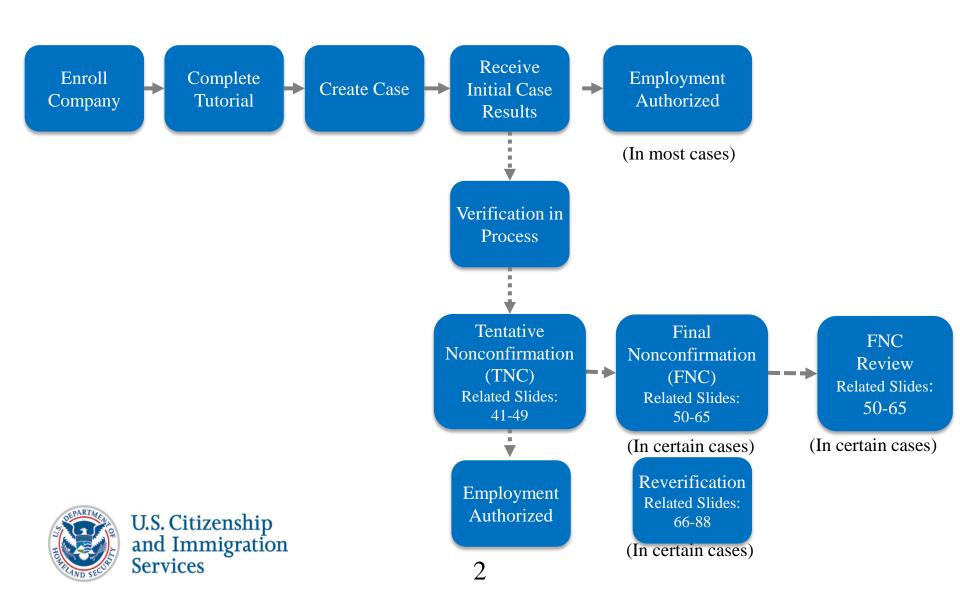U.S. Citizenship and Immigration Services

Enterprise Services Directorate | Verification Division

E-Verify PRA Submission
September 2014 | Version 4

E-Verify High Level Process Flow

```
Enroll Company → Complete Tutorial → Create Case → Receive Initial Case Results → Employment Authorized
                                                                                   (In most cases)
```

Receive Initial Case Results → Verification in Process → Tentative Nonconfirmation (TNC) Related Slides: 41-49

Tentative Nonconfirmation (TNC) Related Slides: 41-49 → **Final Nonconfirmation (FNC)** Related Slides: 50-65 → **FNC Review** Related Slides: 50-65

(In certain cases)   (In certain cases)

Tentative Nonconfirmation (TNC) → Employment Authorized

Final Nonconfirmation (FNC) → Reverification Related Slides: 66-88

(In certain cases)

U.S. Citizenship and Immigration Services

2

Enroll Company

Steps:

- Access E-Verify Enrollment Website
- Read and Agree to Terms to Access the E-Verify Website
- Review Enrollment Checklist and Collect Needed Information (offline)
- Determine Access Method (choose company type)
- Select Organization Designation and Applicable Federal Contractor Category
- Sign MOU
- Enter Company Information
- Register Users
- Review and Certify Information
- Print MOU

U.S. Citizenship and Immigration Services

Privacy Statement

E-Verify Employment Eligibility Verification

OMB Control No. 1615-0092
Expiration Date 08/31/2016

⚠ **WARNING** - You are about to access a Department of Homeland Security computer system. This computer system and data therein are property of the U.S. Government and provided for official U.S. Government information and use. There is no expectation of privacy when you use this computer system. The use of a password or any other security measure does not establish an expectation of privacy. By using this system, you consent to the terms set forth in this notice. You may not process classified national security information on this computer system. Access to this system is restricted to authorized users only. Unauthorized access, use, or modification of this system or of data contained herein, or in transit to/from this system, may constitute a violation of section 1030 of title 18 of the U.S. Code and other criminal laws. Anyone who accesses a Federal computer system without authorization or exceeds access authority, or obtains, alters, damages, destroys, or discloses information, or prevents authorized use of information on the computer system, may be subject to penalties, fines or imprisonment. This computer system and any related equipment is subject to monitoring for administrative oversight, law enforcement, criminal investigative purposes, inquiries into alleged wrongdoing or misuse, and to ensure proper performance of applicable security features and procedures. DHS may conduct monitoring activities without further notice.

By clicking "I agree" below or by using this system, you consent to the terms set forth in this notice.

☐ I agree

Continue

Paperwork Reduction Act

and Immigration
Services

4

Paperwork Reduction Act Help

Review Enrollment Checklist

E-Verify Enrollment: Checklist

Deciding to enroll in E-Verify is the first step toward supporting a legal workforce. E-Verify will guide you through the enrollment process by asking several questions. Use the checklist below to ensure you have all of the information you will need to complete the enrollment process. You must complete the enrollment process in a single website session, so be sure you have time to complete the process since you will not be able to save your progress and return at a later time to complete.

For more information, visit the Getting Started section of the E-Verify website or consult our Quick Reference Guide for E-Verify Enrollment to learn how to enroll and start using E-Verify.

Need help? Click on any question mark icon ❓ to get more information.

Before you enroll, you must decide:

- Who will electronically sign the E-Verify memorandum of understanding (MOU) on behalf of your company?
- Which hiring sites will participate in E-Verify?
- If you are a federal contractor with the FAR E-Verify clause, which employees will you verify?
- Which company location(s) will access E-Verify?
- Who in your company will have access to E-Verify?
- Who in your company should be a program administrator? ❓

To enroll, you will need to know:

- Contact information for your company's E-Verify memorandum of understanding (MOU) signatory (name, phone number, fax number and e-mail address)
- Company name
- 'Doing business as' name (*optional*) ❓
- Data Universal Numbering System (DUNS) number (*optional*) ❓
- The physical address of the location from which your company will access E-Verify (including county)
- Company mailing address (if different from the physical address)
- Employer identification number (also called a Federal Tax ID Number) ❓
- Total number of employees for all of your company's hiring sites that will participate in E-Verify (you'll choose from a range of numbers)
- Parent organization (*optional*) ❓
- Administrator name (E-Verify corporate account) (*optional*) ❓
- The first three digits of your company's primary North American Industry Classification System (NAICS) code (if you don't know it, we'll help you find it when you enroll)
- The number of hiring sites that will participate in E-Verify in each state

For all registering users, you must provide:

- Name
- Phone Number
- Fax Number (*optional*)
- E-mail Address

[Begin E-Verify Enrollment]

