



U.S. Citizenship
and Immigration
Services

Employment Verification Overview Revised Form I-9 & E-Verify

www.dhs.gov/E-Verify

E-Verify gives me
peace of mind
about my workforce.

In just a few clicks,
E-Verify quickly confirms
an employee's eligibility
to work in the U.S.



Scan QR code or visit
www.dhs.gov/E-Verify



Works for everyone

Agenda

- REVISED Form I-9 Requirements Sections 1, 2 and 3
- Storage and Retention
- E-Verify Proper Use
- E-Verify Case Creation and how to fix case mistakes
- Tentative Non-Confirmation (TNC) result process
- Resources

Background

In 1986, in an effort to control illegal immigration, Congress passed the **Immigration Reform and Control Act (IRCA)**.

IRCA forbids employers from knowingly hiring individuals who do not have work authorization in the United States.

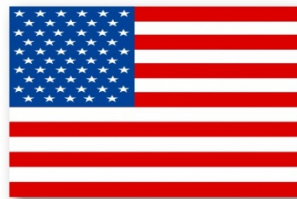
The employment eligibility verification provisions, and sanctions, of **IRCA** are found in **Section 274A of the Immigration and Nationality Act (INA)**.



Working in the U.S.

Individuals who may legally work in the United States are:

- Citizens of the United States
- Noncitizen Nationals of the United States
- Lawful Permanent Residents
- Aliens Authorized to Work



Employment Verification

To comply with the employment eligibility verification provisions of the INA an employer must:

- Verify the **identity** and **employment authorization** documents of employees hired after November 6, 1986
- **Complete** and **retain** a **Form I-9** for each employee hired after November 6, 1986
- **Refrain from discriminating against** individuals on the basis of actual or perceived national origin, citizenship or immigration status

Preventing Discrimination

The anti-discrimination provisions of the INA prohibit four types of unlawful conduct:

- Citizenship or immigration status discrimination*
- National origin discrimination*
- Document abuse during Form I-9 process
- Retaliation

* *Actual or perceived*

Immigrant and Employee Rights Section (IER)

The anti-discrimination provisions of the INA are enforced by:

Department of Justice

Civil Rights Division

Immigrant and Employee Rights Section



— U.S. DEPARTMENT OF JUSTICE —
IMMIGRANT & EMPLOYEE RIGHTS SECTION
— CIVIL RIGHTS DIVISION —

- Employees may contact the [Immigrant and Employee Rights Section \(IER\)](#) to obtain additional information regarding employment discrimination and employee rights and responsibilities*

1-800-255-7688 (TDD: 1-800-616-5525)

- Employers may also contact IER*

1-800-255-8155 (TDD: 1-800-362-2735)

*callers may remain anonymous

See [IER's "Employer Dos and Don'ts."](#)

**Please respond to the poll question
that will pop up on your screen.**

Form I-9 Requirements

All U.S. employers must have a **Form I-9 on file for all current employees.**

- The revised form has a revision date of Nov. 14, 2016 N. As of January 22, 2017, employers must use this revised form for all newly hired employees and any necessary reverification.
- Exception: Employers are not required to have Forms I-9 for employees hired on or before November 6, 1986.

Designated Agent

You may designate someone to fill out Forms I-9 to a responsible agent. These could include:

- Personnel officer
- Foreman
- Agent
- Supervisor
- Notary Public**



If someone else fills out Form I-9 on your behalf, he or she must carry out full Form I-9 responsibilities, and you are still liable for any violations.

Form I-9 Exceptions

You are **NOT** required to complete **Form I-9** for:

- Casual domestic service employees working in a private household when work is sporadic, irregular or intermittent.
- Independent contractors for whom you do not set work hours, or provide tools to do the job.
- Employees working outside the United States.*

** 50 States, District of Columbia, Guam, Puerto Rico, U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands*

Lists of Acceptable Documents

- Use MOST CURRENT [Form I-9](#) VERSION, 11/14/16N
- You must make the Lists of Acceptable Documents available to your EMPLOYEE when he or she is completing the Form I-9

The EMPLOYEE MUST provide:

- One document from [List A](#)
- OR
- One document from [List B](#) AND one document from [List C](#)

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-768)		4. Voter's registration card		4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. Native American tribal document
		6. Military dependent's ID card		6. U.S. Citizen ID Card (Form I-197)
		7. U.S. Coast Guard Merchant Mariner Card		7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		8. Native American tribal document		8. Employment authorization document issued by the Department of Homeland Security
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI				

Examples of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

Completing Form I-9

Instructions Start Over Print

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

▶ **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town	State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address		Employee's Telephone Number		

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 boxes):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number):

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy):
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: _____
OR
2. Form I-94 Admission Number: _____
OR
3. Foreign Passport Number: _____
Country of Issuance: _____

QR Code - Section 1
Do Not Write in This Space

Signature of Employee _____ Today's Date (mm/dd/yyyy) _____

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator _____ Today's Date (mm/dd/yyyy) _____

Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)			City or Town
		State	ZIP Code

Click to Finish

Employer Completes Next Page

Form I-9 11/14/2016 N Page 1 of 4

Instructions Start Over Print

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee info from Section 1: Last Name (Family Name) First Name (Given Name) M.I. Citizenship/Immigration Status

List A Identity and Employment Authorization	OR List B Identity	AND List C Employment Authorization
Document Title	Document Title	Document Title
Issuing Authority	Issuing Authority	Issuing Authority
Document Number	Document Number	Document Number
Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)	Expiration Date (if any)(mm/dd/yyyy)
Document Title	Additional Information	
Issuing Authority		
Document Number		
Expiration Date (if any)(mm/dd/yyyy)		
Document Title	QR Code - Sections 2 & 3 Do Not Write in This Space	
Issuing Authority		
Document Number		
Expiration Date (if any)(mm/dd/yyyy)		

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions)

Signature of Employer or Authorized Representative _____ Today's Date (mm/dd/yyyy) _____ Title of Employer or Authorized Representative _____

Last Name of Employer or Authorized Representative: _____ First Name of Employer or Authorized Representative: _____ Employer's Business or Organization Name: _____

Employer's Business or Organization Address (Street Number and Name): _____ City or Town: _____ State: _____ ZIP Code: _____

Click to Finish

Form I-9 11/14/2016 N Page 2 of 4

Section 1: Employee Information

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name) ?		First Name (Given Name) ?		Middle Initial ?	Other Last Names Used (if any) ?	
Address (Street Number and Name) ?			Apt. Number ?	City or Town ?		State ? ▼
Date of Birth (mm/dd/yyyy) ?		U.S. Social Security Number ?		Employee's E-mail Address ?		Employee's Telephone Number ?

