion, to change these terms, conditions and use at any time by posting revised terms, conditions and use restrictions on the site. It is the viewer's responsibility to check periodically for any changes DHS may make to these terms, conditions and use restrictions. Continued use of this site following the posting of changes to these terms, conditions and use restrictions means you accept the changes.

By using this website, you agree to be bound by any such revisions and should therefore periodically visit this page to determine the then current terms to which you are bound.

Privacy Statement

Our Privacy Commitment to You
USCIS is committed to maintaining the privacy of your Personally Identifiable Information (PII) in accordance with USCIS standards.

Your Expectation of Privacy
We understand your expectation of our protection of the privacy and confidentiality of your personal information. That is why we designed the Self Check service to require that you authenticate your identity before we allow you to access the information we have about you.

Collection, Retention, and Use of Information about You
As part of the effort to protect your Personally Identifiable Information we need to collect and retain certain information that is stored in our Verification Information System so that if a mismatch applies to your query, we have enough information to provide you a way to correct any inaccuracy in the government records. We will retain this information and only use it for that purpose. At no point will we maintain the personal information and questions that you are required to answer to prove your identity. This information, which is measured against personal information gathered from commercial third party verifier sites, is not persisted, stored or maintained, and only a record that an identity proofing transaction took place will be retained for the purpose of compensating the identity proofing service.

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If your information does match our record and you are found to be work authorized, we will only maintain a record that a query transaction took place including data about the query for statistical purposes.

Cookies
We will not use "cookies" to maintain a record of the transaction with your computer, the way some websites do as we do not want to keep track of you or your inquiry.

Link to Data in Verification Information System (VIS)
We will be linking your query to the date in the Social Security database and for non-US citizens and for Naturalized US Citizen we will link to data in the VIS. (This is the database maintained to keep immigration benefit status for work authorized individual. We will be using the data to:
- o Improve our system of records and operation of the E-Verify program,
- o Keep track of the number of users of the Self Check Service and how they use it,
- o Increase the effectiveness of the identity assurance system and the way it can help users fix their records, and
- o Reduce chances of a mismatch due to government data

There is a Privacy Impact Analysis and a System of records Notice on file with the DHS Privacy Office. (INCLUDE LINK)

Limiting Employee Access to Information and Maintaining Security of Privacy Information
To secure your PII, we will implement security measures required of all US Government systems. These measures include limiting access to only USCIS employees who have appropriate responsibility and authority to handle the information in the databases.

Disclosing Information outside the Self Check Service
In order to check that you are who you claim to be we have added a protection to the Self Check Service that is called Identity Assurance. It will require that you authenticate your claim to an identity by answering questions that only you would know about yourself. Since we are not asking that you register with the Self Check Service we are working with a third party that will provide identity questions based on records of information found throughout your life that only you would know . The information necessary to formulate these questions will be shared with this third party provider who will gather the data to match against publically available data. After the questions are answered successfully the information will be deleted from the identity assurance system, except to record whether you were successful or not in establishing your identity. The agreement with the third party provider will require that they treat your information with the same care and security to protect your privacy as does the government systems for the Self Check service.

We reserve the right to change this Privacy Statement at any time.

☑ I have read and agree to the Terms of use and Privacy Statement of E-Verify Self Check and accept the responsibility and restrictions in my use of this service.

| Accept |

Wireframe 2.2 – System Unavailable

E-Verify Self Check is Temporarily Unavailable

E-Verify Self Check is temporarily unavailable due to system maintenance. No estimate is available for the completion of the maintenance. Please try again later to perform an employment eligibility check.

Wireframe 3.1 – Enter Your ID Information

Enter Your Identifying Information

The information that you enter below will be used by a third party identity assurance service to generate knowledge based questions. Every E-Verify Self Check user is required to answer these questions to ensure that an individual is only allowed to perform an employment eligibility check on his or her own records. The name and date of birth entered below will be "locked in" for use in the employment eligibility check later.

✳ All fields marked with a red asterisk are required.

❓ Please click any question mark icon below to view additional instructions.

(Data entry fields – see wireframes)

Neither the Department of Homeland Security nor any component Agency or program will know about the questions you are asked or the answers that you choose. In addition, all information entered above will be deleted from the Self Check system at the end of your session. Once we know from the identity authentication service that you have proven your identity, we are ready to let you query government databases and determine your work eligibility.

Details about the E-Verify Self Check privacy policy are located in the privacy statement found on the previous screen.

Please review the information above before proceeding.

Continue

Wireframe 3.2 – Correct Your ID Information

Correct Your Identifying Information

Some of the information you provided does not meet E-Verify Self Check requirements. Please correct the items in the highlighted fields and re-submit.

The information that you enter below will be used by a third party identity assurance service to generate knowledge based questions. Every E-Verify Self Check user is required to answer these questions to ensure that an individual is only allowed to perform an employment eligibility check on his or her own records. The name and date of birth entered below will be "locked in" for use in the employment eligibility check later.

✳ All fields marked with a red asterisk are required.

❓ Please click any question mark icon below to view additional instructions.

(Data entry fields – see wireframes)

Neither the Department of Homeland Security nor any component Agency or program will know about the questions you are asked or the answers that you choose. In addition, all information entered above will be deleted from the Self Check system at the end of your session. Once we know from the identity authentication service that you have proven your identity, we are ready to let you query government databases and determine your work eligibility.