U.S. Department of Homeland Security | U.S. Citizenship and Immigration Services   Accessibility Download Viewers
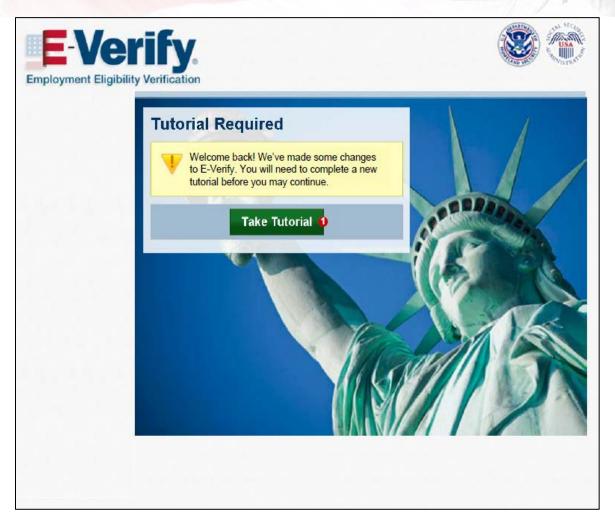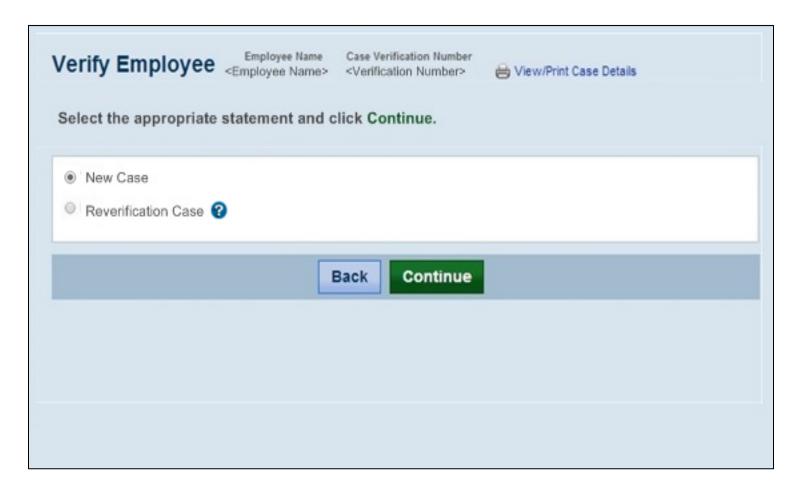
U.S. Citizenship
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Services
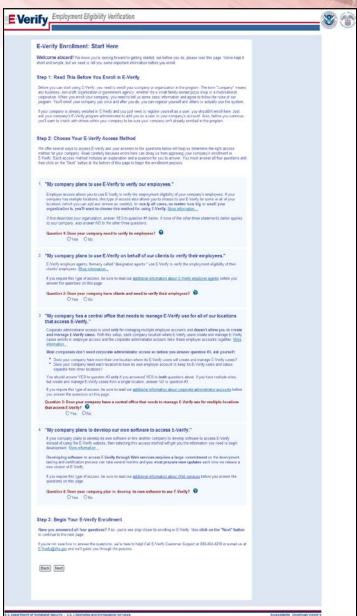
Determine Access Method
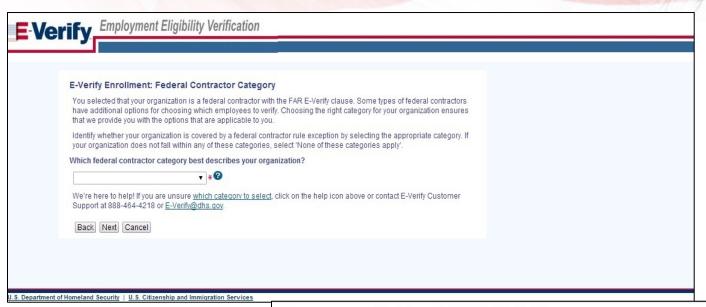
Select Organization Designation

Select Federal Contractor Category

E-Verify Enrollment: Federal Contractor Category

You selected that your organization is a federal contractor with the FAR E-Verify clause. Some types of federal contractors have additional options for choosing which employees to verify. Choosing the right category for your organization ensures that we provide you with the options that are applicable to you.

Identify whether your organization is covered by a federal contractor rule exception by selecting the appropriate category. If your organization does not fall within any of these categories, select 'None of these categories apply'.

Which federal contractor category best describes your organization?

We're here to help! If you are unsure which category to select, click on the help icon above or contact E-Verify Customer Support at 888-464-4218 or E-Verify@dhs.gov.

Back   Next   Cancel

U.S. Department of Homeland Security | U.S. Citizenship and Immigration Services

E-Verify Enrollment: Federal Contractor Employee Verification

As a federal contractor with the FAR E-Verify clause, you have options regarding how your organization will use E-Verify. Identify which employees you will verify.

Which employees will your company verify?

We're here to help! If you are unsure which category to select, click on the help icon above or contact E-Verify Customer Support at 888-464-4218 or E-Verify@dhs.gov.

Back   Next   Cancel

U.S. Department of Homeland Security | U.S. Citizenship and Immigration Services

U.S. Citizenship and Immigration Services

Sign MOU

Enter Company Information – MOU Signatory
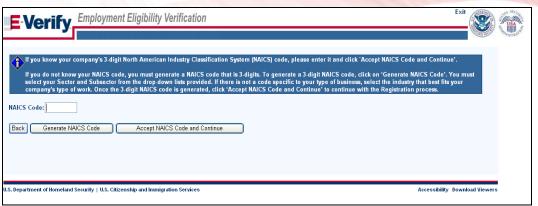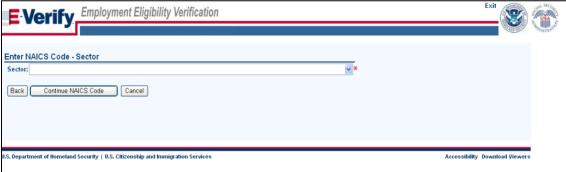
Enter Company Information

Enter NAICS Code

Enter Hiring Site Information

Register E-Verify Users

Review and Certify Information

Print MOU

Complete Tutorial

Steps:

- Log into E-Verify

- Receive Required Tutorial Notification

- Complete Tutorial

- Pass Knowledge Test

U.S. Citizenship and Immigration Services

Access E-Verify Website

E-Verify Log-in Screen

Tutorial Required

Tutorial Completion Screen

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Knowledge Test Completed

Congratulations!

[User ID], your score is [##]%
Today is [Current Month Day, Year]

[User ID], you successfully completed this tutorial and passed the E-Verify Knowledge Test.

Use your browser's print capability to obtain a copy of this page for your records.

To use E-Verify, click 'Exit Tutorial.'

E-Verify

REMINDER: You must visit 'View Essential Resources' to read the E-Verify User Manual, and you must print and clearly display the English and Spanish versions of the 'Notice of E-Verify Participation' and 'Right to Work' posters.