- To be completed by **EMPLOYEE**.
- Employer **MUST** verify Section 1 is **COMPLETE**.

Section 1: Employee Attestation

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 boxes):

<input type="checkbox"/>	1. A citizen of the United States ?	
<input type="checkbox"/>	2. A noncitizen national of the United States (See instructions) ?	
<input checked="" type="checkbox"/>	3. A lawful permanent resident ? (Alien Registration Number/USCIS Number): ? _____	USCIS Number ? <input type="text"/>
<input type="checkbox"/>	4. An alien authorized to work ? until (expiration date, if applicable, mm/dd/yyyy): ? N/A _____ Some aliens may write "N/A" in the expiration date field. (See instructions)	Alien Number ? <input type="text"/> USCIS Number ? <input type="text"/>

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: ? N/A _____
OR
2. Form I-94 Admission Number: ? N/A _____
OR
3. Foreign Passport Number: ? N/A _____
Country of Issuance: ? N/A _____

QR Code - Section 1
Do Not Write In This Space

Signature of Employee ?	Today's Date (mm/dd/yyyy) ?
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- The EMPLOYEE **MUST** select one of the four categories and sign and date Section 1 of Form I-9.
- All employees must complete Section 1 no later than the first business day of employment for pay.

Section 1: Preparer/Translator (P/T) Certification

This certification is required when Section 1 is prepared by someone other than the employee.

- Employees must **check the first box** if they don't use a preparer or translator.
 - If the first box is checked, no entries can be made in the fields as the check box is equivalent to stating N/A.

Preparer and/or Translator Certification (check one): ?

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator ?		Date (mm/dd/yyyy) ?	
Last Name (Family Name) ?		First Name (Given Name) ?	
Address (Street Number and Name) ?		City or Town ?	State ? ZIP Code ?

If the employee uses a P/T, the P/T must check the second box in this section, then choose from the drop-down menu the number of preparers and translators used.

- If the dropdown indicates more than one P/T, the form automatically generates an extra page to enter up to four more P/Ts
- P/Ts must sign and date the areas by hand.
- If the form is being completed on paper, P/Ts may use the supplement on the Form I-9 download page to enter multiple P/Ts

Section 2: Employer Certification of Document Review

- Completed by EMPLOYER.
- MUST be completed no later than **3 business days** after the employee begins work for pay.
- The EMPLOYER that examines the **original documents** in the presence of the employee **MUST** sign and date Section 2.
- Documents MUST be **UNEXPIRED**.

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1 [?]		Last Name (Family Name) [?] Washington	First Name (Given Name) [?] George	M.I. [?] 3	Citizenship/Immigration Status [?]	
List A		OR	List B		AND	List C
Identity and Employment Authorization		Identity		Employment Authorization		
Document Title [?] Perm. Resident Card (Form I-551)		Document Title [?] N/A	Document Title [?] N/A	Document Title [?] N/A	Document Title [?] N/A	
Issuing Authority [?] U.S. Citizenship and Immigration Services		Issuing Authority [?] N/A	Issuing Authority [?] N/A	Issuing Authority [?] N/A	Issuing Authority [?] N/A	
Document Number [?] 123456789		Document Number [?] N/A	Document Number [?] N/A	Document Number [?] N/A	Document Number [?] N/A	
Expiration Date (if any) (mm/dd/yyyy) [?] 07/04/2017		Expiration Date (if any) (mm/dd/yyyy) [?] N/A	Expiration Date (if any) (mm/dd/yyyy) [?] N/A	Expiration Date (if any) (mm/dd/yyyy) [?] N/A	Expiration Date (if any) (mm/dd/yyyy) [?] N/A	
Document Title [?] N/A		Additional Information [?]		QR Code - Sections 2 & 3 Do Not Write In This Space		
Issuing Authority [?] N/A						
Document Number [?] N/A						
Expiration Date (if any) (mm/dd/yyyy) [?] N/A						
Document Title [?] N/A						
Issuing Authority [?] N/A						
Document Number [?] N/A						
Expiration Date (if any) (mm/dd/yyyy) [?] N/A						

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 07/04/2017 (See instructions for exemptions)

Signature of Employer or Authorized Representative [?]	Today's Date (mm/dd/yyyy) [?]	Title of Employer or Authorized Representative [?]
Last Name of Employer or Authorized Representative [?]	First Name of Employer or Authorized Representative [?]	Employer's Business or Organization Name [?]
Employer's Business or Organization Address (Street Number and Name) [?] City or Town [?]		State [?] ZIP Code [?]

Section 2 Certification and Hire Date

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): (See [instructions for exemptions](#))

Signature of Employer or Authorized Representative ?	Today's Date(mm/dd/yyyy) ?	Hire date	Employer's Representative ?
Last Name of Employer or Authorized Representative ?	First Name of Employer or Authorized Representative ?	Employer's Business or Organization Name ?	
Employer's Certification date	Street Number and Name ?	City or Town ?	State ? ZIP Code ?

Click to Finish

Section 2 completion in progress.

Section 2: Examining Documents Genuineness and Photocopies

- You are not required to be a document expert
- You **MUST** accept a document presented by an employee if it reasonably appears to be:
 - Genuine; AND,
 - Relates to the individual presenting it
- Section 2 **MUST** be filled out in the presence of the employee
- The document **MUST** be original* – photocopies are **NOT** acceptable

**Exception:* Certified copy of a birth certificate

Document Tips:

- All documents must be unexpired when presented
- Must be issued by a federal/state/local government agency. (School IDs acceptable for students/minors)
- Social security cards are not acceptable for employment authorization if it contains these restricted notations:
 - Not Valid for Employment
 - Valid for Work Only with INS
 - Valid for Work Only with DHS Authorization
- For E-Verify participants, a photo ID is required for List B documents.



Section 2: Copying Documents

You may choose to make copies of employee documents presented to you for Section 2.

- If you choose to photocopy documents, you must do so for **ALL** employees, regardless of actual or perceived national origin, immigration or citizenship status, or you may be in violation of anti-discrimination laws.



Section 3: Reverification

Employee Name from Section 1:		Last Name (Family Name) [?] Washington	First Name (Given Name) [?] George	Middle Initial [?] A
Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)				
A. New Name (if applicable) [?]			B. Date of Rehire (if applicable)	
Last Name (Family Name) [?]	First Name (Given Name) [?]	Middle Initial [?]	Date (mm/dd/yyyy) [?]	
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.				
Document Title [?]	Document Number [?]	Expiration Date (if any) (mm/dd/yyyy) [?]		
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.				
Signature of Employer or Authorized Representative [?]	Today's Date (mm/dd/yyyy) [?]	Name of Employer or Authorized Representative [?]		