Details about the E-Verify Self Check privacy policy are located in the privacy statement found on the previous screen.

Please review the information above before proceeding.

Continue

Wireframe 4.1 – Review & Confirm

Review and Confirm the Information Provided

Please review the information below before continuing. If there are any errors, please click the button to the right and edit the information.

Name: (dynamic first name, middle initial, last name)
Date of Birth: (dynamic month [spelled out], day, year)
Social Security Number: (dynamic SSN)
Address: (dynamic address - street, city, state code, zip code)

Edit Information

What Happens Next?

Once submitted, you will be redirected to an independent, secure, identity authentication service. This service will use non-governmental information to generate knowledge based questions that you will be asked to answer. When the quiz is completed and we have sufficient assurance of your identity, you will return to E-Verify Self Check to complete your employment eligibility check.

Important considerations:
- o This process is designed to prevent the fraudulent viewing of information in your records by impersonators, thereby protecting your privacy and the integrity of the Self Check system.
- o DHS will not be provided the questions you are asked, the multiple choice answers you will be shown, or the selections you choose.

If you do not want your information to be used in this manner, you may decline below and Self Check will delete all of the information that you have entered.

Yes, I wish to proceed.

Continue

No, I do not wish to proceed

Cancel

Wireframe 4.2 – Session Ended

Session Ended

By your request, Self Check has ended this session.

None of the information you entered during the session was shared and it has been removed from Department of Homeland Security systems.

If you would like to perform an employment eligibility check in the future, please restart the E-Verify Self Check process.

Wireframe 4.3 – Unable to Proceed (No Questions)

Unable to Proceed

Sorry, but we are unable to process your request at this time. We are unable to give you access to the Self Check service at this time because the third party identity authentication service was unable to generate enough information about you in order to create a quiz to confirm your identity. This could be because you just entered the country, just entered the workforce, or do not have enough of a public record financially.

Please note that this does **NOT** mean that you are not eligible to work. While we are unable to let you confirm your work eligibility through Self Check, alternative options are available and explained below. These methods may be used to gain access to your government records to ensure the accuracy of the records.

- o **Submit a Freedom of Information Act (FOIA) Request:** The FOIA is a federal statute. It generally provides that any person has a right to request access to federal agency records. File a FOIA request with the agency that issued the document in question to gain access to your records to make sure the information accurately reflects your work authorization status. Agency websites related to FOIA requests are listed below.

  1. Social Security Administration (SSA) FOIA Resource Website: *http://www.ssa.gov/foia/html/foia_guide.htm*
  2. Citizenship and Immigration Services (CIS) FOIA Resource Website: *http://www.uscis.gov/foia*
  3. Customs and Border Patrol (CBP) FOIA Resource Website: *http://www.cbp.gov/xp/cgov/admin/fl/foia/reference_guide.xml#IVHowtoMakeaFOIA Request*
  4. Department of State (DOS) FOIA Resource Website: *http://www.state.gov/m/a/ips/*

If you believe your FOIA request should be filed with another agency, the U.S. Department of Justice provides a list of links to agency FOIA resource websites that can be found here: http://www.justice.gov/oip/other_age.htm

- o **Visit an SSA Field Office:** Visit an SSA field office to ensure the accuracy of your SSA records.
- o **Contact the USCIS National Customer Service Center (NCSC):** Call the NCSC to check the accuracy of your immigration records and to determine next steps with an immigration specialist.
- o **Wait until you are run through E-Verify by an employer:** Some companies use the E-Verify program to check the work eligibility of their new hires. If there is an issue with your records, your employer will inform you of next steps at that time.

Wireframe 5.1 – ID Proofing Questions

You are visiting an independent, secure, identity authentication service. This service is using non-governmental information to generate identity-based questions that only you should be able to answer. When the quiz is completed, you will return to complete the E-Verify Self Check employment eligibility check.

(Third party question and multiple choice answers)

Submit

Wireframe 5.2 – Unable to Proceed (Identity Not Verified)

Unable to Allow Access to the Self Check Service

Sorry, but we are unable to process your request at this time. We are unable to give you access to the Self Check service at this time because the third party identity authentication service was unable to confirm your identity based on the answers you provided.

Please note that this does **NOT** mean that you are not eligible to work. While we are unable to let you confirm your work eligibility through Self Check, alternative options are available and explained below. These methods may be used to gain access to your government records to ensure the accuracy of the records.

- o **Submit a Freedom of Information Act (FOIA) Request:** The FOIA is a federal statute. It generally provides that any person has a right to request access to federal agency records. File a FOIA request with the agency that issued the document in question to gain access to your records to make sure the information accurately reflects your work authorization status. Agency websites related to FOIA requests are listed below.

  1. Social Security Administration (SSA) FOIA Resource Website: *http://www.ssa.gov/foia/html/foia_guide.htm*
  2. Citizenship and Immigration Services (CIS) FOIA Resource Website: *http://www.uscis.gov/foia*
  3. Customs and Border Patrol (CBP) FOIA Resource Website: *http://www.cbp.gov/xp/cgov/admin/fl/foia/reference_guide.xml#IVHowtoMakeaFOIA Request*
  4. Department of State (DOS) FOIA Resource Website: *http://www.state.gov/m/a/ips/*

If you believe your FOIA request should be filed with another agency, the U.S. Department of Justice provides a list of links to agency FOIA resource websites that can be found here: http://www.justice.gov/oip/other_age.htm

- o **Visit an SSA Field Office:** Visit an SSA field office to ensure the accuracy of your SSA records.
- o **Contact the USCIS National Customer Service Center (NCSC):** Call the NCSC to check the accuracy of your immigration records and to determine next steps with an immigration specialist.
- o **Wait until you are run through E-Verify by an employer:** Some companies use the E-Verify program to check the work eligibility of their new hires. If there is an issue with your records, your employer will inform you of next steps at that time.