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Services

Create Case

Steps:

- Log into E-Verify

- Select Create New Case

- Select and Enter Form I-9 Information

- Submit Case to E-Verify

- Check Case Information (Pre-TNC Check)

U.S. Citizenship
and Immigration
Services

Access E-Verify Website

E-Verify Log-in Screen

E-Verify Home Screen

Case Selection

Select Citizenship Status

Select Document Type

Select List B and List C Documents
(if "List B and C documents" selection is made)

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Select List B Document
(*if Driver's License is selected from List B*)
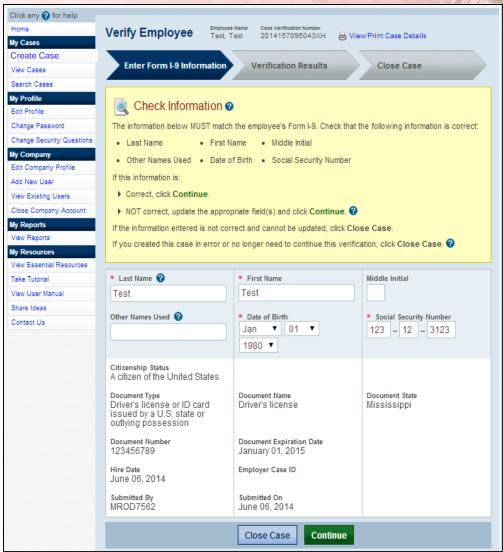
Enter Form I-9 Information
(if Driver's License is selected)

Check Case Information (Pre-TNC Check)
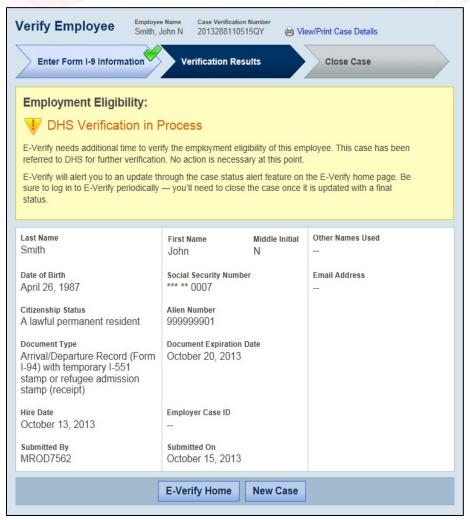
Receive Results – Verification in Process

Steps:

- Receive Verification in Process Response *(if applicable)*

DHS Verification in Process

Photo Matching

Steps:
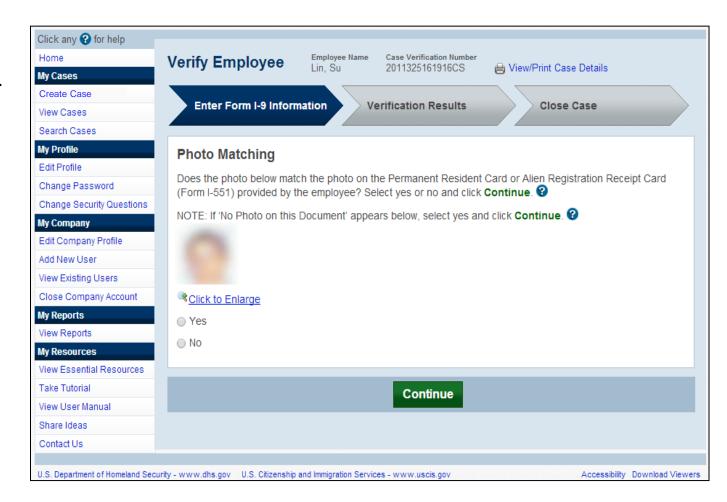
- Compare Employee Photo on Screen to Document Photo

- Indicate if the Photos Match

- ***Receive Results – Employment Authorized*** *(if matched) (see slides 39-40)*

- ***Receive Results – DHS Tentative Nonconfirmation*** *(if not matched) (see slides 45-49)*

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Photo Matching

May occur if any of the following documents are presented:

- U.S. Passport

- Form I-551

- Form I-766
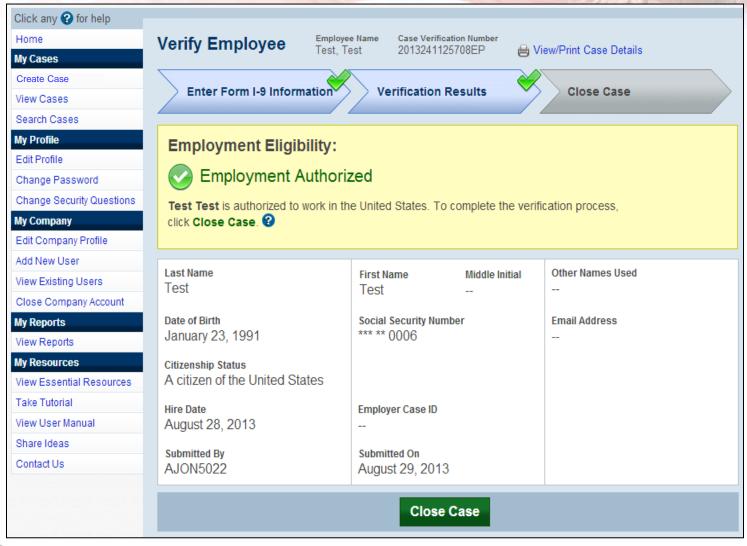
Receive Results – EA

Steps:

- Receive Employment Authorized (EA) Response
- ***Close Case*** *(see slides 57-61)*

Employment Authorized
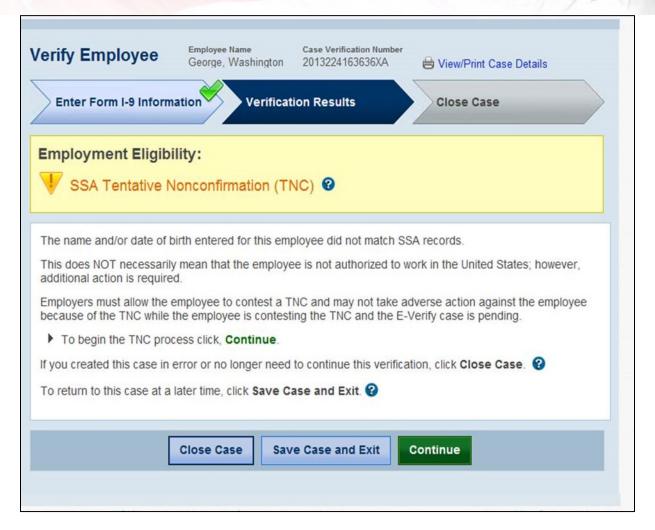
Receive Results – SSA Tentative Nonconfirmation

Steps:

- Receive SSA Tentative Nonconfirmation (TNC) Response

- Review, Print, and Sign Further Action Notice

- Indicate if Employee Chooses to Contest SSA TNC

- Employee Contacts SSA and Resolves TNC (offline)

- ***Receive Results – Employment Authorized*** *(if resolved) (see slides 39-40)*

- ***Receive Results – SSA Final Nonconfirmation*** *(if unresolved) (see slides 50-52)*

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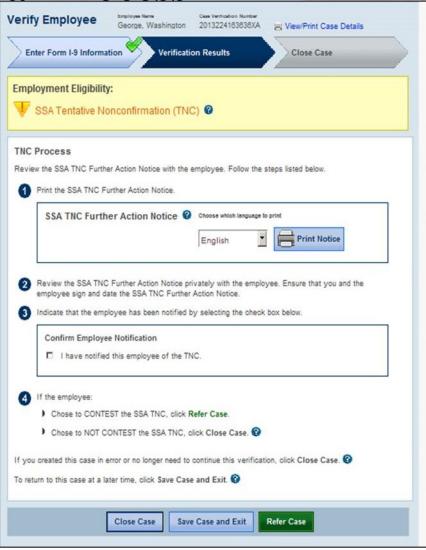
SSA Tentative Nonconfirmation

