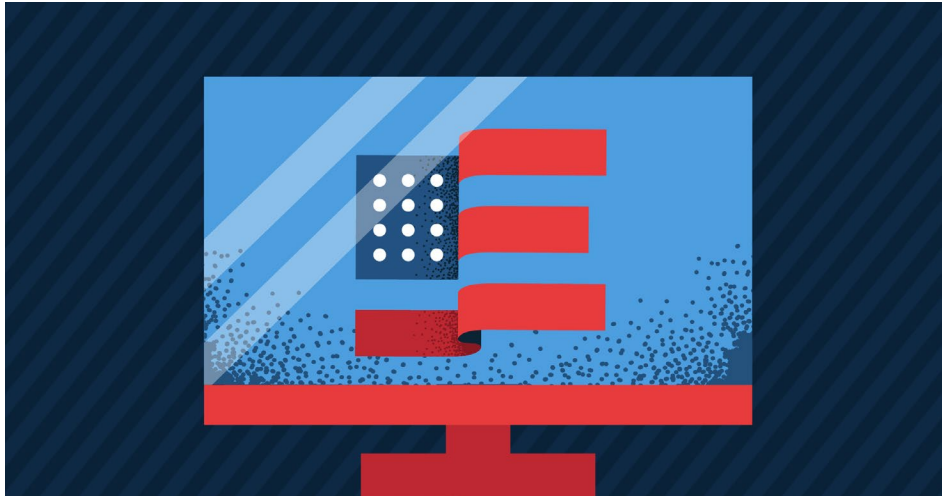


Form I-9 and E-Verify Overview for CUPA-HR



Presented to: CUPA-HR
September 4, 2024

Agenda

- ✓ Background
- ✓ Form I-9 Reminders
- ✓ Form I-9 Overview
- ✓ Form I-9 and E-Verify
- ✓ Resources

U.S. Citizenship and Immigration Services

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.



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

Employment Verification

To comply with the employment eligibility verification provisions **ALL** employers must:

- For employees hired after November 6, 1986:
 - Verify the **identity** documents
 - Verify the **employment authorization** documents
 - **Complete** and **retain** a Form I-9
- **Employers MUST 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*
- Unfair documentary practices during Form I-9 process
- Retaliation

** Actual or perceived discrimination*

Immigrant and Employee Rights (IER)



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

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

Department of Justice Civil Rights Division

[Immigrant and Employee Rights Section](#)

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

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

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

Form I-9 Requirements

- ✔ Use Form I-9 with revision date *8/1/2023 for new hires and reverifications
- ✔ Employers are not required to have Forms I-9 for employees hired on or before November 6, 1986
- ✔ You may delegate the authority to complete Form I-9 to an authorized representative, however, you will retain liability for any errors

Visit [I-9 Central Related News](#) for updates.

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*

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

Completing Form I-9

Form I-9

Lists of Acceptable Documents



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

USCIS
Form I-9
OMB No. 1615-0047
Expires 05/31/2027

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

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 (if any)	Other Last Names Used (if any)	
Address (Street Number and Name)				Apt. Number (if any)	City or Town	State
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address		Employee's Telephone Number		

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- A citizen of the United States
- A noncitizen national of the United States (See Instructions.)
- A lawful permanent resident (Enter USCIS or A-Number.)
- A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any)

If you check Item Number 4., enter one of these:

USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance
----------------	----	----------------------------	----	---

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

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

Document Title 1	LIST A	OR	LIST B	AND	LIST C
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	Additional Information				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

Check here if you used an alternative procedure authorized by DHS to examine documents.

Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.

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

For reverification or rehire, complete Supplement B, **Reverification and Rehire** on Page 4.