- You **MUST** reverify an employee using **Section 3** if his or her temporary employment authorization has expired.
- You **MAY** also complete Section 3 if you:
 - Rehire** the EMPLOYEE within 3 years of the date of initial execution of the Form I-9*
 - Update the **biographic information** of an employee

* USCIS recommends completing a new Form I-9 for rehires

Common Form I-9 Mistakes

Incorrect or missing information for:

- ✓ Name
- ✓ Address
- ✓ Attestation
- ✓ Required List A, B or C documents
- ✓ Document numbers
- ✓ Date of hire
- ✓ Signatures



Correcting Form I-9

Correcting Mistakes

For **mistakes** on Form I-9, you can:

- Correct the **existing Form I-9**: Line out the incorrect portions, enter the correct information, and initial and date the correction.
 - Section 1, the **employee** must make the corrections, initial and date.
 - Section 2, the **employer** must make the corrections, initial and date.
- Complete a **new Form I-9**: Retain it with the old form. Attach a short memo to the new and old Forms I-9 stating the reason for your action.

Missing Forms

For an employee's **missing** Form I-9:

- Immediately provide the employee with a current Form I-9.
- Allow employee 3 business days to provide acceptable documents.
- DO NOT backdate the Form I-9; use original hire date.

Storage and Retention

Form I-9 MUST be on file for all current employees and stored securely in a way that meets your business needs – on site, off-site, storage facility or electronically.

- **Store Forms I-9** and document copies together and ensure that only authorized personnel have access to stored Forms I-9.

Forms I-9 must be retained for:

3 years after the date you **hire** an employee **or**

1 year after the date employment **terminates**, whichever is later.









I-9 Central

I-9 Central

Federal law requires that every employer* and agricultural recruiter/referrer-for-a-fee hiring, or recruiting/referring for a fee, an individual for employment in the United States complete a Form I-9, Employment Eligibility Verification. Form I-9 will help you verify your employee's identity and employment authorization. You may click on the links to the left or on one of the icons below to find out more information about Form I-9.

**[NOTE: We will refer to both employers and agricultural recruiters and referrers for a fee collectively as "employers" for ease of reference throughout the I-9 Central.]*

On March 8, 2013, a new version of the Form I-9 was released. Beginning May 7, 2013, employers must only use the new Form I-9.

 What's New	 Complete & Correct
 Accepted Documents	 Retain & Store
 Employee Rights	 Penalties
 About the Form	 Customer Support

This page can be found at: <http://www.uscis.gov/I-9Central>









Bienvenido a la Central I-9

Alerta: E-Verify está disponible. Para más información, haga clic aquí.

La ley federal exige que cada empleador* ,reclutador o agente que refiere trabajadores agrícolas a cambio de honorarios y que contrate a un individuo para trabajar en los Estados Unidos, complete un Formulario "I-9, Verificación de Elegibilidad de Empleo". El Formulario I-9 le ayudará a verificar la identidad de su empleado y su autorización de empleo. Para obtener más información sobre el Formulario I-9, haga clic en los iconos que se encuentran a continuación.

**[NOTA: Para facilitar la referencia, en el Central I-9 nos referiremos de manera colectiva tanto a los empleadores como a los reclutadores y agentes que refieren trabajadores agrícolas a cambio de honorarios como "empleadores".]*

El 8 de marzo de 2013 se publicó una nueva versión del Formulario "I-9, Verificación de Elegibilidad de Empleo". Comenzando el 7 de mayo de 2013, los empleadores deberán utilizar sólo este nuevo Formulario I-9.

 Novedades	 Completar el formulario
 Documentos aceptados	 Conservar y almacenar
 Derechos del empleado	 Sanciones
 Acercas del formulario	 Servicio al cliente

This page can be found at: <http://www.uscis.gov/I-9Central/Espanol>

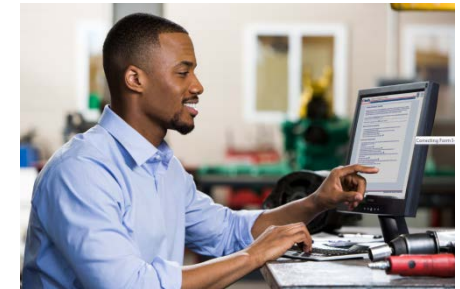
Form I-9 and E-Verify

Form I-9 must be completed before a case can be created in E-Verify.



What is E-Verify?

- Free web-based service that is fast and easy to use
- Electronically verifies the employment eligibility of
 - Newly hired employees
 - Existing employees assigned to work on a qualifying federal contract
- Helps maintain a legal workforce and protects jobs for authorized workers
- Partnership between the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA)



What does E-Verify NOT do?

E-Verify is not...

- ...a system that provides immigration status
- ...used for prescreening
- ...a safe harbor from worksite enforcement

E-Verify Benefits



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

Form I-9 and E-Verify

Comparison of Form I-9 and E-Verify

Form I-9	E-Verify
Is mandatory	Is voluntary for most businesses
Does not require a Social Security number	Requires a Social Security number
Does not require a photo on identity documents (List B)	Requires a photo on identity documents (List B)
Must be used to reverify expired employment authorization	MAY NOT be used to reverify expired employment authorization

NOTE: All documents must be unexpired. Names should appear on Form I-9 exactly as they appear on documents. No nicknames should be used.

Required Posters – Must Be Visible to Prospective Employees

This Organization 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.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

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

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

E-Verify Works for Everyone
For more information on E-Verify, please contact DHS.
888-897-7781
www.dhs.gov/E-Verify

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

E-Verify is a service of DHS and SSA.
The E-Verify logo and mark are registered trademarks of Department of Homeland Security. Government use of this notice is strictly prohibited.

IF YOU HAVE THE RIGHT TO WORK

Don't let anyone take it away.

There are laws to protect you from discrimination in the workplace.

You should know that...

In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.

Employers cannot reject documents because they have a future expiration date.

Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.

In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

Contact IER

For assistance in your own language
Phone: 1-800-255-7688
TTY: 1-800-237-2515

Email us
IER@usdoj.gov

Or write to
U.S. Department of Justice – CRT
Immigrant and Employee Rights – NYA
950 Pennsylvania Ave., NW
Washington, DC 20530

If any of these things happen to you, contact the Immigrant and Employee Rights Section (IER).



Immigrant and Employee Rights Section
U.S. Department of Justice, Civil Rights Division www.justice.gov/ier

How does E-Verify work?