SSA Tentative Nonconfirmation – Case Referral Process

SSA Tentative Nonconfirmation Referred to SSA

Receive Results –
DHS Tentative Nonconfirmation
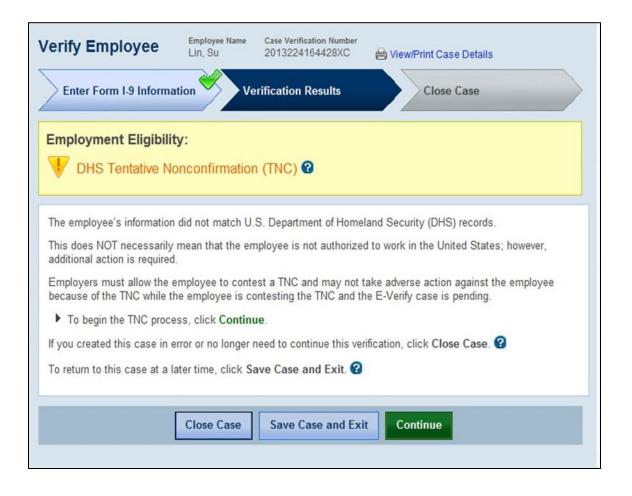
Steps:

- Receive DHS Tentative Nonconfirmation (TNC) Response

- Review, Print, and Sign Further Action Notice

- Indicate if Employee Chooses to Contest DHS TNC

- Attach and Submit Copy of Employee's Photo Document (if photo TNC)

- Employee Contacts DHS and Resolves TNC (offline)

- ***Receive Results – Employment Authorized*** *(if resolved) (see slides 39-40)*

- ***Receive Results – DHS Final Nonconfirmation*** *(if unresolved) (see slide 53-56)*

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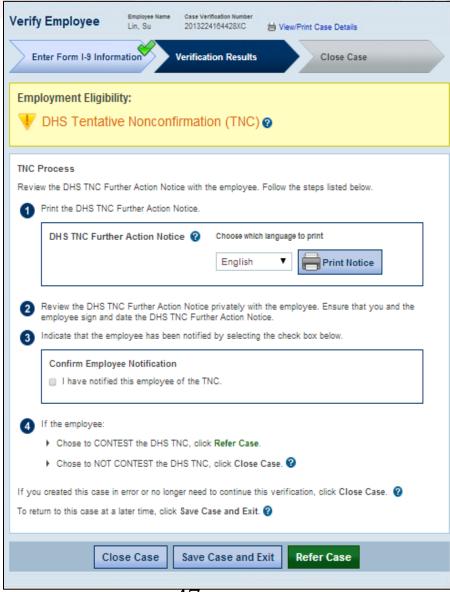
DHS Tentative Nonconfirmation
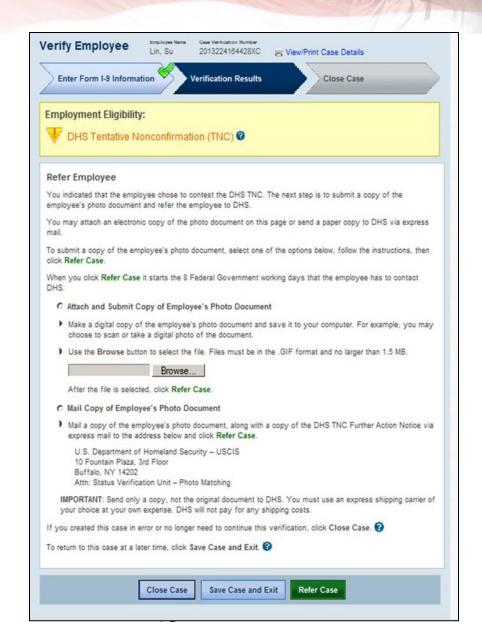
DHS Tentative Nonconfirmation – Case Referral Process
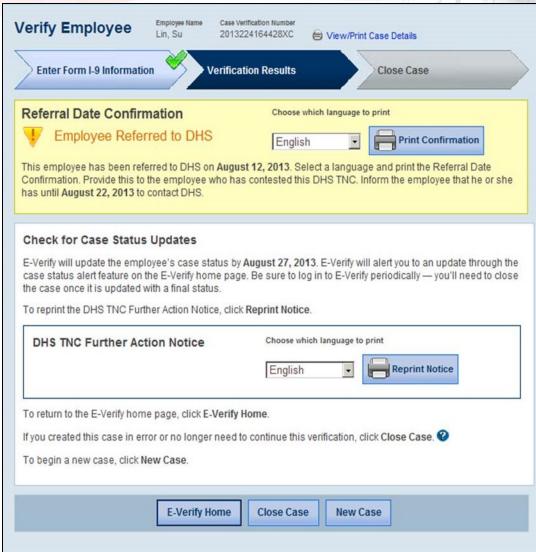
DHS Tentative Nonconfirmation – Photo Document Submission Process
(if Photo TNC)

DHS Tentative Nonconfirmation Referred to DHS

Receive Results – SSA Final Nonconfirmation
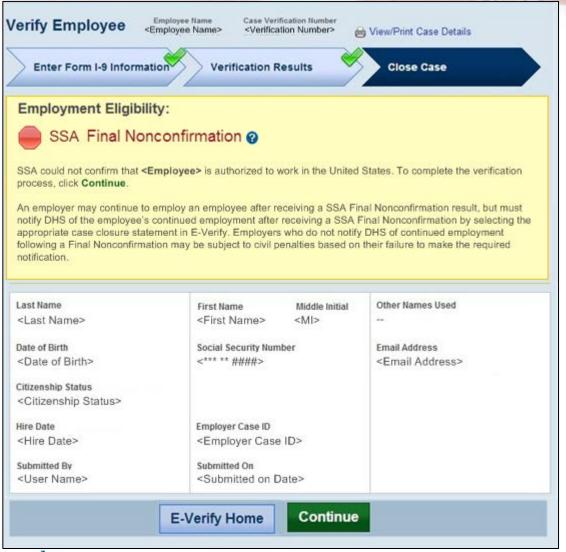
Steps:

- Receive SSA Final Nonconfirmation Response
- Review, Print, and Sign Final Nonconfirmation Notice
- Close Case (see slides 57, 62-64)

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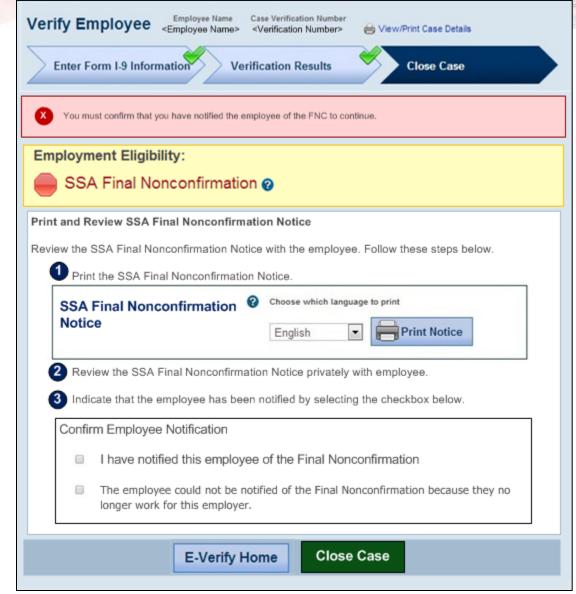
SSA Final Nonconfirmation

SSA Final Nonconfirmation Notice

An error message will appear on this screen if the employer does not confirm the employee notification at the bottom of this screen.