Wireframe 5.3 – Third Party Error

E-Verify Self Check System Error

A system error is preventing E-Verify Self Check from correctly processing your identity authentication request at this time. Please try to run your E-Verify Self Check query at a later time. If you continue to receive this message, please report the problem by calling (###) ###-#### or emailing #####@dhs.gov with the subject line "E-Verify Self Check Error."

We apologize for the inconvenience and thank you for using E-Verify Self Check!

Wireframe 6.1 – Enter Citizenship and Document Info

Enter Your Citizenship Status and Document Details

Welcome back to E-Verify Self Check! You have successfully completed the identity authentication process and are ready to confirm your work eligibility.

The information you enter below will be compared to Social Security Administration and Department of Homeland Security records to determine if you would be successfully authorized by the E-Verify system.

Please select from the citizenship options below, then choose the documentation you have that confirms your eligibility to work in the United States.

✳ All fields marked with a red asterisk are required.

❓ Please click any question mark icon below to view additional instructions.

Name: *(dynamic first name, middle initial, last name)*
Date of Birth: *(dynamic month [spelled out], day, year)*

(Data entry fields – see wireframes)

Please review the information above for accuracy before continuing. An error in the information you provide may prevent E-Verify Self Check from immediately verifying your employment eligibility.

After review, click the button below to submit the information for an employment eligibility check.

Continue

Wireframe 6.2 – Correct Citizenship and Document Info

Correct Your Citizenship Status and Document Details

Some of the information you provided did not meet Self Check requirements. Please correct the items in the highlighted fields and re-submit.

The information you enter below will be compared to Social Security Administration and Department of Homeland Security records to determine if you would be successfully authorized by the E-Verify system.

Please select from the citizenship options below, then choose the documentation you have that confirms your eligibility to work in the United States.

✳ All fields marked with a red asterisk are required.

❓ Please click any question mark icon below to view additional instructions.

Name: *(dynamic first name, middle initial, last name)*
Date of Birth: *(dynamic month [spelled out], day, year)*

(Data entry fields – see wireframes)

Please review the information above for accuracy before continuing. An error in the information you provide may prevent E-Verify Self Check from immediately verifying your employment eligibility.

After review, click the button below to submit the information for an employment eligibility check.

Continue

Wireframe 6.3 – Please Confirm (SSA)

Please Confirm the Information Below

An initial check of your records indicates that you may have mistyped your Social Security number. Please review the number you provided below and correct any errors.

(Data entry fields – see wireframes)

Please review the information above for accuracy before continuing. An error in the information you provide may prevent E-Verify Self Check from immediately verifying your employment eligibility.

After review, click the button below to submit the information for an employment eligibility check.

Continue

Wireframe 6.4 – Please Confirm (DHS)

Please Confirm the Information Below

An initial check of your records indicates that you may have mistyped some information from the document indicated. Please review the information you provided below and correct any errors.

(Data entry fields – see wireframes)

Please review the information above for accuracy before continuing. An error in the information you provide may prevent E-Verify Self Check from immediately verifying your employment eligibility.

After review, click the button below to submit the information for an employment eligibility check.

Continue

Wireframe 7.1 – Work Authorization Confirmed

ESTABLISH IDENTITY — **CONFIRM WORK ELIGIBILITY**

1 ENTER ID DATA 2 TAKE A QUIZ 3 ENTER DOCUMENT DATA 4 GET RESULTS

Work Authorization Confirmed

(dynamic date)

(graphic: green check)

(dynamic first name),

Self Check compared the information you provided to U.S. government databases and can confirm that, based on the information you provided, you are eligible to work in the United States

If you are hired today by an E-Verify participating employer and you use the same documents and information provided, you would most likely be instantly work authorized when your employer runs your information through E-Verify.

In the event that you are not instantly work authorized, please work with your employer to ensure that your information was entered correctly and, if necessary, follow the steps outlined by E-Verify to resolve any issues.

This does not mean that you are guaranteed to pass through E-Verify without issue. A number of things can happen between now and when a future employer runs your information through E-Verify that may cause you to get an E-Verify TNC. Those things include name changes, citizenship status changes, expiration of work authorization, or a simple data entry error when your employer is entering your information into E-Verify. It is important that you keep your records up to date with the government to ensure an accurate employment verification process.

Thank you for using Self Check!

Wireframe 7.2 – Possible Mismatch (SSA)

ESTABLISH IDENTITY   CONFIRM WORK ELIGIBILITY

1 ENTER ID DATA   2 TAKE A QUIZ   3 ENTER DOCUMENT DATA   4 GET RESULTS

Possible Mismatch with Social Security Information

Thank you for querying your work authorization information through E-Verify Self Check. Unfortunately we were not able to automatically verify the information you provided against Social Security Administration records.