Form I-9 Edition 08/01/23 Page 1 of 4

LISTS OF ACCEPTABLE DOCUMENTS		
All documents containing an expiration date must be unexpired.		
<input type="checkbox"/> Documents extended by the issuing authority are considered unexpired.		
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.		
Examples of many of these documents appear in the Handbook for Employers (M-274).		
LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> U.S. Passport or U.S. Passport Card Permanent Resident Card or Alien Registration Receipt Card (Form I-551) Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa Employment Authorization Document that contains a photograph (Form I-766) For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> Foreign passport; and Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> The same name as the passport; and An endorsement of the individual's status or parole 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. 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 	<ol style="list-style-type: none"> 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 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 School ID card with a photograph Voter's registration card U.S. Military card or draft record Military dependent's ID card U.S. Coast Guard Merchant Mariner Card Native American tribal document Native American tribal document Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> School record or report card Clinic, doctor, or hospital record Day-care or nursery school record 	<ol style="list-style-type: none"> A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> NOT VALID FOR EMPLOYMENT VALID FOR WORK ONLY WITH INS AUTHORIZATION VALID FOR WORK ONLY WITH DHS AUTHORIZATION Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal Native American tribal document U.S. Citizen ID Card (Form I-197) Identification Card for Use of Resident Citizen in the United States (Form I-179) Employment authorization document issued by the Department of Homeland Security <p>For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p>The Form I-766, Employment Authorization Document, is a List A, Item Number 4. document, not a List C document.</p>
<p>Acceptable Receipts</p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>		
<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List A document. Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. Form I-94 with "RE" notation or refugee stamp issued to a refugee. 	OR	<ul style="list-style-type: none"> Receipt for a replacement of a lost, stolen, or damaged List B document. Receipt for a replacement of a lost, stolen, or damaged List C document.
*Refer to the Employment Authorization Extensions page on I-9 Central for more information.		




Section 1: Employee Information and Attestation

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 (if any)	Other Last Names Used (if any)		
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address			Employee's Telephone Number	
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):					
		<input type="checkbox"/> 1. A citizen of the United States <input type="checkbox"/> 2. A noncitizen national of the United States (See instructions.) <input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.) <input type="checkbox"/> 4. A noncitizen (other than item numbers 2, and 3, above) authorized to work until (exp. date, if any)					
		If you check item number 4, enter one of these:					
		USCIS A-Number	OR	Form I-84 Admission Number	OR	Foreign Passport Number and Country of Issuance	
Signature of Employee				Today's Date (mm/dd/yyyy)			
If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.							

- ✓ EMPLOYEE completes no later than **first day of work for pay**
- ✓ Social Security Number is required for E-Verify
- ✓ Email address is optional for employee
 - If provided, it MUST be entered in E-Verify
- ✓ Attestation

Section 2: Employer Certification of Document Review

-  EMPLOYER completes Section 2 no later than **3 business days** after the employee begins work for pay
-  The person that examines the **original, unexpired documents** in the presence of the employee **MUST** fill out, sign and date Section 2
-  Date fields
 - Today's date
 - First day of employment

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	Additional Information				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.					
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.					
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		First Day of Employment (mm/dd/yyyy):
Employer's Business or Organization Name			Today's Date (mm/dd/yyyy)		
Employer's Business or Organization Name			Employer's Business or Organization Address, City or Town, State, ZIP Code		

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

Section 2: Optional Remote Document Examination

- ✓ E-Verify enrolled employers may remotely examine documents
- ✓ To participate, employers must:
 - Review and retain copies of all documents
 - Conduct a live video interaction with new hire
 - Indicate use of the alternative procedure on the Form I-9

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	Additional Information				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)	Additional Information				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.					
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.					First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name			Employer's Business or Organization Address, City or Town, State, ZIP Code		

For reverification or rehire, complete [Supplement B, Revocation and Rehire](#) on Page 4.

[Ch. 4.5 of the M-274 Handbook for Employers, Remote Document Examination](#)

Section 2: Examining Documents

✓ You must accept a document presented by an employee if it reasonably appears to be:

- Genuine
- AND**
- Relates to the individual presenting it



✓ The document must be original – photocopies are NOT acceptable, except for a [certified](#) copy of a birth certificate

Section 2:

Receipt Rule

You may accept a receipt showing that your employee has applied to replace a document that was **lost, stolen** or **damaged**.

- The receipt must be issued by the originating agency
- Employee must present original replacement document or another acceptable document (or documents) within 90 days of the hire date
- Receipts are never acceptable if employment will last less than three business days
- E-Verify cases should be delayed until the replacement document is provided

Section 2:

Copying Documents

You may choose to make copies of documents employees present for Section 2. If you choose to photocopy documents:

- You must do so for **ALL** employees
- Be consistent and copy **all** documents employees provide




E-Verify employers must photocopy the following documents, if voluntarily provided by the employee for Form I-9 Section 2:

- U.S. Passport or Passport Card
- I-551 Lawful Permanent Resident Card
- I-766 Employment Authorization Document

Supplement A

Preparer/Translator

Supplement A, Preparer and/or Translator Certification for Section 1		USCIS Form I-9 Supplement A	
Department of Homeland Security U.S. Citizenship and Immigration Services		OMB No. 1615-0047 Expires 05/31/2027	
			
Last Name (Family Name) from Section 1.		First Name (Given Name) from Section 1.	Middle initial (if any) from Section 1.
<p>Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.</p> <p>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.</p>			
Signature of Preparer or Translator		Date (mm/dd/yyyy)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	
Address (Street Number and Name)	City or Town	State	ZIP Code

- ✔ Preparer/Translator must complete Supplement A
- ✔ Preparer/Translator should enter their home address, not the company address.