Receive Results – DHS Final Nonconfirmation
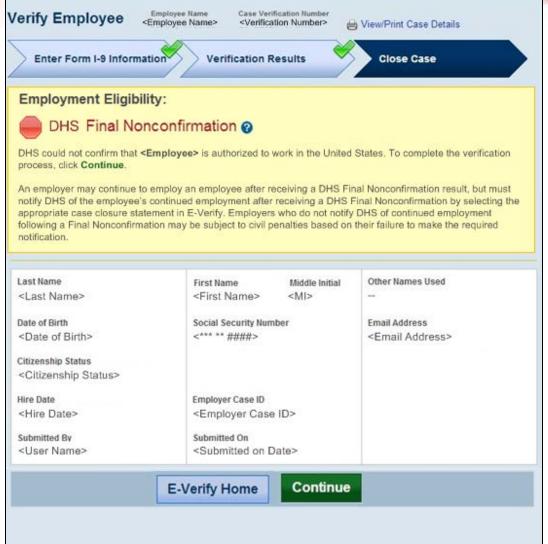
Steps:
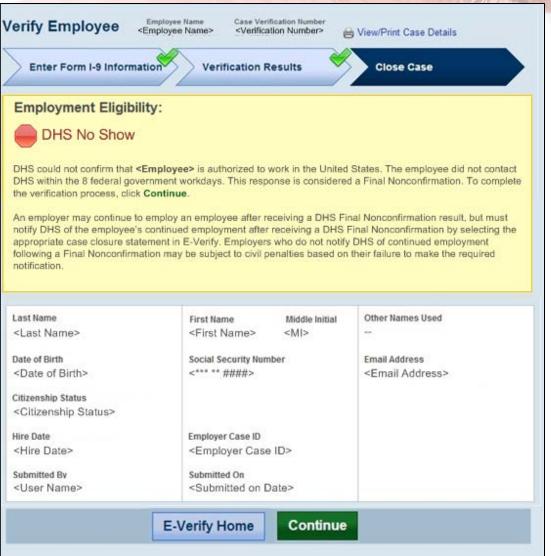
- Receive DHS Final Nonconfirmation or DHS No Show Response

- Review, Print, and Sign Final Nonconfirmation Notice

- Close Case (see slides 57, 62-63, 65)

DHS Final Nonconfirmation
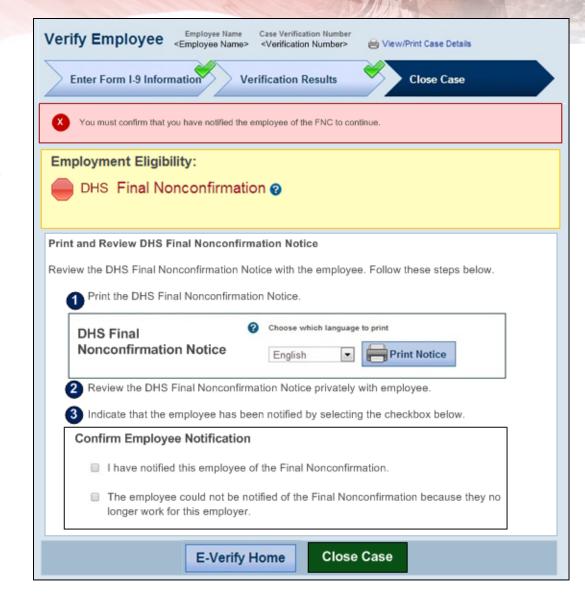
DHS No Show

DHS Final Nonconfirmation Notice

An error message will appear on this screen if the employer does not confirm the employee notification at the bottom of this screen.

Case Closure

Case Closure for Employment Authorized and Final Nonconfirmation Cases Steps:

- Select Employment Status

- Select Case Closure Reason

- Receive Case Closed Screen

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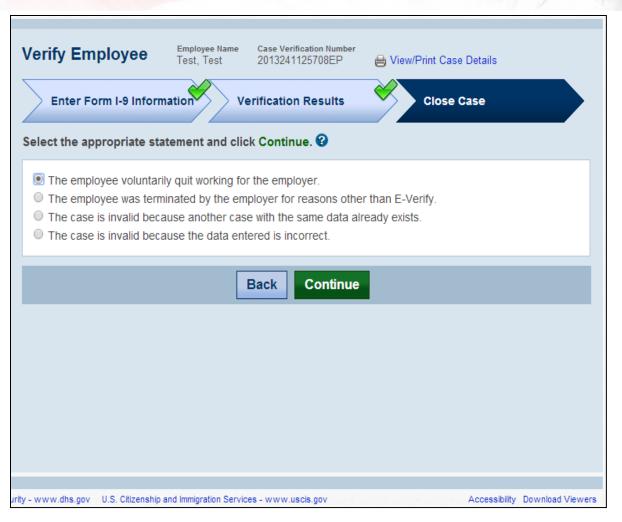
Employment Authorized – Select Employment Status

Employment Authorized Case Closure – Still Employed

Employment Authorized Case Closure – No Longer Employed

Employment Authorized Case Closed

Final Nonconfirmation Case Closure – Still Employed

Final Nonconfirmation Case Closure – No Longer Employed
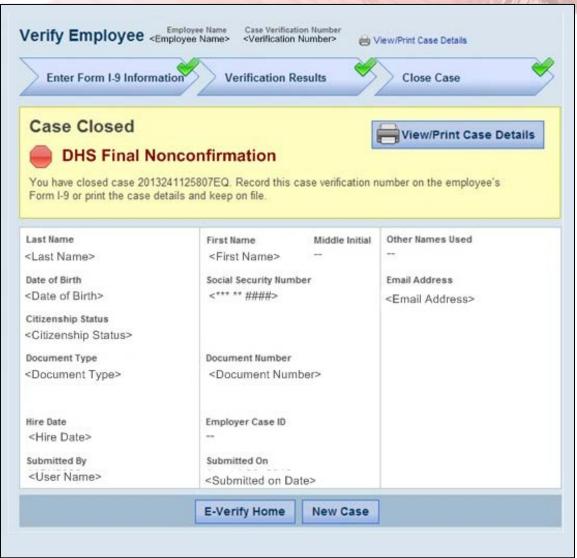
SSA Final Nonconfirmation Case Closed

DHS Final Nonconfirmation Case Closed

Reverification

Reverification of Existing Case Steps:

- Select Reverification Required Case Alert
- Enter Case Information for Reverification
- Submit Case for Reverification *(see Case Result Options below)*
- ***Additional Screens:***
  - Case Alert Dismissal *(to dismiss the Reverification Case Alert from the View Cases screen) (see slide 75)*
  - Case Dismissal *(if employee does not require reverification) (see slides 76-77)*
  - Enter Late Case Reason *(if the Reverification Case was created more than three days after the previous Work Authorization documents expired) (see slide 78)*
  - Search Cases *(to use the new "Reverification Required" search feature) (see slide 79)*