It appears that SSA was unable to confirm your work eligibility for the following reason:

(dynamic text / reason)

What does this mean?
- o Social Security staff will need to manually review database records before we can determine if there is an error in your records that needs updating.
- o This does not mean that you are not work authorized. It simply means SSA will have to double check the situation before giving you an answer.

What can you do?
- o If you would like to further investigate the issue, you will be required to visit an SSA office to have your records reviewed
- o If you intend to visit an SSA office, please indicate by clicking the "I Will Visit SSA" option below
- o Please note: There is no requirement to follow-up with SSA on this issue. E-Verify Self Check is purely an information provisioning service for its users regarding whether the E-Verify program would find them work authorized.

If you intend to visit an SSA office to further review your records, please click below.

I Will Visit SSA

If you do not require further review of your records and do not intend to visit an SSA office, please click below.

No Review Requested

Wireframe 7.3 – Possible Mismatch (DHS)

Possible Mismatch with Immigration Information

Thank you for querying your work authorization information through E-Verify Self Check. Unfortunately we were not able to automatically verify the information you provided against Department of Homeland Security Immigration records.

What does this mean?
- o Self Check needs to have our staff manually review database records before we can determine if there is an error in your records that needs updating.
- o This does not mean that you are not work authorized. It just simply we have to double check the situation before giving you an answer.

What can you do?
- o If you would like DHS to further investigate your work eligibility, please indicate by clicking the "Please Review" option below
- o Please note: There is no requirement to follow-up with DHS on this issue. E-Verify Self Check is purely an information provisioning service for its users regarding whether the E-Verify program would find them work authorized.

If you would like to have a manual review done of your records and you will be following up with DHS to confirm, please click below.

| Please Review |

If you do not intend to follow up with DHS, please click below.

| No Review Requested |

Wireframe 7.4 – System Error (VIS)

E-Verify Self Check System Error

A system error is preventing E-Verify Self Check from correctly processing your request at this time. Please try to run your E-Verify Self Check query at a later time. If you continue to receive this message, please report the problem by calling (###) ###-#### or emailing #####@dhs.gov with the subject line "E-Verify Self Check Error."

We apologize for the inconvenience and thank you for using Self Check!

Wireframe 8.1 – Will Contact SSA

Notice of Mismatch with Social Security Administration (SSA) Records

For SSA Field Office Staff: Use EV-STAR and See POMS RM 00206.305ff

Name of the Employee (Last Name, First Name)   Date of Mismatch

Employee's Social Security Number (SSN)   Case Verification Number

Reason for this Referral Letter:

☐ **SSN does not match.** The Social Security Number (SSN) entered in E-Verify Self Check is valid, but the name and/or date of birth entered do not match SSA records.

☐ **SSN is invalid.** The SSN entered in E-Verify's Self Check is not a valid number.

☐ **SSA unable to confirm U.S. Citizenship.** Cannot confirm that the employee is eligible to work because SSA records do not show that the SSN holder is a U.S. citizen.

☐ **SSA record does not verify, Other Reason.** SSA found a discrepancy in the record

☐ **SSA unable to process data.** SSA found a discrepancy in other data in the record.

Instructions

Why You Have This Notice
You have just checked your work authorization records against the Social Security Administration (SSA) databases through your use of the E-Verify Self Check program.

You received this Notice because the SSA record check could not automatically verify that you are eligible to work in the United States. This means that SSA was unable to automatically match the information that you provided in your Self Check with the information in SSA records. It does not mean that you gave wrong information or that you are not authorized to work in the United States.

An E-Verify Self Check mismatch with SSA records can occur for various reasons, including:
- o Your name, SSN or date of birth may have been recorded incorrectly in SSA records;
- o You may not have reported a name change to SSA;
- o Your citizenship or immigration status may have changed since you first got your SSN;
- o SSA has not received updated information for your record; or
- o Your SSA record may contain another type of error.

Proposed Content, E-Verify Self Check

<div style="border:1px solid; background:#bcd; padding:10px;">

====IMPORTANT====

This Notice does not mean that you are not eligible to work or that the information that you provided as part of your E-Verify Self Check is fake. **You are not required to take any further action after receiving a mismatch through your use of E-Verify Self Check.** If you choose to inquire further into why you have received a mismatch (as directed below), SSA will review the information you provided against Social Security records to determine if your records must be updated and/or corrected.

</div>

What You Must Do

1. Look at your name, SSN and date of birth shown on the first page of this letter. If any information is incorrect please resubmit a query before visiting SSA.

2. Please visit SSA within **8 federal government workdays from the date of this referral** to resolve your case.

3. Bring this letter with you when you visit SSA.

4. If you have them, bring the following **original** documents with you when you visit the SSA office. SSA will need to see:
   a. Proof of your **age**;
   b. Proof of your **identity**, such as a U.S. State-issued driver's license;
   c. Proof of a **legal name change**, such as a marriage certificate, if you changed your name since you first received your SSN card; and
   d. Proof of your **work-authorized status**:
      - If you are a U.S. citizen, proof of your **U.S. citizenship**, such as a Naturalization Certificate, U.S. public birth certificate, or U.S. passport; or
      - If you are not a U.S. citizen, proof of your **work-authorized legal alien status**, such as a Permanent Resident Card ("green card," INS or USCIS Form I-551), Employment Authorization Document (USCIS Form I-766), or DHS Form I-94 Arrival-Departure Record showing work-authorized status.

