



U.S. Citizenship
and Immigration
Services

E-Verify

Employment Eligibility Verification



USCIS Verification Division

- **Systematic Alien Verification for Entitlements (SAVE) Program**
 - Provides automated status verification information to Federal, State, and local benefit-issuing agencies

- **E-Verify**
 - Provides automated status verification information to participating private employers for newly-hired employees



E-Verify

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

E-Verify Program Goals

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

E-Verify: How it Works

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

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

- Case Administration**
 - > **Initial Verification**
 - > View Cases
- User Administration**
 - > Change Password
 - > Pwd Challenge Q&A
 - > Change Profile
- Site Administration**
 - > Add User
 - > View Users
 - > Maintain Company
 - > Request Termination
- Reports**
 - > View Reports

Enter Employee Information from Form I-9:

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

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

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Enter Employee Information from Form I-9:

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

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



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Enter Employee Information from Form I-9:

Last Name:	<input type="text" value="Jefferson"/>	*	?
First Name:	<input type="text" value="Thomas"/>	*	
Middle Initial:	<input type="text"/>		
Maiden Name:	<input type="text"/>		
Social Security Number:	<input type="text" value="216-47-4401"/>	*	
Date of Birth:	<input type="text" value="04/20/1962"/>	*	
(mm/dd/yyyy)			
Hire Date:	<input type="text" value="03/26/2008"/>	*	?
(mm/dd/yyyy)			
Employer Case ID:	<input type="text"/>		?

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

- Initial verification will return one of three results within seconds:
 - **Employment Authorized**
 - The employee is authorized to work
 - **SSA Tentative Nonconfirmation**
 - There is an information mismatch with SSA
 - **DHS Verification in Process**
 - DHS will usually respond within 24 hours with either an Employment Authorized or DHS Tentative Nonconfirmation

Case Verification Number: 2008086123844GP

- Case Administration**
 - Initial Verification
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 - Change Profile
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- Reports**
 - View Reports

Initial Verification			
Last Name:	Jefferson	First Name:	Thomas
Middle Initial:		Maiden Name:	
Social Security Number:	216-47-4400	Date of Birth:	04/20/1962
Hire Date:	03/26/2008	Citizenship Status:	Citizen or National of the United States
Alien Number:		I-94 Number:	
Document Type:	Unexpired or Expired U.S. Passport	Doc. Expiration Date:	
Initiated By:	ARAD1527	Initiated On:	03/26/2008

Initial Verification Results

Initial Eligibility EMPLOYMENT AUTHORIZED

Case Documents for Printing

[Case Details](#)

E-Verify: Case Resolution

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

Case Details - Microsoft Internet Explorer provided by ICE (v6.0-SP1-ICE01)

File Edit View Favorites Tools Help

Back Search Favorites

Address: https://www.vis-dhs.com/WebBp/CaseDetails.aspx?CaseVerNum=2008086122854PB

On-line Resources Tutorial Home Contact Us Exit

E-Verify Employment Eligibility Verification

Case Verification Number: 2008086122854PB

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Last Name:	Jefferson	First Name:	Thomas
Middle Initial:		Maiden Name:	
Social Security Number:	216-47-4401	Date of Birth:	04/20/1962
Hire Date:	03/26/2008	Citizenship Status:	Citizen or National of the United States
Alien Number:		I-94 Number:	
Document Type:	Unexpired or Expired U.S. Passport	Doc. Expiration Date:	
Initiated By:	ARAD1527	Initiated On:	03/26/2008

Initial Verification Results

Initial Eligibility	SSA TENTATIVE NONCONFIRMATION SSN does not match
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Case Documents for Printing

- [Case Details](#)
- [Notification to Employee - Social Security Administration Tentative Nonconfirmation \(English version\)](#)
- [Notification to Employee - Social Security Administration Tentative Nonconfirmation \(Spanish version\)](#)

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

Tentative Nonconfirmation (TNC)

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

NOTICE TO EMPLOYEE OF TENTATIVE NONCONFIRMATION

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

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

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

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

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

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

I choose to (check one):

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

Signature of Employee: _____ Date: _____

**E-VERIFY
NOTICE TO EMPLOYEE OF TENTATIVE NONCONFIRMATION**

Employer's Certification

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



E-VERIFY

Notification to the Employee

REFERRAL TO THE SOCIAL SECURITY ADMINISTRATION

Name of Employee: **Jefferson, Thomas**

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

Month/Year of Birth: 04/1962

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

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

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

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

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

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

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

FOR COMPLETION BY THE SOCIAL SECURITY ADMINISTRATION

Office Stamp:
 SSA Employee Name: _____
 Date of Visit: _____

AFTER COMPLETION BY SSA, RETURN THIS FORM TO YOUR EMPLOYER

TNC Case Resolution

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

TNC Case Resolution *(Continued)*

- The employer will receive one of three results:
 - Employment Authorized
 - Final Nonconfirmation
 - Review and Update Employee Data then Resubmit
- The employer then resolves the case in E-Verify.