New Reverification Case Steps:
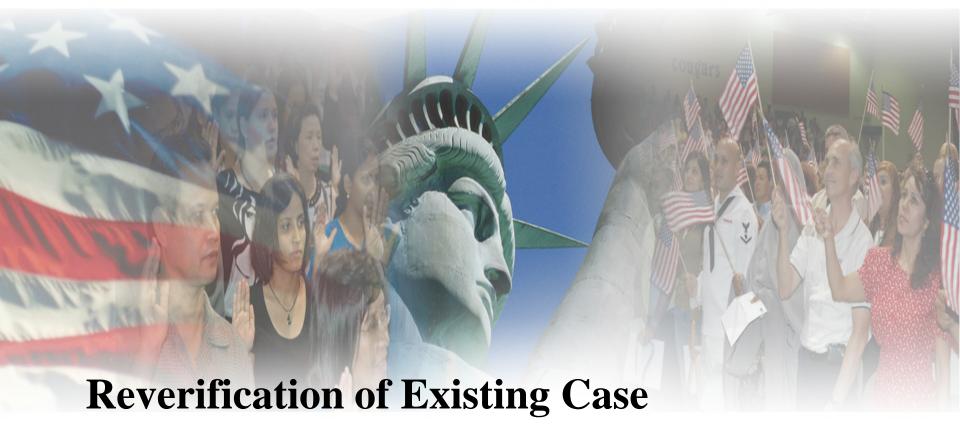
- Begin New Reverification Case
- Select Previous Citizenship Status
- Enter Case Information for Reverification
- Submit Case for Reverification *(see Case Result Options below)*

Case Result Options (based on existing processes):

- ***Receive Results – Employment Authorized*** *(if case passes verification) (see slides 39-40)*
- ***Receive Results – Verification in Process*** *(see slides 35-36)*
- ***Receive Results – Pre-TNC Check*** *(see slide 34)*
- ***Receive Results – DHS Tentative Nonconfirmation*** *(if case does not pass verification) (see slides 45-47, 49)*

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Reverification of Existing Case

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Reverification of Existing Case– Select Reverification Required Case Alert

Reverification of Existing Case –
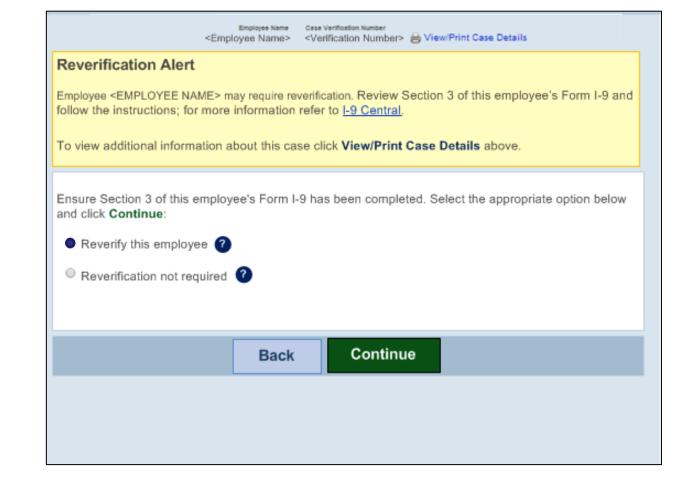# View Cases: Reverification Required

Employer clicks case number to start the Reverification process.

Reverification of Existing Case - After Case Closed

This screen will be displayed for existing cases that require reverification and have work authorization documents that have expired.
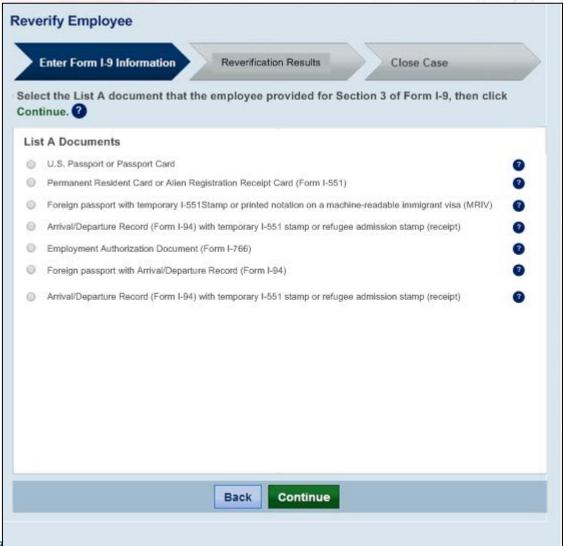

Employee Name   Case Verification Number
<Employee Name>   <Verification Number>   🖨 View/Print Case Details

Reverification Alert

Employee <EMPLOYEE NAME> may require reverification. Review Section 3 of this employee's Form I-9 and follow the instructions; for more information refer to I-9 Central.

To view additional information about this case click **View/Print Case Details** above.

Ensure Section 3 of this employee's Form I-9 has been completed. Select the appropriate option below and click **Continue**:

● Reverify this employee ❓

○ Reverification not required ❓

Back   Continue

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Reverification of Existing Case – Document Type Selection

Reverification of Existing Case – Document Type Selection – List A

Reverification of Existing Case – Enter Section 3 Form I-9 Information

Employers review and update existing case information.

Additional Screens
(Existing Cases only)

U.S. Citizenship and Immigration Services
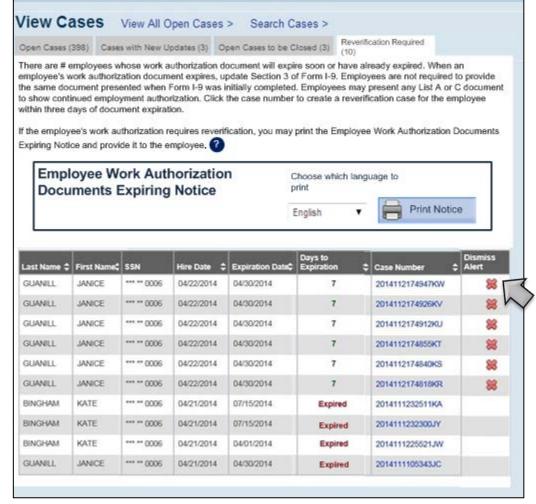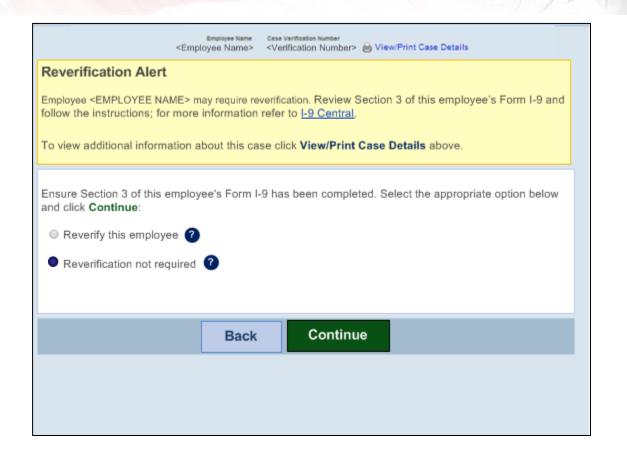
Additional Screens: Dismiss Case Alert
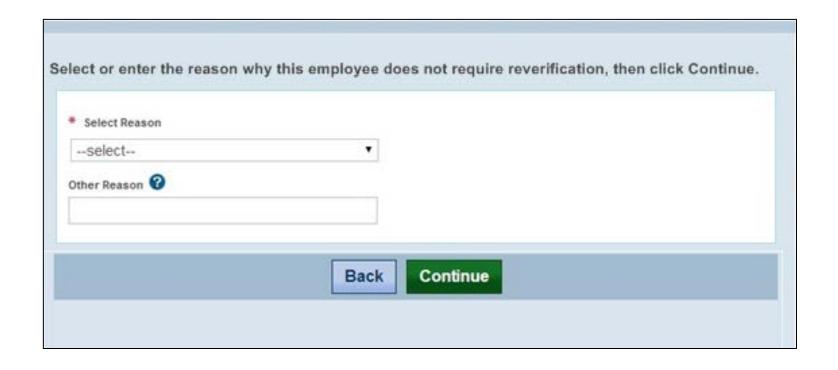
Employer can select this "X" to dismiss the Reverification Case Alert prior to the work authorization documents expiration.

