

Final Nonconfirmation Notice

Social Security Administration (SSA)

For SSA Field Office Staff: use EV-STAR and see POMS RM 10245.005ff

Employee's Last Name	Employee's First Name
Date of SSA Final Nonconfirmation	Case Verification Number
Reason for Final Nonconfirmation Notice:	

EMPLOYER INSTRUCTIONS:

1. Review this Final Nonconfirmation Notice in private with the employee, if the employee is available. If the employee no longer works for you, close the employee's case in E-Verify.
2. Give the employee the Final Nonconfirmation Notice in English and a translated version, if appropriate, and attach an English copy to the employee's Form I-9. Inform the employee that they may visit an SSA field office to correct their SSA records if they believe this notice was issued in error.

IMPORTANT: If the employee does not speak English as his or her primary language or has a limited ability to read or understand the English language, also provide the employee with a translated version of this notice from 'View Essential Resources' in E-Verify. If the employee cannot read the document for some other reason, provide the information in an alternative format (e.g., Braille, audiotape, etc.).

3. Follow the instructions in E-Verify to close the case.

NOTE: For questions about this Final Nonconfirmation or what you are required to do, contact E-Verify at 888-464-4218.

EMPLOYEE INSTRUCTIONS:

Why You Received this Final Nonconfirmation Notice

Your employer participates in E-Verify, a program managed by the U.S. Department of Homeland Security (DHS) in partnership with SSA. You received this notice because either SSA could not verify your information or you did not provide an SSA field office the documents needed to update your SSA records within the required time period to address your Tentative Nonconfirmation (TNC). It is also possible that the Final Nonconfirmation is a result of your employer not providing you with complete, timely and/or accurate information about how to resolve your TNC. Your employer may terminate your employment as a result of receiving this Final Nonconfirmation.

What You May Do

1. If you believe this Final Nonconfirmation Notice has been issued in error you should visit an SSA field office. To locate an SSA field office, visit www.socialsecurity.gov/locator or call SSA at 800-772-1213 (TTY: 800-325-0778). If you live in an area where there is a Social Security Card Center, you are required to visit the Card Center. Notify your employer that you are going to visit SSA to request a review of the Final Nonconfirmation.
2. Visit www.dhs.gov/E-Verify/employees to review what original documents you should bring to the SSA field office.
3. Bring this Final Nonconfirmation Notice and your original documents when you visit the SSA field office. Tell SSA that you are there because of an E-Verify issue.

If you have questions or concerns you may contact [E-Verify Employee Hotline](http://www.dhs.gov/E-Verify/employees) at 888-897-7781 (TTY: 877-875-6028 for the hearing impaired). It is important that you have a copy of this Final Nonconfirmation Notice available for the call. If you need assistance in a language other than English, ask the E-Verify customer representative for an interpreter. To report employment discrimination based upon your citizenship, immigration status, or national origin, including discrimination in the use of E-Verify, contact the Department of Justice, Civil Rights Division, Office of Special Counsel for Immigration-Related Unfair Employment Practices at 800-255-7688 (TTY: 800-237-2515). For more information, visit the Office of Special Counsel's website at www.justice.gov/crt/about/osc.