Case Verification Number: 2008086123844GP

Case Administration

- > **Initial Verification**
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Initial Verification

Last Name:	Jefferson	First Name:	Thomas
Middle Initial:		Maiden Name:	
Social Security Number:	216-47-4400	Date of Birth:	04/20/1962
Hire Date:	03/26/2008	Citizenship Status:	Citizen or National of the United States
Alien Number:		I-94 Number:	
Document Type:	Unexpired or Expired U.S. Passport	Doc. Expiration Date:	
Initiated By:	ARAD1527	Initiated On:	03/26/2008

Initial Verification Results

Initial Eligibility EMPLOYMENT AUTHORIZED

Enter Case Resolution

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



Photo Screening Tool

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



Employment Eligibility Verification

Case Verification Number: 2007240160205MM

Case Administration

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

User Administration

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

- > [Add User](#)
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- > [Request Termination](#)

Reports

- > [View Reports](#)

Identity Verification

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

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



[Click to Enlarge](#)

Next



Employer Responsibilities

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

Employer Responsibilities

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



E-Verify and DOJ-OSC Posters

This Employer Participates in E-Verify

This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

In order to determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo screening tool to match the photograph appearing on some permanent resident and employment authorization cards with the virtual U.S. Citizenship and Immigration Services' (USCIS) photograph.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 1-800-255-7688 (TDD: 1-800-237-2515).

Employment Verification **Done.**

For more information on E-Verify, please contact DHS at:
1-888-464-4218

E-VERIFY IS A SERVICE OF DHS AND SSA

**IF YOU HAVE THE RIGHT TO WORK,
Don't let anyone take it away.**

If you have a legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that—
No employer can deny you a job or fire you because of your national origin or citizenship status.

In most cases employers cannot require you to be a U.S. citizen or permanent resident or refuse any legally acceptable documents.

If any of these things have happened to you, you may have a valid charge of discrimination that can be filed with the OSC. Contact the OSC for assistance in your own language.

Call 1-800-255-7688, TDD for the hearing impaired is 1-800-237-2515.

In the Washington, D.C., area, please call 202-616-5594, TDD 202-616-5525.

Or write to:
U.S. Department of Justice
Office of Special Counsel - NYA
950 Pennsylvania Ave, N.W.
Washington, DC 20530

**U.S. Department of Justice
Civil Rights Division**

Office of Special Counsel for
Immigration-Related Unfair
Employment Practices

Employee Rights

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

E-Verify: Registration

- Register online:
www.dhs.gov/E-Verify
- Select access method:
 - Depending on the answer(s) selected, one of three access methods will be established:
 - Employer
 - Designated Agent
 - Corporate Administrator

1. Employer Access Method

Nearly all E-Verify participants, regardless of business size or structure, are registered as an **Employer**. The Employer Access Method allows your company to electronically verify the employment eligibility of your newly hired employees.

Would you like to register your company as an Employer? 

Yes No

2. Designated Agent Access Method

The Designated Agent Access Method allows you to act on behalf of other companies to verify the employment eligibility of their newly hired employees. This type of access allows you to individually track your clients' reporting, billing and compliance needs. This Access Method also allows your company to verify its own new hires.

Would you like to register your company as a Designated Agent? 

Yes No

3. Support Role: Corporate Administrator

Some companies may have E-Verify accounts for multiple offices or locations. The Corporate Administrator role allows you to create, manage, and oversee these accounts. You can view reports and administer new and existing E-Verify accounts. Your Corporate Administrator account does not allow you to perform employment eligibility verifications for your location. However, you may perform verifications by creating an Employer Access Method account for your location within your Corporate Administrator account.

Would you like to register as a Corporate Administrator? 

Yes No

4. Alternative Access Method: Web Services

The Web Services Access Method requires a company to develop software that interfaces with USCIS to perform employment eligibility verifications of newly hired employees. Your company's software will extract data from your existing system or an electronic Form I-9 and transmit the information to government databases. If you choose this option, you will be sent the Employer Web Services Interface Control Document (ICD). The ICD contains the information you need to develop and test your software interface.

Would you like to register for Web Services? 