<div style="border:1px solid; background:#bcd; padding:10px;">

====IMPORTANT====

A favorable determination on work authorization through E-Verify Self Check or any subsequent interaction with the SSA does not mean that you have been issued a work authorized credential OR will be work authorized when run through E-Verify by your employer. Please also note that a non-citizen user of E-Verify Self Check who has received an E-Verify mismatch should re-run a Self Check query in order to determine if there are any issues with their DHS records. E-Verify Self Check is an informational service that provides users information on their work authorization status as of the date/time of the query.

</div>

Proposed Content, E-Verify Self Check

Know Your Rights: Quick List

o Your employer or any organization may **<u>NOT</u>** require you to run an E-Verify Self Check query as a condition of employment, membership or receipt of any benefit.

o Your employer may not use E-Verify Self Check to re-verify your employment eligibility if you are an existing employee.

o If you believe that you have been subjected to discrimination based upon your national origin or citizenship or immigration status with respect to hiring, firing, recruitment or referral for a fee, through your employer's use of E-Verify, or when completing the Form I-9, contact 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.

Additional Information
E-Verify Self Check is committed to protecting your privacy and has a privacy official responsible for ensuring that your information is collected, used, and disclosed in an authorized manner.

For more information on E-Verify Self Check, including our privacy practices and program rules, visit our Web site at http://www.uscis.gov/E-Verify/SelfCheck. If you believe that you have any questions about Self Check or its use, call E-Verify Customer Support at (###) ###-#### or e-mail #####@dhs.gov.

Haga clic aquí para ver en Español

Wireframe 8.2 – Will Not Contact SSA

You Have Chosen Not to Contact SSA

You have chosen not to contact the Social Security Administration (SSA) to determine what may be wrong with the data in your SSA records and correct any potential errors.

This means that if you are hired by an employer that participates in the E-Verify program you are likely to get an E-Verify SSA Tentative Non-Confirmation (TNC). At that time, you will have the opportunity to contest the TNC by contacting SSA to correct any errors that may exist in your records. If you chose not to contest the TNC, or if you are unable to resolve the problem with your records, you may be terminated by your employer.

Thank you for using Self Check!

Wireframe 8.3 – Will Contact DHS

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

Name of Employee (Last Name, First Name)	Date of Mismatch
Employee's A-Number OR I-94 number	Case Verification Number

Instructions

Why You Have This Notice

You have just checked your work authorization records against the Department of Homeland Security's (DHS) immigration record databases through your use of the E-Verify Self Check program.

You received this Notice because DHS could not automatically verify that you are eligible to work in the United States. This means that DHS was unable to automatically match information provided by you with the information in DHS records. It does not mean that you gave wrong information or that you are not authorized to work in the United States.

An E-Verify Self Check mismatch can occur for various reasons, including:
   o Your information must be manually checked by a DHS representative before confirming work authorization;
   o Your name, A-number, and/or I-94 number may have been recorded incorrectly in DHS records;
   o Your information may not have been updated in DHS records at the time your information was checked in E-Verify Self Check;
   o Your citizenship or immigration status may have changed; or
   o Your record may contain another type of error.

> = = = = I M P O R T A N T = = = =
>
> This Notice does not mean that you are not eligible to work or that the information that you provided as part of your E-Verify Self Check is fake. **You are not required to take any further action after receiving a mismatch through your use of E-Verify Self Check.** If you choose to inquire further into why you have received a mismatch (as directed below), DHS will review the information you provided against immigration records to determine if you are in fact work authorized OR if you have an issues with your records that must be corrected. If there is an issue that must be corrected, the DHS representative will give you instructions on how to correct your record.

Proposed Content, E-Verify Self Check

If You Choose to Inquire About Your Mismatch

1. The first step is to call DHS at the following number: (###) ###-####

2. Please have available the documents that you used to make the E-Verify Self Check query AND this notice when speaking to the representative

3. Choose Option 2 on the Voice Menu – Speak to someone regarding E-Verify Self Check

4. When you have reached a representative, inform them that this is related to an E-Verify Self Check case, and provide the Representative with your Case Verification number (contained on this notice.)

5. The representative will do a manual check of your records and inform you whether you are work authorized OR what steps you need to correct your records further.

> **= = = = I M P O R T A N T = = = =**
> A favorable determination on work authorization through Self Check or any subsequent interaction with the Department of Homeland Security does not mean that you have been issued a work authorized credential OR will be work authorized when run through E-Verify by your employer. E-Verify Self Check is an informational service that provides users information on their work authorization status as of the date/time of the query.

Know Your Rights: Quick List

o Your employer or any organization may **<u>NOT</u>** require you to run an E-Verify Self Check query as a condition of employment, membership or receipt of any benefit.

o Your employer may not use E-Verify Self Check to re-verify your employment eligibility if you are an existing employee.

o If you believe that you have been subjected to discrimination based upon your national origin or citizenship or immigration status with respect to hiring, firing, recruitment or referral for a fee, through your employer's use of E-Verify, or when completing the Form I-9, contact 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.

Additional Information
E-Verify Self Check is committed to protecting your privacy and has a privacy official responsible for ensuring that your information is collected, used, and disclosed in an authorized manner.

For more information on E-Verify Self Check, including our privacy practices and program rules, visit our Web site at http://www.uscis.gov/E-Verify/SelfCheck. If you believe that you have any questions about Self Check or its use, call E-Verify Customer Support at (###) ###-#### or e-mail #####@dhs.gov.