Supplement B

Reverification and Rehires

Supplement B,
Reverification and Rehire (formerly Section 3)
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
Supplement B
OMB No. 1615-0047
Expires 05/31/2027

Last Name (Family Name) from Section 1.	First Name (Given Name) from Section 1.	Middle Initial (if any) from Section 1.
---	---	---

~~Instructions: This Supplement replaces Section 3 of the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the [Handbook for Employers: Guidance for Completing Form I-9 \(M-274\)](#)~~

Date of Rehire (if applicable)	New Name (if applicable)		
Date (mm/dd/yyyy)	Last Name (Family Name)	First Name (Given Name)	Middle Initial

Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.

Document Title	Document Number (if any)	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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.

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

Additional Information (Initial and date each notation.)

Check here if you used an alternative procedure authorized by DHS to examine documents.

- ✓ Employers **MUST** reverify an employee using Form I-9, Supplement B, if their temporary employment authorization status or temporary employment authorization document has expired
 - ✓ You **may** also complete Supplement B if you:
 - **Rehire** the employee within 3 years of the date you completed Form I-9*
 - OR
 - Update the employee's **biographic information**
- * Do not create a new E-Verify case for an existing employee you are reverifying

Supplement B: When to Reverify on Form I-9



Reverify

- An Employment Authorization Document (Form I-766) with an expiration date
- Form I-94 with temporary I-551 stamp
- Unexpired foreign passport with temporary I-551 stamp

Do not Reverify

- U.S. citizens and noncitizen nationals
- U.S. passports or passport cards
- Unexpired Permanent Resident or Alien Registration Receipt card (Form I-551)
- Expired Permanent Resident Card presented with Form I-797
- [List B](#) documents

Correcting Form I-9

Correcting Mistakes

If you discover a mistake on Form I-9, correct the existing form **OR** prepare a new Form I-9:

- If you choose to correct the existing Form I-9, line out the incorrect portions, enter the correct information, and initial and date the correction
- If you do a new Form I-9, keep the old form with the new form. You should also attach a short memo to both the new and old Forms I-9 stating the reason for your action

Missing Forms

If you discover you are missing the Form I-9 for an employee:

- Give the employee the current version of the Form I-9
- Complete the form as soon as possible
- Do not backdate the form
- Attach a signed and dated explanation of the corrective action

Guidance for Conducting Internal Audits

Storage

You must have a Form I-9 on file for all current employees:

- ✔ [Store Forms I-9](#) securely in a way that meets your business needs – on site, off-site, storage facility
- ✔ Store copies of documents with the Form I-9 or with the employee's records
- ✔ Ensure that only authorized personnel have access to stored Forms I-9
- ✔ Make Forms I-9 available within three days of an official request for inspection

[Handbook for Employers Ch. 10.0](#)

Retention

Calculate how long to retain an employee's Form I-9 once they end employment:

If they worked for less than two years, retain their form for three years after the date you entered in the First Day of Employment field.

OR

If they worked for more than two years, retain their form for one more year after the date they stop working for you.

EXAMPLES:

John Smith (Hired Nov. 1, 2019, terminated May 5, 2020): John worked for less than 2 years, keep his form for 3 years, until 11/01/2022

Betsy Ross (Hired Nov. 1, 2002, terminated May 5, 2020): Betsy worked for more than 2 years, keep her form for one more year, until 05/05/2021