The image shows a screenshot of the E-Verify Form I-9, titled 'Employment Eligibility Verification'. It includes sections for 'Section 1. Employee Information and Attestation' and 'Section 2. Employer Information and Attestation'. The form contains fields for personal details like name, date of birth, and Social Security Number, as well as employer details like name, address, and EIN. It also includes checkboxes for 'I am a U.S. citizen', 'I am a lawful permanent resident', and 'I am an alien authorized to work'. The form is presented in a grid layout with multiple pages indicated at the bottom.



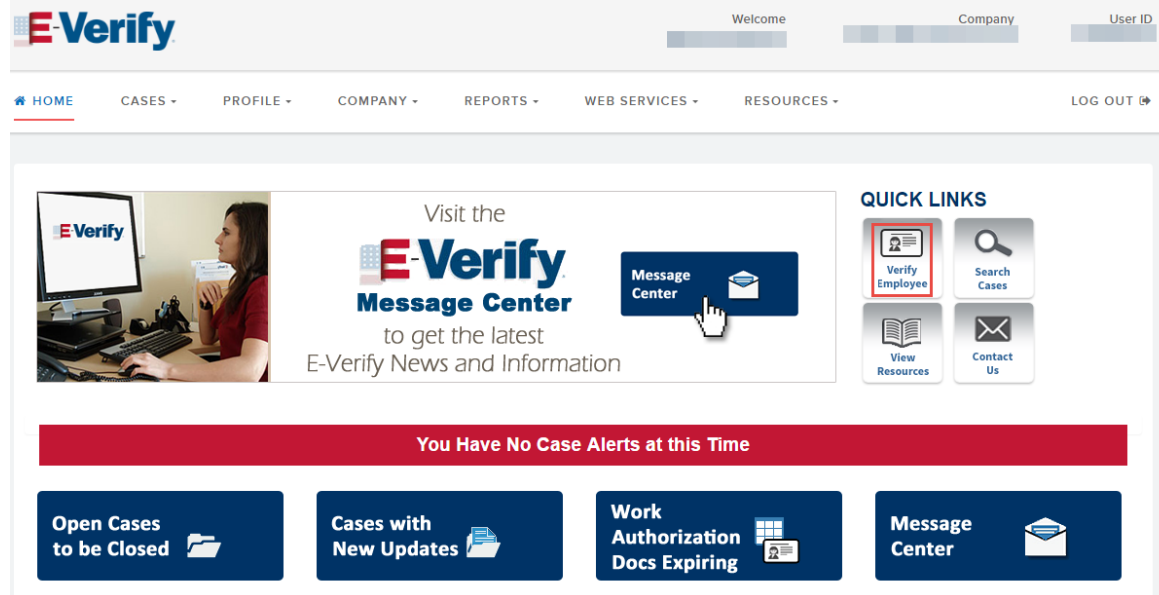
Employment
Authorized

TNC

DHS
Verification in
Process

Creating an E-Verify Case

When creating an E-Verify case for a newly hired employee, log in to the E-Verify homepage.

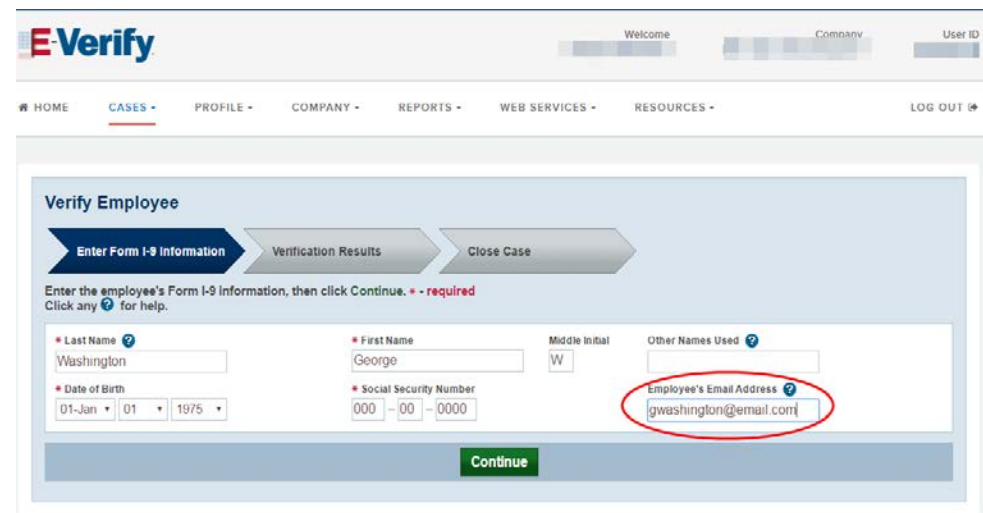


The screenshot shows the E-Verify user interface. At the top, there is a navigation bar with the E-Verify logo on the left and three dropdown menus labeled 'Welcome', 'Company', and 'User ID'. Below this is a secondary navigation bar with links for 'HOME', 'CASES', 'PROFILE', 'COMPANY', 'REPORTS', 'WEB SERVICES', 'RESOURCES', and 'LOG OUT'. The main content area features a central banner for the 'E-Verify Message Center' with a 'Message Center' button. To the right is a 'QUICK LINKS' section with buttons for 'Verify Employee', 'Search Cases', 'View Resources', and 'Contact Us'. Below the banner is a red alert bar stating 'You Have No Case Alerts at this Time'. At the bottom, there are four dark blue buttons: 'Open Cases to be Closed', 'Cases with New Updates', 'Work Authorization Docs Expiring', and 'Message Center'.

Click on “Verify Employee”

