
Instructions to Download Historic Records Reports in E-Verify

Prepared for



**U.S. Citizenship
and Immigration
Services**

Verification Division

Instructions for Downloading & Exporting in E-Verify

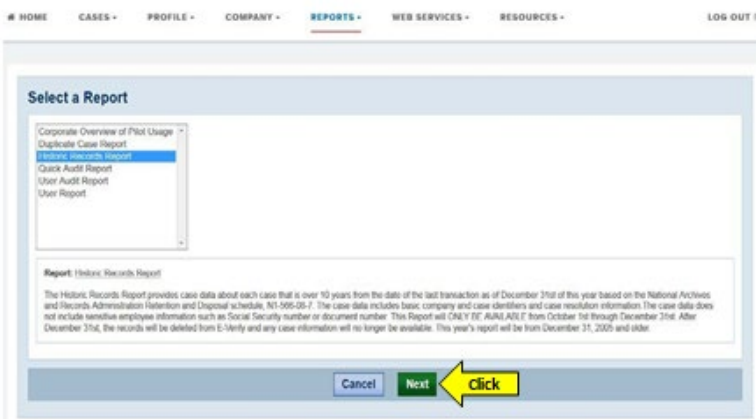
1. Click “Reports” along the navigation bar at the top of the page then select “View Reports” from the drop-down menu.



2. The “Select a Report” menu appears. Select “Historic Records Report.”



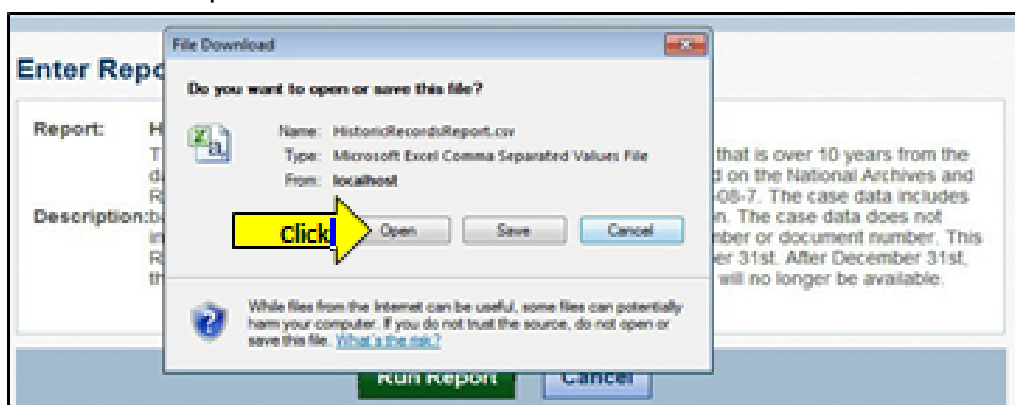
3. Additional information describing the E-Verify Historic Records Report displays. Click “Next.”



- The “Enter Report Parameters” page displays. There are no parameters available for this report. Click “Run Report.”



- If you have Microsoft Excel, you should see a "File Download" window appear on your screen. Click “Open.”



NOTE: If you don't have Excel, you'll need another to select file application to display the CSV file data (for example, Notepad or Word).

- Only cases associated with the Employer or E-Verify Employer Agent ID of the user account display.

The below screen shots are split into two parts because of the number of columns in the report

| COMPANY_ID | COMPANY_NAME | CITY | STATE | CLIENT_COMPANY_ID | CLIENT_COMPANY_NAME | CLIENT_CITY | CLIENT_STATE | CLIENT_INITIATED_BY | CLIENT_INITIATED_DATE | CASE_VERIFICATION_NUMBER |
|------------|--------------|-----------|-----------|-------------------|---------------------|-------------|--------------|---------------------|-----------------------|--------------------------|
| 1234 | ABC Company | Some City | 50 States | | | | | ABCD1234 | 1/1/2004 0:00 | 1234567890011A8 |
| 1235 | ABC Company | Some City | 51 States | | | | | ABCD1235 | 1/2/2004 0:00 | 1234567890011A8 |
| 1236 | ABC Company | Some City | 52 States | | | | | ABCD1236 | 1/3/2004 0:00 | 1234567890011A8 |
| 1237 | ABC Company | Some City | 53 States | | | | | ABCD1237 | 1/4/2004 0:00 | 1234567890011A8 |
| 1238 | ABC Company | Some City | 54 States | | | | | ABCD1238 | 1/5/2004 0:00 | 1234567890011A8 |
| 1239 | ABC Company | Some City | 55 States | | | | | ABCD1239 | 1/6/2004 0:00 | 1234567890011A8 |
| 1240 | ABC Company | Some City | 56 States | | | | | ABCD1240 | 1/7/2004 0:00 | 1234567890011A8 |
| 1241 | ABC Company | Some City | 57 States | | | | | ABCD1241 | 1/8/2004 0:00 | 1234567890011A8 |
| 1242 | ABC Company | Some City | 58 States | | | | | ABCD1242 | 1/9/2004 0:00 | 1234567890011A8 |

| | LAST_ | FIRST_ | DOB | HIRE_DATE | INITIAL_RESOLUTION | ADDITIONAL_RESOLUTION | DHS_3RD_STEP_RESOLUTION | FINAL_STATUS | CASE_CLOSURE_DATE | CLOSURE_DESCR | USER_LAST_ | USER_FIRST_ |
|----|-------|--------|-----|---------------|-----------------------|-----------------------|-------------------------|--------------|-------------------|---------------|------------|-------------|
| 1 | NAME | NAME | | | | | | | | | NAME | NAME |
| 2 | DOE | JOHN | | 1/1/2004 0:00 | Employment Authorized | | | Employment | 1/1/2004 0:00 | Resolved A | DOE | JANE |
| 3 | DOE | JOHN | | 1/2/2004 0:00 | Employment Authorized | | | Employment | 1/2/2004 0:00 | Resolved A | DOE | JANE |
| 4 | DOE | JOHN | | 1/3/2004 0:00 | Employment Authorized | | | Employment | 1/3/2004 0:00 | Resolved A | DOE | JANE |
| 5 | DOE | JOHN | | 1/4/2004 0:00 | Employment Authorized | | | Employment | 1/4/2004 0:00 | Resolved A | DOE | JANE |
| 6 | DOE | JOHN | | 1/5/2004 0:00 | Employment Authorized | | | Employment | 1/5/2004 0:00 | Resolved A | DOE | JANE |
| 7 | DOE | JOHN | | 1/6/2004 0:00 | Employment Authorized | | | Employment | 1/6/2004 0:00 | Resolved A | DOE | JANE |
| 8 | DOE | JOHN | | 1/7/2004 0:00 | Employment Authorized | | | Employment | 1/7/2004 0:00 | Resolved A | DOE | JANE |
| 9 | DOE | JOHN | | 1/8/2004 0:00 | Employment Authorized | | | Employment | 1/8/2004 0:00 | Resolved A | DOE | JANE |
| 10 | DOE | JOHN | | 1/9/2004 0:00 | Employment Authorized | | | Employment | 1/9/2004 0:00 | Resolved A | DOE | JANE |

NOTE: For E-Verify Employer Agents who also participate in E-Verify as an employer, a single report containing cases for their clients and employees will be generated, if associated with the E-Verify Employer Agent ID.