Form I-9 and E-Verify

Form I-9 and E-Verify

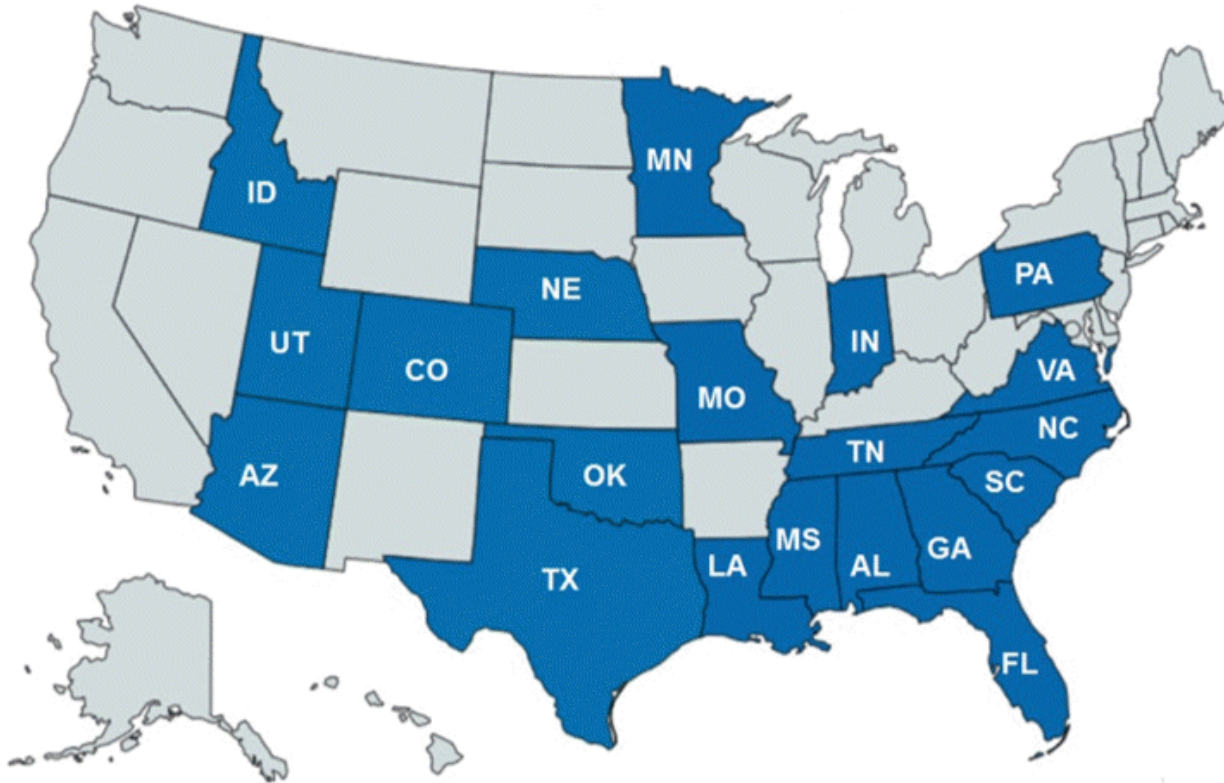
You must complete Form I-9 before you create a case in E-Verify.



Why use E-Verify?

- ✓ Ensures a legal workforce
- ✓ Protects jobs for authorized workers
- ✓ Deters document and identity fraud
- ✓ Works seamlessly with Form I-9