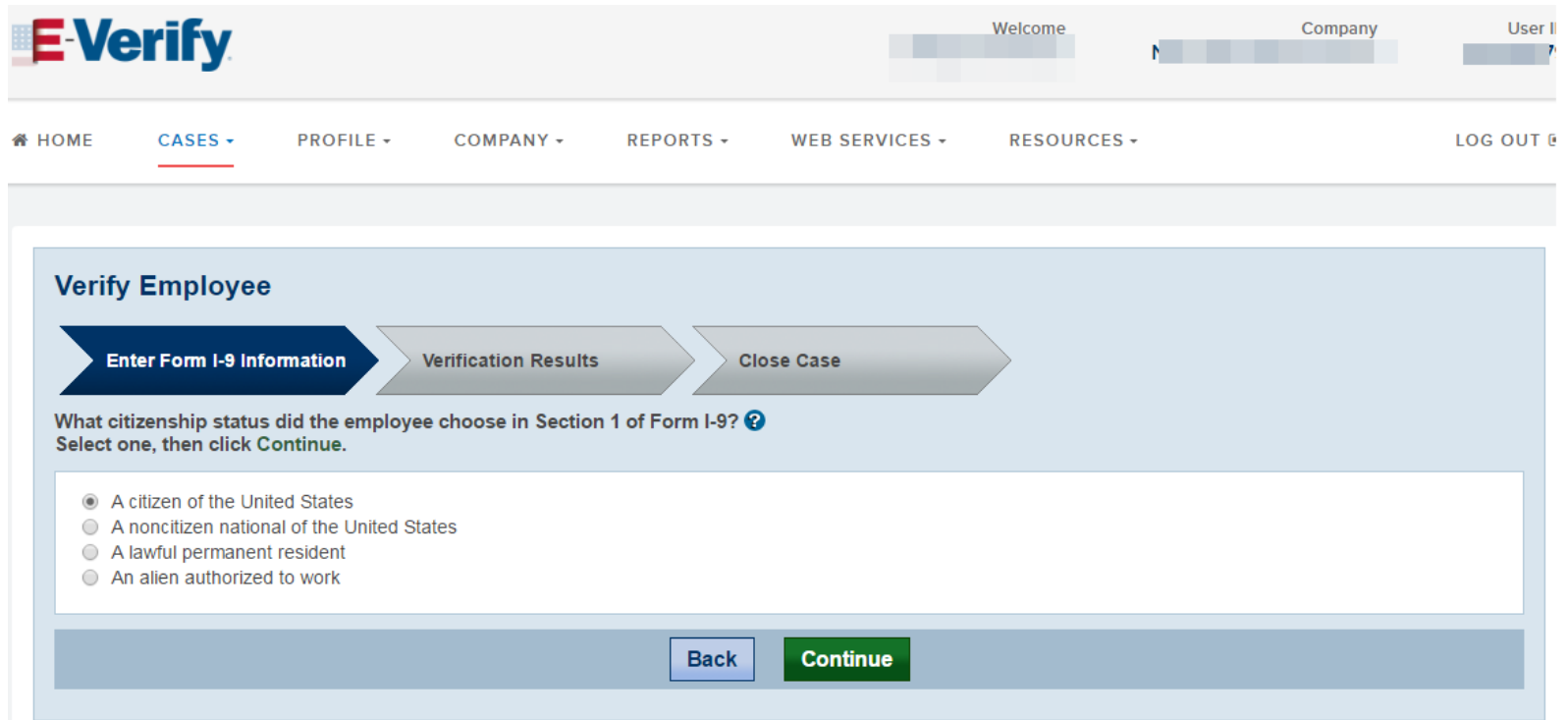
Case Creation - Data Entry

- Enter employee's biographic information
 - Required fields asterisked
- Employee's e-mail address field
 - Optional field on Form I-9
 - Required for E-Verify case if provided
- Visit [Email Notification Page](#)



The screenshot shows the E-Verify 'Verify Employee' form. At the top, there is a navigation bar with 'E-Verify' logo, 'Welcome', 'Company', and 'User ID' fields. Below this is a menu with 'HOME', 'CASES', 'PROFILE', 'COMPANY', 'REPORTS', 'WEB SERVICES', 'RESOURCES', and 'LOG OUT'. The main form area is titled 'Verify Employee' and has a progress bar with three steps: 'Enter Form I-9 Information', 'Verification Results', and 'Close Case'. Below the progress bar, there is a prompt: 'Enter the employee's Form I-9 Information, then click Continue. * - required. Click any ? for help.' The form contains several input fields: 'Last Name' (Washington), 'First Name' (George), 'Middle Initial' (W), 'Other Names Used', 'Date of Birth' (01-Jan 01 1975), 'Social Security Number' (000-00-0000), and 'Employee's Email Address' (gwashington@email.com). The 'Employee's Email Address' field is circled in red. A green 'Continue' button is at the bottom of the form.

Select the citizenship status



E-Verify Welcome Company User ID

HOME **CASES** PROFILE COMPANY REPORTS WEB SERVICES RESOURCES LOG OUT

Verify Employee

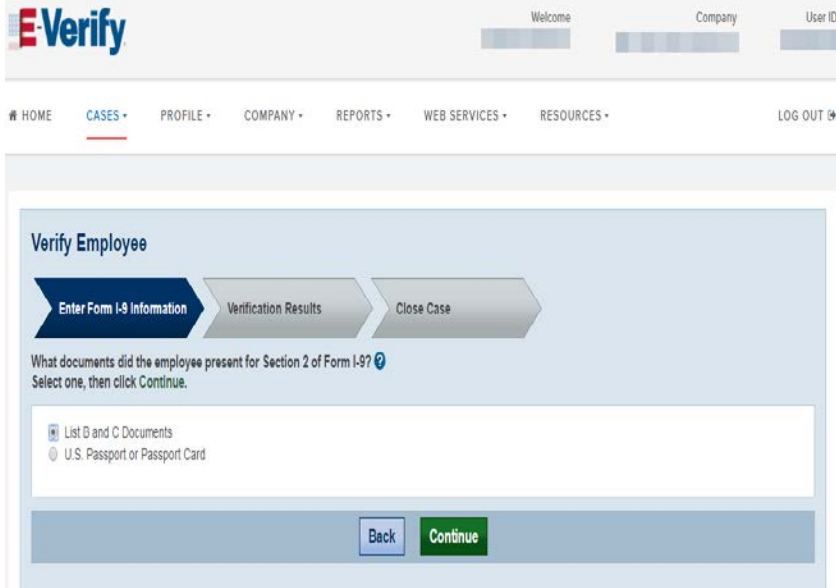
Enter Form I-9 Information → Verification Results → Close Case

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

Back Continue

How to Create a Case con't



E-Verify Welcome Company User ID

HOME CASES PROFILE COMPANY REPORTS WEB SERVICES RESOURCES LOG OUT

Verify Employee

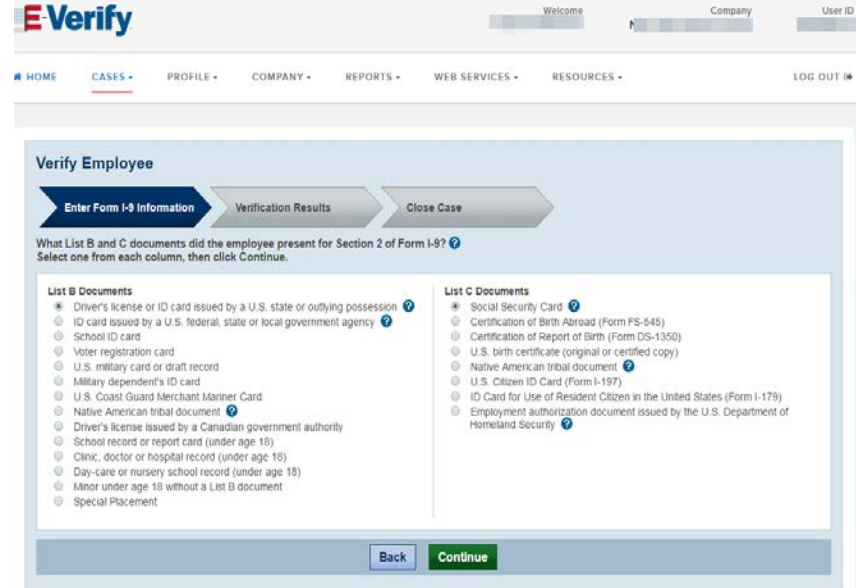
Enter Form I-9 Information Verification Results Close Case

What documents did the employee present for Section 2 of Form I-9? Select one, then click Continue.