Yes No

E-Verify: Access Methods

■ Employer

- Nearly all E-Verify participants, regardless of business size or structure, are registered as an **Employer**. The Employer Access Method allows your company to electronically verify the employment eligibility of your newly hired employees.
- Click “Yes” to question 1 and “No” to questions 2, 3, and 4.
- Most Common

E-Verify: Access Methods

■ Designated Agent

- Only select this registration type if ***your company*** performs verification queries for a client company (i.e. Outsourcing services, Third-Party Payroll Services, etc.)
- Check “Yes” to question 2 and “No” to questions 1, 3, and 4.
- Least Common

E-Verify: Access Methods

■ Corporate Administrator

- Some companies may have E-Verify accounts for multiple offices or locations. The **Corporate Administrator** role allows you to create, manage, and oversee these accounts. You can view reports and administer new and existing E-Verify accounts.
- Your Corporate Administrator account does **NOT** allow you to perform employment eligibility verifications.
- Click “Yes” to question 3 and “No” to questions 1, 2, and 4.

E-Verify: Registration *(Continued)*

- Electronically sign a **Memorandum of Understanding (MOU)** with DHS and SSA.
- In order to add additional users in the future, select **“YES”** for the “Program Administrator” role on the **MOU Signatory** page.



E-Verify: Registration *(Continued)*

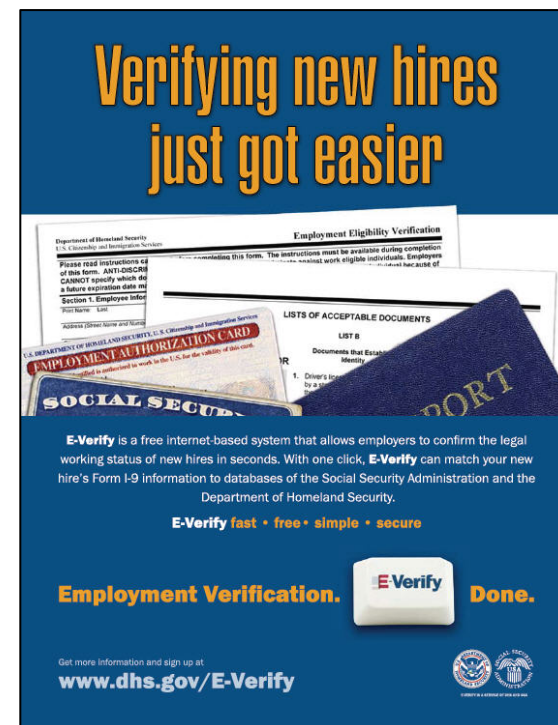
- User Name, Password, and E-Verify Web Address will be **e-mailed** to registrant within 48 hours.
- Download and read the E-Verify **User Manual**.
- Complete an **online tutorial** before performing queries.
- Download, print, and post the **E-Verify Participation Poster** and the Office of Special Council **Anti-Discrimination Poster**.

E-Verify Usage Statistics

- Over 71,000 participating employers
- Nearly 3.43 million queries run in FY 2008
- 92% of verification queries are instantly verified as **“Employment Authorized”**
- Top Industries Using E-Verify:
 - Doctors, Lawyers, CPAs
 - Administrative and Support Services
 - Professional, Scientific, and Technical Services
 - Food Services, Clothing and Accessories Stores

E-Verify Improvements

- Reducing incidence of mismatches.
- Developing a marketing plan to recruit employers.
- Developing Monitoring & Compliance functions.



Verifying new hires just got easier

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

Employment Eligibility Verification

Please read instructions of this form. ANTI-DISCRIMINATION NOTICE: Employers cannot specify which individuals are ineligible for employment based on race, ethnicity, or national origin. The instructions must be available during completion of this form. The instructions must be available during completion of this form. The instructions must be available during completion of this form.

Section 1 - Employee Information

First Name: Last

Address (Street, Suite and Room)

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

EMPLOYMENT AUTHORIZATION CARD

LISTS OF ACCEPTABLE DOCUMENTS


LIST B

Documents that Establish Identity


1. Driver's license issued by a state

E-Verify is a free internet-based system that allows employers to confirm the legal working status of new hires in seconds. With one click, **E-Verify** can match your new hire's Form I-9 information to databases of the Social Security Administration and the Department of Homeland Security.