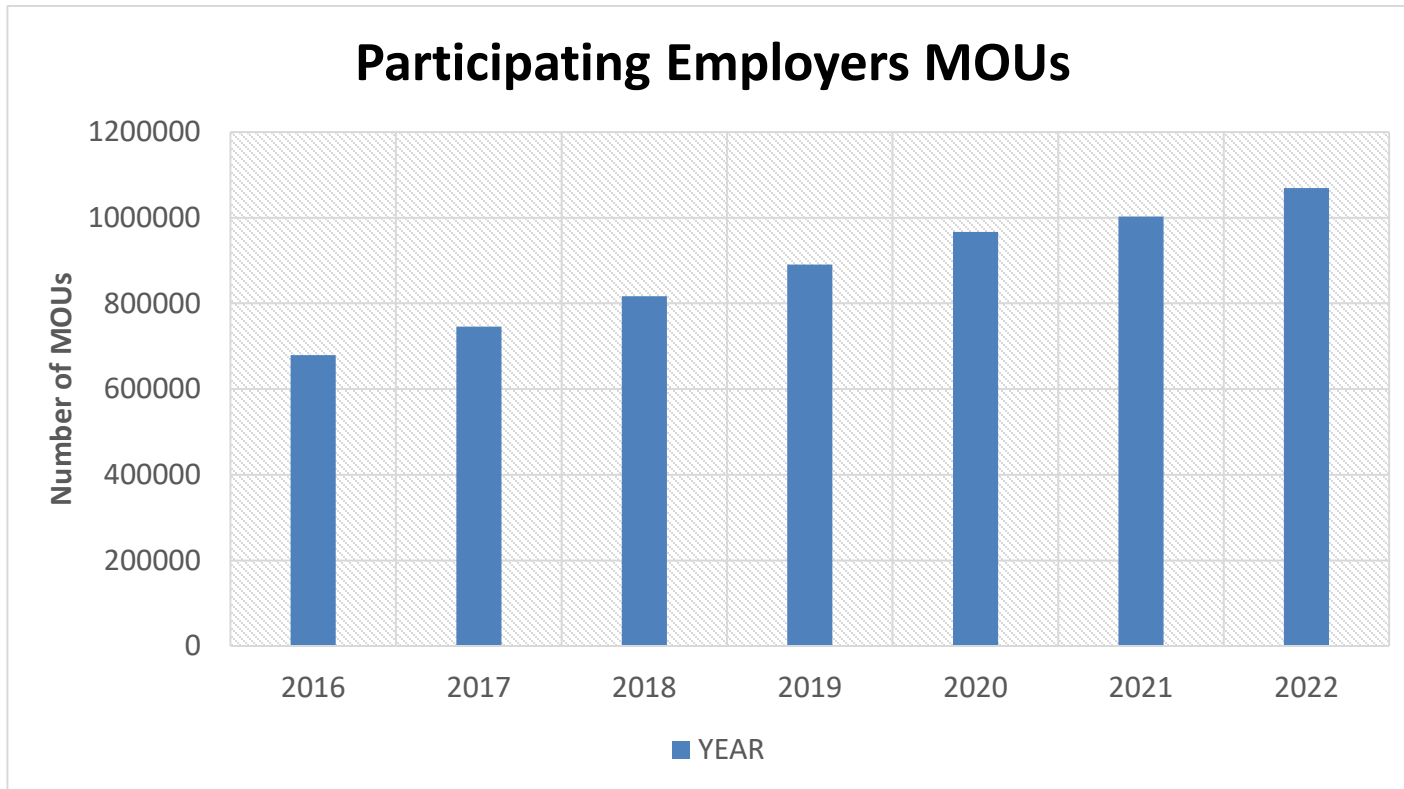
State E-Verify Requirements



Enacted legislation requiring mandatory use of E-Verify that may include most employers, various public entities / contractors

*Also see Interim Final Rule implementing the [Northern Mariana Islands U.S. Workforce Act of 2018](#) which requires CW-1 employers to enroll in E-Verify

The Growth of E-Verify



- ✔ More than 49 million cases created in FY 2022
- ✔ Employers in every industry, state and U.S. territory

Form I-9 Process with E-Verify

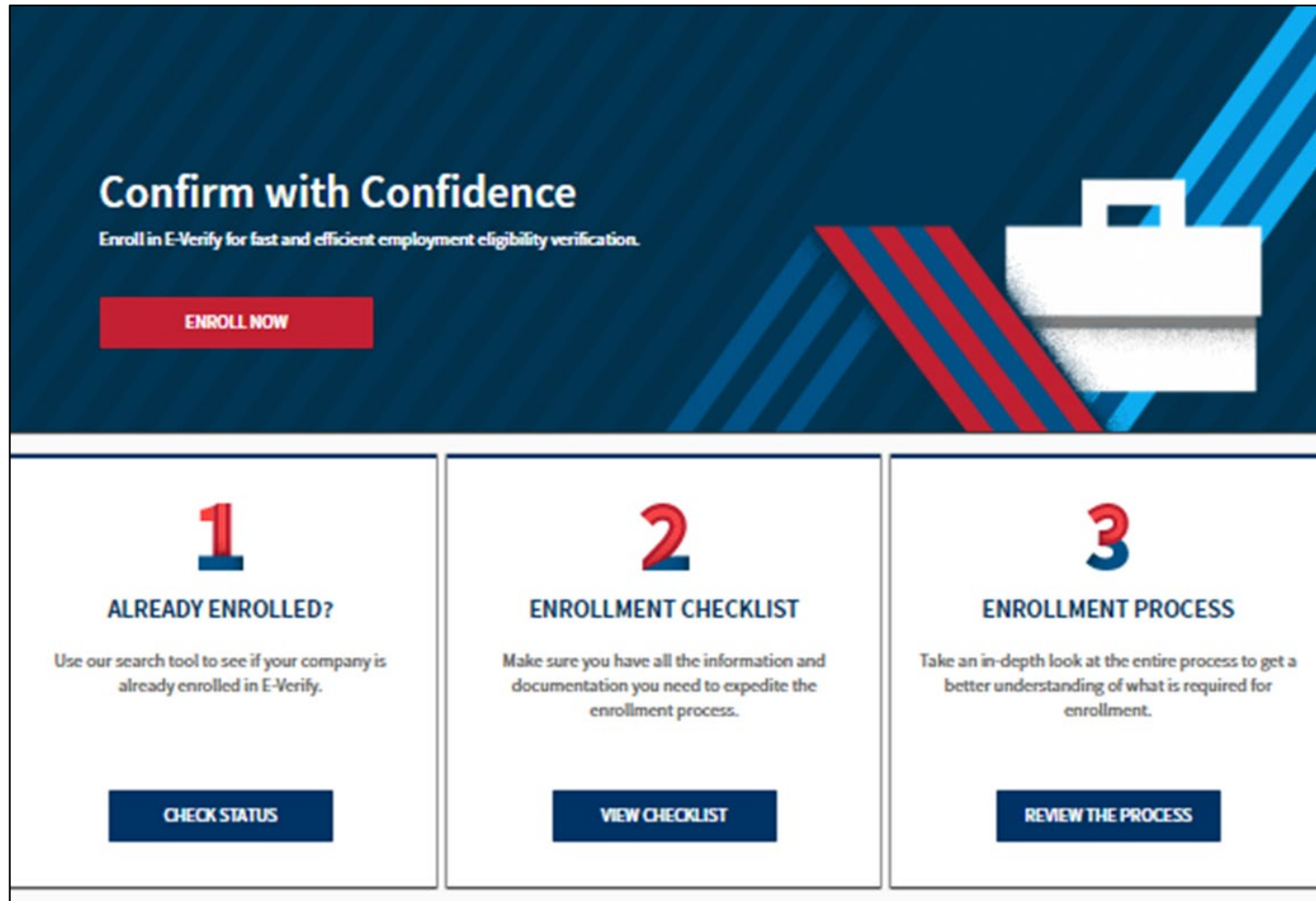
All employees of E-Verify employers MUST:

- ✓ Provide Social Security number (SSN) on Form I-9
- ✓ Select List B documents with photo, if provided for Form I-9

All E-Verify employers MUST:

- ✓ Use completed Form I-9
- ✓ Create E-Verify case by third business day after first day of work for pay
- ✓ Enter employee e-mail address into E-Verify, if provided for Form I-9
- ✓ Keep copy of photo matching document, if provided
- ✓ Reverify in Supplement B of Form I-9 only; do not create additional E-Verify case

How to Enroll



The graphic features a dark blue background with diagonal stripes in shades of blue and red. On the right side, there is a white icon of a briefcase. The main heading 'Confirm with Confidence' is in white, with a sub-heading 'Enroll in E-Verify for fast and efficient employment eligibility verification.' below it. A red button with white text 'ENROLL NOW' is positioned to the left of the briefcase icon.

Confirm with Confidence

Enroll in E-Verify for fast and efficient employment eligibility verification.

[ENROLL NOW](#)

- ### 1

ALREADY ENROLLED?

Use our search tool to see if your company is already enrolled in E-Verify.

[CHECK STATUS](#)
- ### 2

ENROLLMENT CHECKLIST

Make sure you have all the information and documentation you need to expedite the enrollment process.

[VIEW CHECKLIST](#)
- ### 3

ENROLLMENT PROCESS

Take an in-depth look at the entire process to get a better understanding of what is required for enrollment.

[REVIEW THE PROCESS](#)

Enroll in E-Verify

- ✔ Step 1: Visit [Enrollment](#) Website
- ✔ Step 2: Set up a temporary Enrollment Point of Contact (POC) account to complete the enrollment process
- ✔ Step 3: Select an account access method and enter company information
- ✔ Step 4: Agree to the terms of use in the Memorandum of Understanding (MOU)
- ✔ Step 5: Print or save the MOU



Enrollment: Account Access

- Employer** MOST COMMON ▼

Your company plans to verify the employment eligibility of its own employees using the E-Verify website.
- Employer Agent** ▼

Your company plans to verify employment eligibility for company's employees, and if needed can also verify employment eligibility for its own employees.
- Web Services - Employer** ▼

Your company plans to develop or use software that connects to E-Verify to verify employment eligibility for its own employees.
- Web Services - Employer Agent** ▼

Your company plans to develop or use software that connects to E-Verify to verify employment eligibility for clients' employees and its own employees.
- Corporate Administrator** MANAGEMENT OVERSIGHT ACCOUNT ▼

Your company plans to link and manage multiple Employer accounts which share a common ownership structure or corporate control.

i Cases CANNOT be created, managed, or viewed using a Corporate Administrator account.

User Roles

User Role	Permissions
Program Administrator (at least one required)	The program administrator is responsible for following all E-Verify program rules and staying informed of changes to E-Verify policies and procedures.
General User	Employers can have as many or no general users as they desire. The general user is responsible for following all E-Verify program rules and staying informed of changes to E-Verify policies and procedures.