List B and C Documents

- U.S. Passport or Passport Card

Back Continue



E-Verify Welcome Company User ID

HOME CASES PROFILE COMPANY REPORTS WEB SERVICES RESOURCES LOG OUT

Verify Employee

Enter Form I-9 Information Verification Results Close Case

What List B and C documents did the employee present for Section 2 of Form I-9? Select one from each column, then click Continue.

List B Documents	List C Documents
<ul style="list-style-type: none"><input type="radio"/> Driver's license or ID card issued by a U.S. state or outlying possession<input type="radio"/> ID card issued by a U.S. federal, state or local government agency<input type="radio"/> School ID card<input type="radio"/> Voter registration card<input type="radio"/> U.S. military card or draft record<input type="radio"/> Military dependent's ID card<input type="radio"/> U.S. Coast Guard Merchant Mariner Card<input type="radio"/> Native American tribal document<input type="radio"/> Driver's license issued by a Canadian government authority<input type="radio"/> School record or report card (under age 18)<input type="radio"/> Clinic, doctor or hospital record (under age 18)<input type="radio"/> Day-care or nursery school record (under age 18)<input type="radio"/> Minor under age 18 without a List B document<input type="radio"/> Special Placement	<ul style="list-style-type: none"><input type="radio"/> Social Security Card<input type="radio"/> Certification of Birth Abroad (Form FS-545)<input type="radio"/> Certification of Report of Birth (Form DS-1350)<input type="radio"/> U.S. birth certificate (original or certified copy)<input type="radio"/> Native American tribal document<input type="radio"/> U.S. Citizen ID Card (Form I-197)<input type="radio"/> ID Card for Use of Resident Citizen in the United States (Form I-179)<input type="radio"/> Employment authorization document issued by the U.S. Department of Homeland Security

Back Continue

Verify Employee



Welcome

Company

User

HOME

CASES

PROFILE

COMPANY

REPORTS

WEB SERVICES

RESOURCES

LOG OUT

Verify Employee

Enter Form I-9 Information

Verification Results

Close Case

Select the document name and state, then click Continue. * - required

* Document Name ?

- Driver's license
- ID card


* Document State ?

Nebraska

Back

Continue

Verify Employee

Welcome Company User

[HOME](#) [CASES](#) [PROFILE](#) [COMPANY](#) [REPORTS](#) [WEB SERVICES](#) [RESOURCES](#) [LOG OUT](#)

Verify Employee

Enter Form I-9 Information → Verification Results → Close Case

Enter the employee's Form I-9 information, then click Continue. * - required
Click any ? for help.

Last Name Washington	First Name George	Middle Initial W	Other Names Used --
Date of Birth January 01, 1975	Social Security Number *** ** 0000	Employee's Email Address gwashington@email.com	
Citizenship Status A citizen of the United States	Document Type Driver's license or ID card issued by a U.S. state or outlying possession	Document Name Driver's license	Document State Nebraska
* Document Number ? <input type="text"/>	* Document Expiration Date ? Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>	<input type="checkbox"/> This document has no expiration date	
* Hire Date ? Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>	Employer Case ID ? <input type="text"/>		

Case Results/Closing a Case

Employer Action

- Record Case Verification Number on Form I-9 and/or print out the case details and attach to Form I-9
- Ensure the information in E-Verify matches the employee's Form I-9



The screenshot shows the E-Verify interface for an employer. The main heading is "Verify Employee" with the employee name "Smith, Bill" and the Case Verification Number "2014055122742JH". A red box highlights the Case Verification Number and a "View/Print Case Details" link. Below this is a progress bar with three steps: "Enter Form I-9 Information" (completed), "Verification Results" (completed), and "Close Case" (current step). A yellow box highlights the "Employment Eligibility" section, which states "Employment Authorized" and "Bill Smith is authorized to work in the United States. To complete the verification process, click Close Case". Below this is a table of employee information:

Last Name	First Name	Middle Initial	Other Names Used
Smith	Bill	--	--
Date of Birth	Social Security Number	Email Address	
January 03, 2001	***-**-0007	--	
Citizenship Status	Document Name	Document State	
A citizen of the United States	Driver's license	Nebraska	
Document Type	Document Expiration Date	Employer Case ID	
Driver's license or ID card issued by a U.S. state or outlying possession	March 31, 2017	--	
Hire Date	Submitted By	Submitted On	
February 24, 2014	[Redacted]	February 24, 2014	

A red arrow points to the "Close Case" button at the bottom right of the page.

Initial Results

Initial verification will return one of three results in just seconds.

Employment Authorized	Tentative Nonconfirmation	DHS Verification in Process
The employee is authorized to work.	There is an information mismatch.	DHS will usually respond within 24 hours with either: Employment Authorized or DHS Tentative Nonconfirmation

What is a Tentative Nonconfirmation (TNC)?

A TNC means that information from an employee's Form I-9 did not match government databases.

Note: It may not mean an employee is unauthorized to work or is present in the United States unlawfully. There are legitimate reasons why an employee may receive this result.

Common reasons for TNCs:

- Social Security number (SSN) does not match
- Identification document could not be verified
- Citizenship or immigration status changed
- Name change was not reported
- Name entered on I-9 is different than recorded in government databases
- Information was not entered correctly in E-Verify

Handling a TNC


- Employers should print the TNC **Further Action Notice** and review it with the employee promptly and privately.
- Employees have the right to contest or not contest a TNC.
- Employees who choose to contest should be provided the **Referral Date Confirmation**.

Both the TNC Further Action Notice & Referral Date Confirmation are available in several languages: [Foreign Language Resources](#)



CONTEST	NOT CONTEST
Employer refers employee to appropriate agency.	Employer may terminate the employee and close the case in E-Verify.