Haga clic aquí para ver en Español

Wireframe 8.4 – Will Not Contact DHS

You Have Chosen Not to Contact DHS

You have chosen not to contact the Department of Homeland Security to determine what may be wrong with the data in your DHS records and correct any potential errors.

This means that if you are hired by an employer that participates in the E-Verify program you are likely to get an E-Verify DHS Tentative Non-Confirmation (TNC). At that time, you will have the opportunity to contest the TNC by contacting DHS to correct any errors that may exist in your records. If you chose not to contest the TNC, or if you are unable to resolve the problem with your records, you may be terminated by your employer.

Thank you for using Self Check!

Wireframe 8.5 – Will Contact SSA (Spanish)

(The Spanish translation of the E-Verify Self Check mismatch guidance will be generated after the finalization of the English version)

Click here to view in English

Wireframe 8.6 – Will Contact DHS (Spanish)

(The Spanish translation of the E-Verify Self Check mismatch guidance will be generated after the finalization of the English version)

Click here to view in English

Wireframe 9.1 – Session Timeout

Wireframe 9.2 – Help - Complex Surnames

(See https://stage.e-verify.uscis.gov/emp/help/EvHelpComplexSurnames.htm as an example)

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:

Correct	Not Correct
Garcia	Garcia, Sr.

3. Do not use periods for abbreviations.

Example:

Correct	Not Correct
St John	St. John

4. Individuals from some cultures may write their surnames first and their given names last. Always enter the surname in the "Last Name" field.

Example:

Employee's Name	Correct	Not Correct
Nguyen Mai	Nguyen	Mai

Accuracy of Data
After you enter the information, review the information for accuracy. By ensuring that the information is submitted correctly the first time, you may prevent an incorrect E-Verify Self Check result.

Wireframe 9.3 – Help - Social Security Number

The identifying information required by E-Verify Self Check is used to create a short quiz to authenticate your identity. This quiz is designed to prevent someone else from checking your status.

Providing your Social Security number is not required for the quiz, however it may help create questions that only you are able to answer.

Once you finish the quiz, your Social Security number will be required to check your employment eligibility status.

Accuracy of Data
After you enter the information, review the information for accuracy. By ensuring that the information is submitted correctly the first time, you may prevent an incorrect E-Verify Self Check result.

Wireframe 9.4 – Help - Address

(Need Anakam recommendations on Address – formatting, PO Boxes, etc)

Wireframe 9.5 – Help - Citizenship Status

Citizenship Status

U.S. Citizen
A citizen of the United States according to the Constitution and laws of the United States, either by birth or naturalization.

Noncitizen Nationals of the United States
Persons born in American Samoa; certain former citizens of the former Trust Territory of the Pacific Islands who relinquished their U.S. citizenship acquired under section 301 of Public Law 94-241 (establishing the Commonwealth of the Northern Mariana Islands) by executing a declaration before an appropriate court that they intended to be noncitizen nationals rather than U.S. citizens; and certain children of noncitizen nationals born abroad. Generally, noncitizen nationals are American Samoans.

Lawful Permanent Resident
A noncitizen who has been lawfully granted the privilege of residing and working permanently in the United States.

Alien Authorized to Work
A noncitizen who is allowed to work because of his or her immigration status or a noncitizen who is granted work authorization by USCIS upon request. This option should not be selected for a Lawful Permanent Resident.

Wireframe 9.6 – Help - U.S. Passport and Passport Card Number
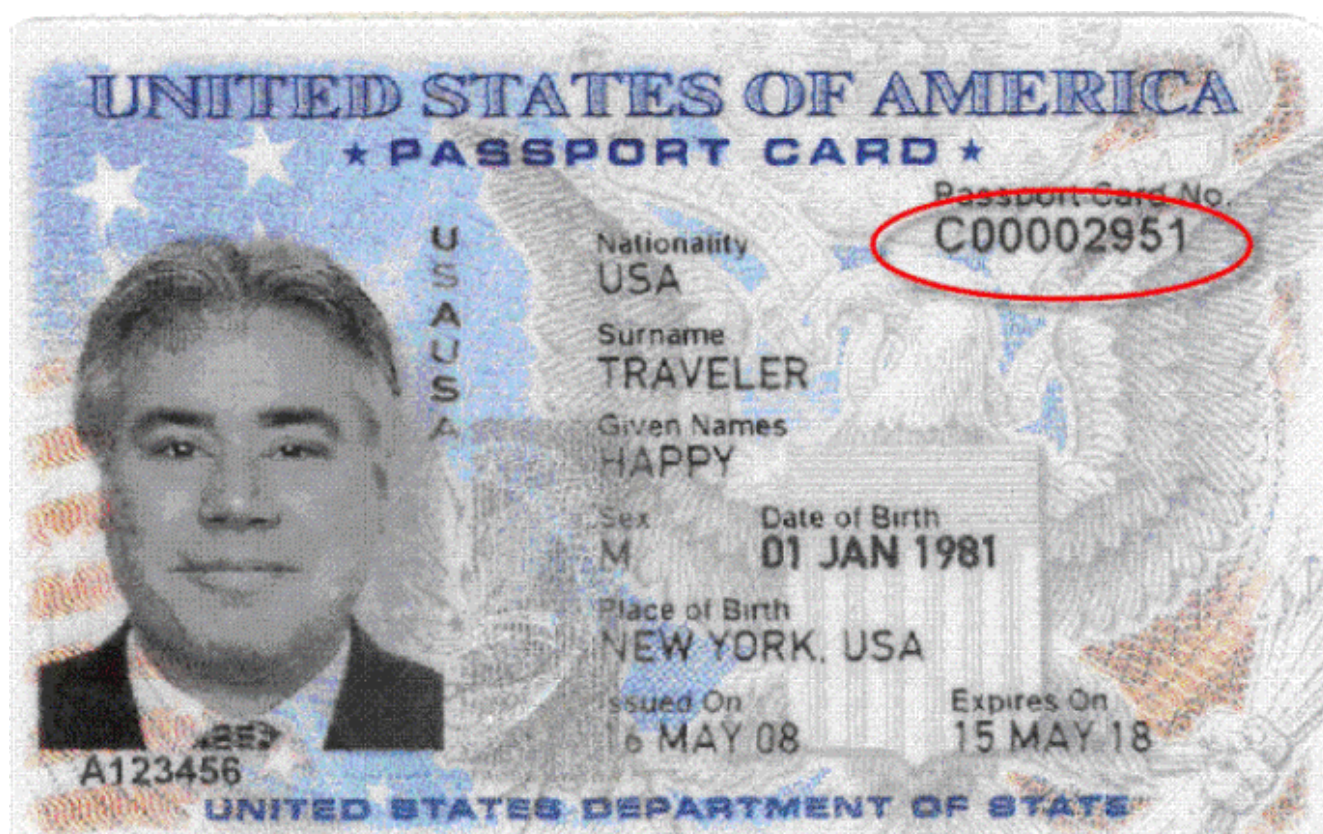
U.S. Passport Number