Display Posters

Employers Must:

- ✓ Display E-Verify participation poster
- ✓ Display Right To Work posters
- ✓ Contact Immigrant and Employee Rights (IER) with questions regarding discrimination:

1-800-255-8155

(TDD: 1-800-362-2735)

IF YOU HAVE THE RIGHT TO WORK

KEEP IT AWAY

A TRABAJAR

This Organization Participates in E-Verify | **Esta Organización Participa en E-Verify**

E-Verify

Sample Only | Sólo muestra

This employer participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.

If E-Verify cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact Department of Homeland Security (DHS) or Social Security Administration (SSA) so you can begin to resolve the issue before the employer can take any action against you, including terminating your employment.

Employers can only use E-Verify once you have accepted a job offer and completed the Form I-9.

E-Verify Works for Everyone

For more information on E-Verify, or if you believe that your employer has violated its E-Verify responsibilities, please contact DHS.

Este empleador participa en E-Verify y proporcionará al gobierno federal la información de su Formulario I-9 para confirmar que usted está autorizado para trabajar en los EE.UU.

Si E-Verify no puede confirmar que usted está autorizado para trabajar, este empleador está requerido a darle instrucciones por escrito y una oportunidad de contactar al Departamento de Seguridad Nacional (DHS) o a la Administración del Seguro Social (SSA) para que pueda empezar a resolver el problema antes de que el empleador pueda tomar cualquier acción en su contra, incluyendo la terminación de su empleo.

Los empleadores sólo pueden utilizar E-Verify una vez que usted haya aceptado una oferta de trabajo y completado el Formulario I-9.

E-Verify Funciona Para Todos

Para más información sobre E-Verify, o si usted cree que su empleador ha violado sus responsabilidades de E-Verify, por favor contacte a DHS.

888-897-7781
dhs.gov/e-verify

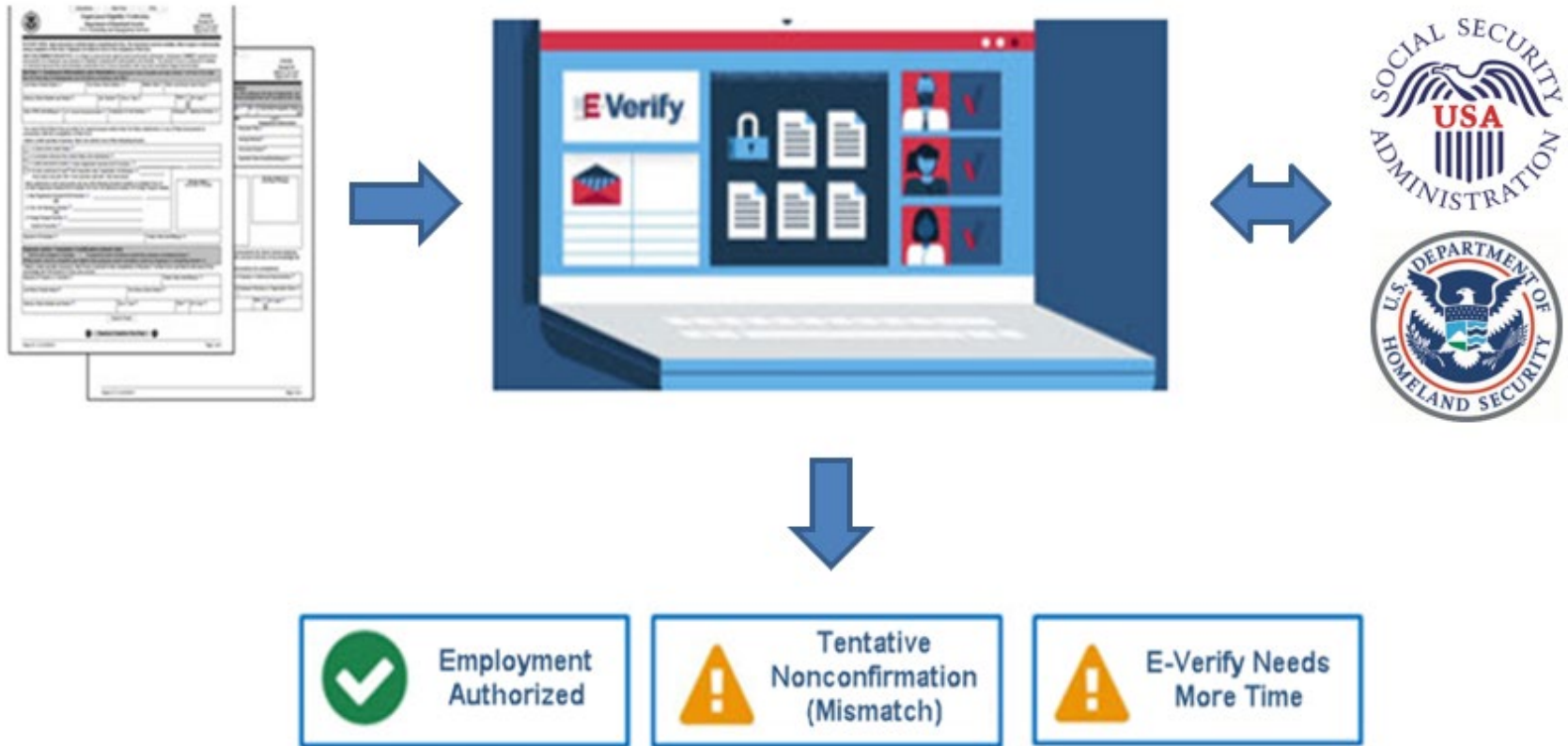
The law can be complicated. Call IER to get more information on protections from discrimination based on citizenship status and national origin.