Additional Screens: Dismiss Case
(*if employee does not require reverification*)

Reverification Alert

Employee <EMPLOYEE NAME> may require reverification. Review Section 3 of this employee's Form I-9 and follow the instructions; for more information refer to I-9 Central.

To view additional information about this case click **View/Print Case Details** above.

Ensure Section 3 of this employee's Form I-9 has been completed. Select the appropriate option below and click **Continue**:

○ Reverify this employee ?

● Reverification not required ?

Back   Continue

Additional Screens: Dismiss Case Reason Selection (*if employee does not require reverification*)

Additional Screens: Enter Late Case Reason

(if the Reverification Case was created more than three days after the previous Work Authorization document expired)

Additional Screens: Search Cases
(*to use the new "Reverification Required" search function*)

Cases that meet the criteria for reverification can be located and a case started through the Search Case function.

New Reverification Case

New Reverification Case – Select Create Case

New Reverification Case – Select Case Type

New Reverification Case – Select Citizenship Status

Reverify Employee

What citizenship status did the employee choose in Section 1 of Form I-9? ❓
Select one, then click **Continue**.

○ A citizen of the United States
○ A noncitizen national of the United States
○ A lawful permanent resident
● An alien authorized to work

Continue

New Reverification Case – Document Type Selection

Reverify Employee

Select the document type this employee presented for Section 3 of Form I-9, then click **Continue.** ?

○ List A Document

● List C Document

Back   Continue

U.S. Citizenship and Immigration Services

New Reverification Case – Document Type Selection – List C

Reverify Employee

Enter Form I-9 Information | Reverification Results | Close Case

Select the List C document that the employee provided for Section 3 of Form I-9, then click Continue. ❓

List C Documents

- ○ Unrestricted Social Security Card ❓
- ○ Certification of Birth Abroad issued by the U.S. Department of State (Form FS-545) ❓
- ○ Certification of Report of Birth issued by the U.S. Department of State (Form DS-1350) ❓
- ○ U.S. birth certificate (original or certified copy) ❓
- ○ Native American tribal document ❓
- ○ U.S. Citizen Identification Card (Form I-197) ❓
- ○ Identification Card for Use of Resident Citizen in the United States (Form I-179) ❓
- ○ Employment authorization document issued by DHS ❓

Back | Continue

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New Reverification Case – Enter Section 3 Form I-9 Information

SSA Final Nonconfirmation Review

Steps:

- Employee Contacts SSA to Initiate Final Nonconfirmation Review

- Receive SSA Final Nonconfirmation Confirmed Response *(if unresolved)*

- Receive Employment Authorized - Final Nonconfirmation Reviewed Response *(if resolved)*

- Close Case
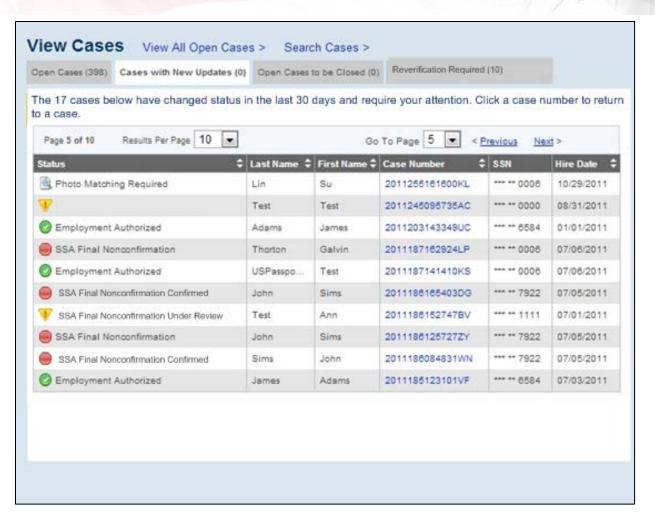
Case Alert Notification

Employers will receive notification of an employee initiating Final Nonconfirmation Review by receiving a "Cases with New Updates" Case Alert.
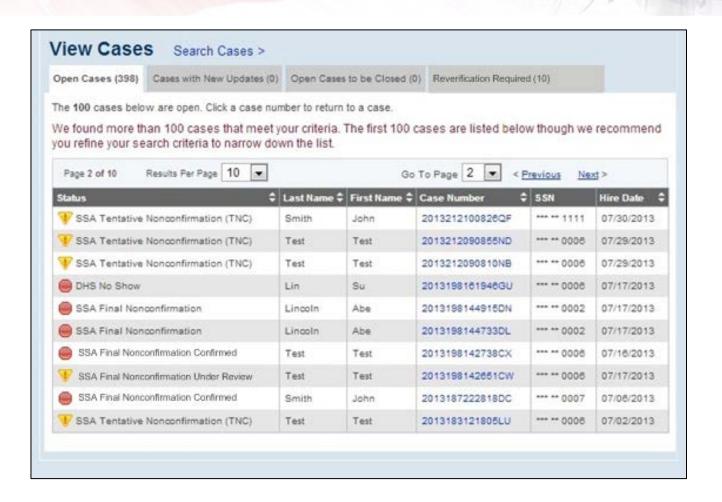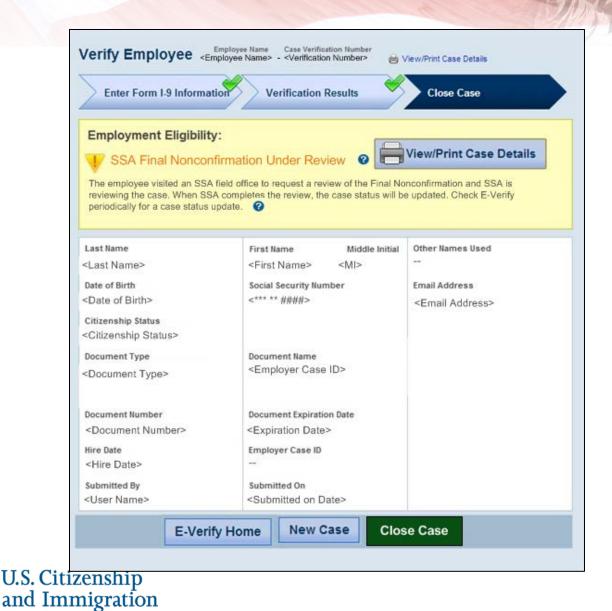
SSA Final Nonconfirmation – View Cases, Cases with New Updates