TNC – Step 1

Verify Employee Employee Name Case Verification Number [View/Print Case Details](#)

Enter Form I-9 Information  Verification Results Close Case


Employment Eligibility:


 **SSA Tentative Nonconfirmation (TNC)** 

The name and/or date of birth entered for this employee did not match SSA records.
This does NOT necessarily mean that the employee is not authorized to work in the United States; however, additional action is required.

Employers must allow the employee to contest a TNC and may not take adverse action against the employee because of the TNC while the employee is contesting the TNC and the E-Verify case is pending.

▶ To begin the TNC process click, **Continue**.


If you created this case in error or no longer need to continue this verification, click **Close Case**. 


To return to this case at a later time, click **Save Case and Exit**. 

Close Case **Save Case and Exit** **Continue**

TNC – Step 2

Verify Employee Employee Name Case Verification Number [View/Print Case Details](#)



Enter Form I-9 Information  **Verification Results** Close Case

Employment Eligibility:
 **SSA Tentative Nonconfirmation (TNC)** [?](#)

TNC Process
Review the SSA TNC Further Action Notice with the employee. Follow the steps listed below.

- 1 Print the SSA TNC Further Action Notice.

SSA TNC Further Action Notice [?](#) Choose which language to print

English  
- 2 Review the SSA TNC Further Action Notice privately with the employee. Ensure that you and the employee sign and date the SSA TNC Further Action Notice.
- 3 Indicate that the employee has been notified by selecting the check box below.

Confirm Employee Notification

I have notified this employee of the TNC.
- 4 If the employee:
 - ▶ Chose to CONTEST the SSA TNC, click **Refer Case**.
 - ▶ Chose to NOT CONTEST the SSA TNC, click **Close Case**. [?](#)

If you created this case in error or no longer need to continue this verification, click **Close Case** [?](#)
To return to this case at a later time, click **Save Case and Exit** [?](#)


Close Case **Save Case and Exit** **Refer Case**

TNC – Step 3

Verify Employee Employee Name Case Verification Number [View/Print Case Details](#)

Enter Form I-9 Information **Verification Results** Close Case

Referral Date Confirmation Choose which language to print

 **Employee Referred to SSA** English [Print Confirmation](#)

This employee has been referred to SSA on **October 04, 2016**. Select a language and print the Referral Date Confirmation. Provide this to the employee who has contested this SSA TNC. Inform the employee that he or she has until **October 17, 2016** to contact SSA.

Check for Case Status Updates

E-Verify will update the employee's case status by **October 20, 2016**. E-Verify will alert you of an update through the case status alert feature on the E-Verify home page. Be sure to log in to E-Verify periodically — you'll need to close the case once it is updated with a final status.

To reprint the SSA TNC Further Action Notice, click **Reprint Notice**.

SSA TNC Further Action Notice Choose which language to print

English [Reprint Notice](#)

To return to the E-Verify home page, click **E-Verify Home**.

If you created this case in error or no longer need to continue this verification, click **Close Case**.

To begin a new case, click **New Case**.

[E-Verify Home](#) [Close Case](#) [New Case](#)

Further Action Notice

Further Action Notice
U.S. Department of Homeland Security Tentative Nonconfirmation (DHS TNC)

Employee's Last Name, First Name	Last Four Digits of Employee's Social Security Number
Employee's A-Number	Employee's Document Number
Date of DHS Tentative Nonconfirmation	Case Verification Number
Reason for this Notice:	

EMPLOYER INSTRUCTIONS:

- Review this Further Action Notice in private with the employee as soon as possible.
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 Further Action Notice. Translated versions are available in the 'View Essential Resources' section of E-Verify. If the employee cannot read this document for some other reason, provide the information in an alternative format.
- Check that all of the information at the top of this Further Action Notice is correct. If this information is incorrect, close this case in E-Verify and create a new case with the correct information.
- Ask the employee to indicate whether he or she will contest the DHS Tentative Nonconfirmation (DHS TNC) by signing and dating Page 2 of this Further Action Notice, and then sign and date below as the employer.
- Give the employee a copy of the signed Further Action Notice in English (and a translated version, if appropriate) and attach the original to the employee's Form I-9.
- Log in to E-Verify and search for this case using the information above. Follow the instructions in E-Verify to refer the case to DHS if the employee contests the TNC, or close the case if the employee does not contest the DHS TNC. If the employee chooses not to contest the DHS TNC, you may terminate his or her employment and close the case in E-Verify.
IMPORTANT: If the employee contests the DHS TNC, refer the case to DHS, print the Referral Date Confirmation from E-Verify, provide it to the employee, and instruct the employee to contact DHS within 8 Federal Government working days as specified in the Referral Date Confirmation.

For Photo Mismatch ONLY
Complete this Further Action Notice and send a copy of it with a copy of the employee's photo document to DHS. Either attach and submit a digital copy of the photo document in E-Verify or send a paper copy to DHS via an express shipping carrier of your choice. Do NOT send the copies through regular United States Postal Service mail.

Express Shipping Carrier Address	Attach and Submit Electronically
U.S. Department of Homeland Security-USCIS 10 Fountain Plaza, 3rd Floor Buffalo, NY 14202 Attn: Status Verification Office - Photo Matching	Make a digital copy of the employee's photo document (e.g. with a scanner or a camera) and save it to your computer. Then attach and submit the copy in E-Verify.

Employer Signature and Date

I have notified this employee of the DHS Tentative Nonconfirmation and provided the employee with a copy of this Further Action Notice.

Employee's Name	Employer Representative's Name
Date	Employer Representative's Signature

Page 1 of 3 | Further Action Notice - DHS TNC | Revision Date 07/14/15 www.dhs.gov/E-Verify

EMPLOYEE INSTRUCTIONS:

Why you received this Further Action Notice
Your employer participates in E-Verify, a program managed by the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA). E-Verify compares the information you provided on Form I-9, Employment Eligibility Verification, with records available to DHS to verify that you are authorized to work in the United States.
You received this Further Action Notice from your employer because E-Verify provided a result of DHS Tentative Nonconfirmation (DHS TNC). A DHS TNC means that the information entered into E-Verify by your employer does not match records available to DHS. A DHS TNC does not necessarily mean that you gave incorrect information to your employer or that you are not authorized to work in the United States. Visit the [For Employees](http://www.dhs.gov/E-Verify) pages at www.dhs.gov/E-Verify to learn the reasons you may have received a DHS TNC.

What you should do:

- Check that the information on Page 1 of this Further Action Notice is correct. If it is not correct, provide the correct information to your employer. Your employer should close this E-Verify case and use the corrected information to create a new case.
- Decide if you will contest (take action to resolve) the DHS TNC and inform your employer of your decision.
IMPORTANT: If you decide not to contest the DHS TNC, your case will become a Final Nonconfirmation, which means that your employer may terminate your employment.
- Select your decision to contest or not contest and sign and date this Further Action Notice below. If you decide to take action to contest the DHS TNC, to begin to resolve the DHS TNC, you must contact DHS **within 8 Federal Government working days** from the date your employer refers your case in E-Verify.
IMPORTANT: Review Page 3 of this notice for important information about employer responsibilities and your rights.