The U.S. Department of State issues U.S. Passports to U.S. citizens and U.S. nationals. There are a few versions still in circulation that vary from the version shown here. The U.S. Passport number, circled below, will always contain nine (9) digits.

U.S. Passport Card Number

The U.S. Department of State also issues a U.S. passport card to U.S. citizens and U.S. nationals. The U.S. Passport Card is a wallet-size card that can only be used for land and sea travel between the United States and Canada, Mexico, the Caribbean, and Bermuda. The U.S. Passport Card number, circled below, begins with the letter "C", followed by eight (8) digits.

Accuracy of Data

After you enter the information, review the information for accuracy. By ensuring that the information is submitted correctly the first time, you may prevent an incorrect E-Verify Self Check result.

Wireframe 9.7 – Help - U.S. Passport and Passport Card Expiration Date

U.S. Passport Expiration Date

The U.S. Department of State issues U.S. Passports to U.S. citizens and U.S. nationals. There are a few versions still in circulation that vary from the version shown here. The U.S. Passport expiration date is circled below.
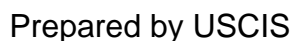

U.S. Passport Card Expiration Date

The U.S. Department of State also issues U.S. Passport Cards to U.S. citizens and U.S. nationals. The U.S. Passport Card is a wallet-size card that can only be used for land and sea travel between the United States and Canada, Mexico, the Caribbean, and Bermuda. The U.S. Passport Card expiration date is circled below.
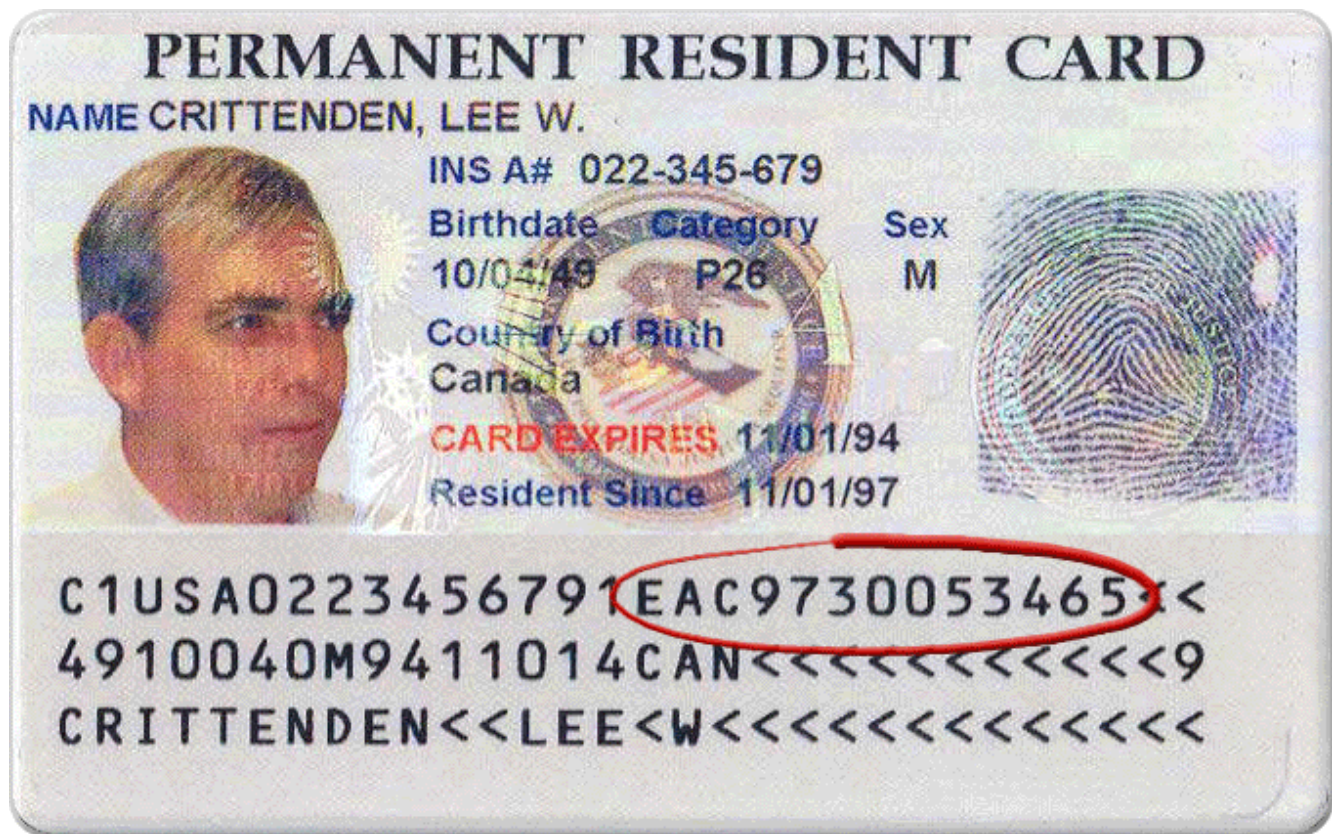