Final Nonconfirmation – View Cases, Open Cases

SSA Final Nonconfirmation Under Review
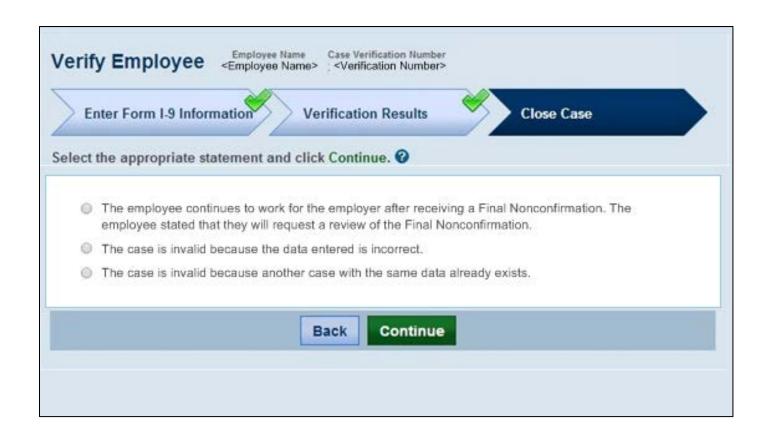
SSA Final Nonconfirmation Under Review – Select Employment Status

Final Nonconfirmation Under Review Case Closure – Still Employed

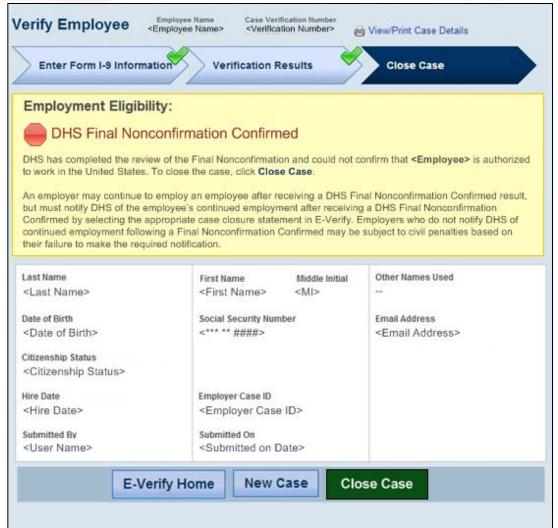# Final Nonconfirmation Under Review Case Closure – No Longer Employed

SSA Final Nonconfirmation Under Review Case Closed

SSA Final Nonconfirmation – Confirmed

SSA Final Nonconfirmation Confirmed – Select Employment Status

Case Closure for Final Nonconfirmation Confirmed – Still Employed

Case Closure for Final Nonconfirmation Confirmed – No Longer Employed

SSA Final Nonconfirmation Confirmed Case Closed

DHS Final Nonconfirmation Under Review

Steps:
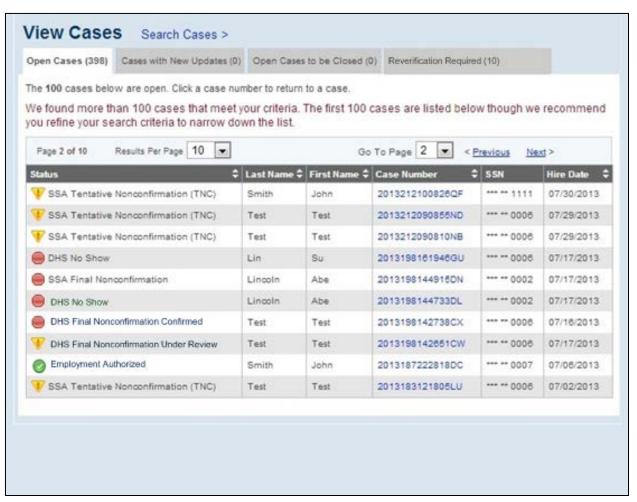
- Employee Contacts DHS to Initiate Final Nonconfirmation Review

- Receive DHS Final Nonconfirmation Confirmed Response *(if unresolved)*

- Receive Employment Authorized - Final Nonconfirmation Reviewed Response *(if resolved)*

- Close Case

U.S. Citizenship and Immigration Services

DHS Final Nonconfirmation – View Cases, Cases with New Updates

DHS Final Nonconfirmation – View Cases, Open Cases

DHS Final Nonconfirmation Under Review

Final Nonconfirmation Under Review Case Closure – Still Employed

Final Nonconfirmation Under Review Case Closure – No Longer Employed
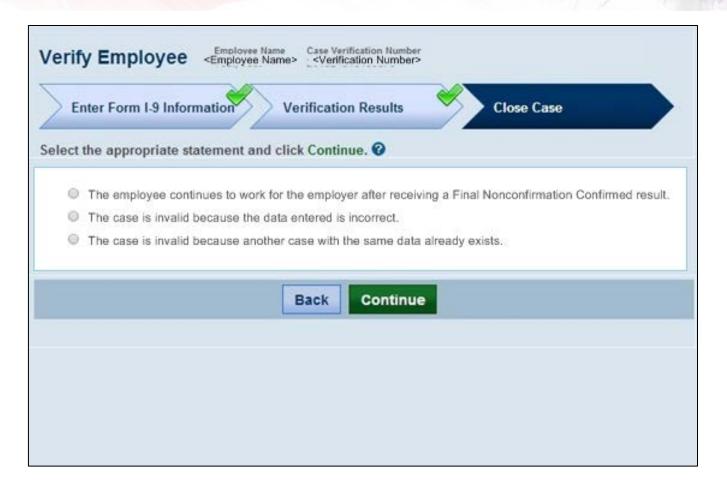
DHS Final Nonconfirmation Under Review Case Closed
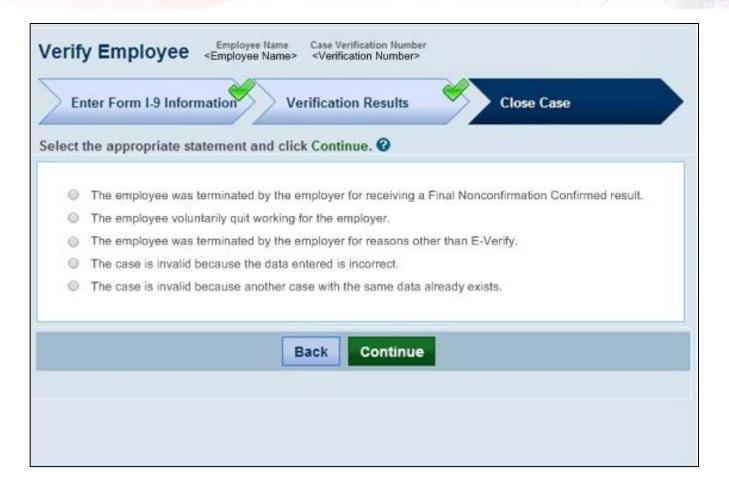
DHS Final Nonconfirmation – Confirmed

DHS Final Nonconfirmation Confirmed – Select Employment Status

Case Closure for Final Nonconfirmation Confirmed – Still Employed

Case Closure for Final Nonconfirmation Confirmed – No Longer Employed

DHS Final Nonconfirmation Confirmed Case Closed

Employment Authorized – Final Nonconfirmation Reviewed

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