Select box, sign and date below:

I choose to: **(check one)**

CONTEST (take action to resolve the DHS TNC)

NOT CONTEST (not take action to resolve the DHS TNC)

Employee's Signature _____ Date _____

What you must do to take action to resolve the DHS TNC:

- Call DHS at 855-557-7781 (TTY: 887-875-6025) **within 8 Federal Government working days** from the date your employer refers your case to DHS to begin to resolve your case. Your employer must give you a Referral Date Confirmation, which will tell you the date by which you must contact DHS.
Foreign Students and Exchange Visitors Only: DHS cannot resolve this case if your Student Exchange Visitor Information System (SEVIS) record is incorrect. Before you call DHS, try to contact your Designated School Official or Responsible Officer and ensure your SEVIS record is correct.
- Have this Further Action Notice when you call DHS. DHS may ask you to provide additional information or documents to resolve your case. If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter.
NOTE: Since you received a DHS TNC from E-Verify, your immigration records could be incorrect. Correcting your immigration records can prevent DHS TNCs. Once you successfully resolve a DHS TNC, you may wish to take additional action to correct your immigration records. You may review the fact sheet "How to Correct Your USCIS Records after Resolving a Tentative Nonconfirmation in E-Verify," found at <http://www.uscis.gov/e-verify/employees/how-correct-your-immigration-records>. This fact sheet provides information on several options to correct your DHS record.
To check the status of your case visit myE-Verify at <https://myefcheck.uscis.gov/Set/CheckUI/Cas/Tracker>.

Page 2 of 3 | Further Action Notice - DHS TNC | Revision Date 07/14/15 www.dhs.gov/E-Verify

How to Correct Your Immigration Records after Resolving a Tentative Nonconfirmation in E-Verify Fact Sheet

Referral Date Confirmation



Referral Date Confirmation

Social Security Administration Tentative Nonconfirmation (SSA TNC)

E-Verify Case Verification Number: 2016278124852RC

Employee Name: [REDACTED]

Your employer referred your E-Verify case to SSA after you decided to contest (take action to resolve) an SSA Tentative Nonconfirmation (SSA TNC). This document confirms that your case was referred to SSA.

What you should do

Visit an SSA field office **within 8 Federal Government working days**, by 10/17/2016 (MM/DD/YYYY), to begin to resolve the SSA TNC. If you have not received the SSA TNC Further Action Notice from your employer, contact your employer immediately to obtain this notice.

The SSA TNC Further Action Notice includes information about your E-Verify case and which documents you need when you visit SSA. You must have the SSA TNC Further Action Notice when you visit SSA.

If you do not take action **within 8 Federal Government working days**, by 10/17/2016 (MM/DD/YYYY), a Final Nonconfirmation will be issued and your employer may terminate your employment. Employers must allow you to contest an SSA TNC and may not take adverse action against you because of the SSA TNC while you are contesting the SSA TNC and your E-Verify case is pending.

For More Information

If you have questions about what to do, contact E-Verify at 888-897-7781 (TTY: 877-875-6028) or email E-Verify@dhs.gov. If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter. For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at www.dhs.gov/E-Verify.

Check Status of a TNC

Official Website of the Department of Homeland Security



Welcome

Company

User ID

HOME

CASES

PROFILE

COMPANY

REPORTS

WEB SERVICES

RESOURCES

LOG OUT



Visit the
E-Verify
Message Center
to get the latest
E-Verify News and Information

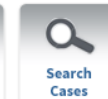
Message
Center



QUICK LINKS



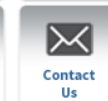
Verify
Employee



Search
Cases



View
Resources



Contact
Us

You Have No Case Alerts at this Time

Open Cases
to be Closed



Cases with
New Updates



Work
Authorization
Docs Expiring



Message
Center



Results after TNC

You should check E-Verify periodically for one of the following responses:

Employment Authorized
Review and Update Employee Data
Case in Continuance
DHS Verification in Process
DHS No Show
Final Nonconfirmation

Handling a TNC Employee Rights

- The employee has **eight federal government workdays** from the referral date to visit or call the appropriate agency to start to resolve the discrepancy.
- The employee **continues to work** during the TNC resolution process.
- Federal law prohibits employers from terminating employment of an employee because of an interim case result until the TNC becomes a Final Nonconfirmation.

A poster featuring a diverse group of five smiling people (three men and two women) holding a white sign with red and blue text. The sign reads: "DOES YOUR EMPLOYER USE E-VERIFY? YOU SHOULD KNOW YOUR RIGHTS". Below the sign, the text reads: "Employers who use E-Verify to confirm your work eligibility must follow the rules". A bulleted list follows: "• Employers must not use E-Verify before you accept a job offer", "• Employers must use E-Verify for all new hires", "• If E-Verify finds an information mismatch in your government records, your employer must let you try to resolve it", and "• You can keep your job while resolving a mismatch". At the bottom, it says "Learn more at www.dhs.gov/E-Verify" and "Questions? Email: E-Verify@dhs.gov Call: E-Verify Employee Hotline 888-497-7787". The E-Verify logo and the U.S. Department of Homeland Security seal are at the bottom.

Employer Responsibilities

Employers must **not**:

- Use E-Verify to pre-screen employment applicants
- Use E-Verify selectively; E-Verify must be used for all new hires
- Influence or coerce an employee's decision whether to contest a TNC
- Terminate or take adverse action against an employee who is contesting a TNC
- Ask for additional documentation after obtaining a TNC for an employee



- ✓ **Follow all the rules and guidelines outlined in the E-Verify Memorandum of Understanding (MOU)**

Customer Service

E-Verify received the highest rating for customer service of all federal agencies.

(2013 American Customer Satisfaction Survey)

- **Employer Hotline: (888) 464-4218**
- **Employee Hotline: (888) 897-7781**
- **Form I-9 E-Mail: I-9Central@dhs.gov**
- **E-Verify E-Mail: E-Verify@dhs.gov**
- **Form I-9 Website: www.uscis.gov/I-9Central**
- **E-Verify Website: www.dhs.gov/E-Verify**



E-Verify Outreach Contact Us

Contact us with any questions

Email: Delycia.Hofmann@uscis.dhs.gov

Office: 402-858-3797

E-Verify Customer Service 888-464-4218

Available Monday-Friday 8:00-5:00 local time