Accuracy of Data

After you enter the information, review the information for accuracy. By ensuring that the information is submitted correctly the first time, you may prevent an incorrect E-Verify Self Check result.

Wireframe 9.8 – Help - Card Number

Permanent Resident Card

The Permanent Resident Card, Form I-551, was first introduced in December 1997, and the latest version of the card was introduced in November 2004. A sample of each card is displayed below with the card number circled in red. Enter the entire number including letters.

Form I-551 Resident Alien Card

Resident Alien Cards issued before December 1997 do NOT have a card number. When an employee presents a Resident Alien Card without a card number, enter "AAA" and ten (10) zeros (i.e. AAA0000000000) into the Card Number field. You will then be able to continue the verification process.

Employment Authorization Card

The Employment Authorization Card, Form I-766, was first introduced in January 1997, and the latest version of the card was introduced in May 2004. A sample of each card is displayed below with the card number circled in red. Enter the entire number including letters.

U.S. DEPARTMENT OF HOMELAND SECURITY, U. S. Citizenship and Immigration Services

EMPLOYMENT AUTHORIZATION CARD

The person identified is authorized to work in the U.S. for the validity of this card.

NAME VOID, VOID V

Lee W Crittenden

A# 000-000-376

CARD # WAC0000000376

Birthdate   Category   Sex
01/01/00   C19   M

Country of Birth

El Salvador

Terms and Conditions

None

NOT VALID FOR REENTRY TO U.S.

CARD VALID FROM 01/01/50   EXPIRES 01/01/50

U.S. DEPARTMENT OF JUSTICE Immigration and Naturalization Service

EMPLOYMENT AUTHORIZATION CARD

The person identified is authorized to work in the U.S. for the validity of this card.

NAME SMITH, ADAM

Adam Smith

INS A#   A123456789

CARD # LIN9695150646

Birthdate   Category   Sex
11/20/71   A-1   M

Country of Birth

Antartica

Terms And Conditions

None

NOT VALID FOR REENTRY TO U.S.

CARD VALID FROM 02/07/96   EXPIRES 05/13/96

Accuracy of Data

After you enter the information, review the information for accuracy. By ensuring that the information is submitted correctly the first time, you may prevent an incorrect E-Verify Self Check result.

Wireframe 9.9 – Help - MRIV

Temporary I-551 printed notation on a machine-readable immigrant visa (MRIV).

Wireframe 9.10 – Help - Alien and I-94 Numbers

Alien Number

The alien identification number is commonly referred to as the "A" number and must be entered as nine (9) digits. If the "A" number provided by the alien is less than nine digits, you must provide leading zeros and the letter "A" must be substituted with a zero.

Example: A72 735 827 should be input as 072735827

I-94 Number

The space provided for the I-94 number, also known as the admission number, consists of an 11-digit field. All I-94 numbers consist of 11 digits. If you have been presented with a 10-digit I-94 number, please click: Form I-94 Misprinted With Only 10 Digits for further instructions.

Accuracy of Data

After you enter the information, review the information for accuracy. By ensuring that the information is submitted correctly the first time, you may prevent an incorrect E-Verify Self Check result.

Wireframe 9.11 – Help - Visa Numbers

The Visa Foil Number, also referred to as the Visa Number, is a RED, 8-digit number printed on the bottom right of the visa.

An employee may have several U.S. visas in his or her passport. Use the most recent visa, evidenced by the **issue date** printed in the center of the visa.

NOTE: If the employee is a lawful permanent resident, you do not need to enter his or her Visa Foil Number.

Earlier versions of the United States visa may still be valid, and are reproduced below for your reference.

Examples:

Proposed Content, E-Verify Self Check

Accuracy of Data

After you enter the information, review the information for accuracy. By ensuring that the information is submitted correctly the first time, you may prevent an incorrect E-Verify Self Check result.