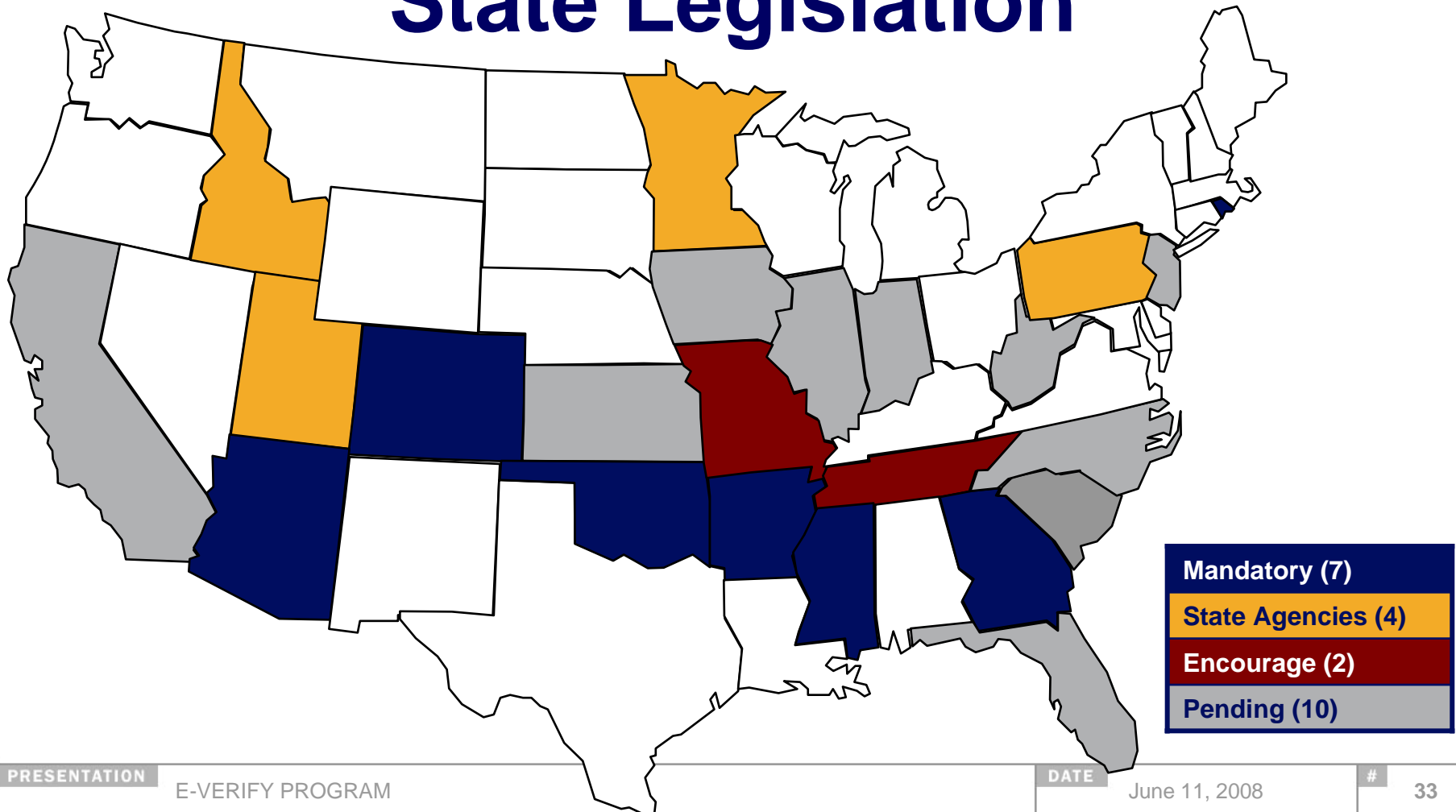
E-Verify fast • free • simple • secure

Employment Verification.  Done.

Get more information and sign up at
www.dhs.gov/E-Verify



State Legislation



State Legislation

- States that have enacted legislation that ***mandates*** the use of E-Verify:
 - **AZ** (required for all employers) and **MS** (begins phased-in approach July 1, 2008)
 - **AR, GA, CO, OK, RI** (required for public contractors)
- States that have enacted legislation that ***encourages*** the use of E-Verify:
 - **TN, MO**
- States that require their ***state agencies*** participate in E-Verify:
 - **ID, NC, PA, MN, UT, RI**
- States that have legislation ***pending*** that mandates employers to verify new hires using E-Verify:
 - **CA, MN, PA, SC, TN, WV** (would require public employers)
 - **IL, IN, IA, MO, RI, KS, NJ** (would require all public and private employers)
 - **CO, FL** (would require all contractors and subcontractors competing for work on public contracts to register)

For More Information

- Employers who have questions about E-Verify or SAVE should call DHS at **(888) 464-4218.**

- E-Verify Website: **www.dhs.gov/E-Verify**

Disclaimer

- Immigration law can be complex and it is impossible to describe every aspect of every process.
- This presentation provides basic information to help you become generally familiar with rules and procedures. For more information or the law and regulations please see our website:
www.dhs.gov/E-Verify.



U.S. Citizenship
and Immigration
Services

Thank You