Immigrant and Employee Rights Section (IER)
1-800-255-7688 TTY 1-800-237-2535
www.justice.gov/ier
ier@doj.gov

U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section, January 2015

See: The document may be recycled or its use preferred. Do not combine legally separated. For more information, see 49 CFR, November 26, 2017

Form I-9 & E-Verify Work Together



E-Verify Case Processing

Welcome back, [Redacted]!

Here is what is happening in Newest CSC Test Account.3,'s account today



560

Cases to be Closed

[View Cases to be Closed](#)



12

Cases with Updates

[View Updated Cases](#)



0

Cases with Expiring Authorization Docs

[View Expiring Doc Cases](#)



1

Recently Auto-Closed Cases

[View Auto-Closed Cases](#)

[📄 Create New Case](#)

[🔍 Search Cases](#)

[💡 View Resources](#)

[📧 Contact Us](#)

E-Verify Case Processing

Biographic

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Enter Form I-9 Information

Employee Information and Attestation

Last Name ⓘ <input type="text" value="Looney"/> <small>Family name or surname</small>	First Name <input type="text" value="Tunes"/> <small>Given name</small>	Middle Initial <input type="text" value="MI"/>
--	--	--

Other Last Names Used

If multiple last names, type each one and hit 'Enter' to submit and 'Backspace' to remove

Date of Birth

U.S. Social Security Number

E-Verify Case Processing

E-mail Address

Date of Birth

01/31/1958

U.S. Social Security Number

123-45-6789

Employee's E-mail Address

looneytunes@gmail.com

If the employee provided an e-mail address, you MUST enter that address here.

No email address provided.

Continue

E-Verify Case Processing

Attestation and Documents

Citizenship Status (required)

A citizen of the United States

A noncitizen national of the United States

A lawful permanent resident

A noncitizen authorized to work

Employer or Authorized Representative Review and Verification

What document types are on Test Sample's Form I-9? (required)

List A Document

List B & C Document

List A Document (required)

Permanent Resident Card or Alien Registration Receipt Card (Form I-551) ▼

E-Verify Case Processing

First Day of Employment

Additional Case Details

Select the Employee's First Day of Employment

Today

1 Day Ago

2 Days Ago

Employee's First Day of Employment ⓘ

10/04/2021

Employees must be verified within three business days of their first day of employment.

Visa Number

SEVIS ID Number

N1234567891

Employee ID (Optional)

An optional, 40-character field that you may create to easily identify and locate your employee's E-Verify case.

Continue

E-Verify Case Processing

Photo Match

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Review Case

Photo Match

Does the photo displayed match the photo displayed on Test Test's U.S. Passport or Passport Card?

Yes, this photo matches

No, this photo does not match

No photo displayed

Continue to Case Results

Save & Exit

Allows you to match the photo on a document to the photo that DHS has on file for that employee, and is activated automatically if an employee has presented:

- ✓ I-551, (Permanent Resident Card)
- ✓ Form I-766, (Employment Authorization Document), or
- ✓ U.S. passport or passport card

E-Verify Case Processing

Submit Case

Additional Case Details

Employee's First Day of Employment
12/02/2020

[Edit Case Details](#)

By clicking 'Submit Case' I confirm that the case information accurately reflects the information on the employee's Form I-9.

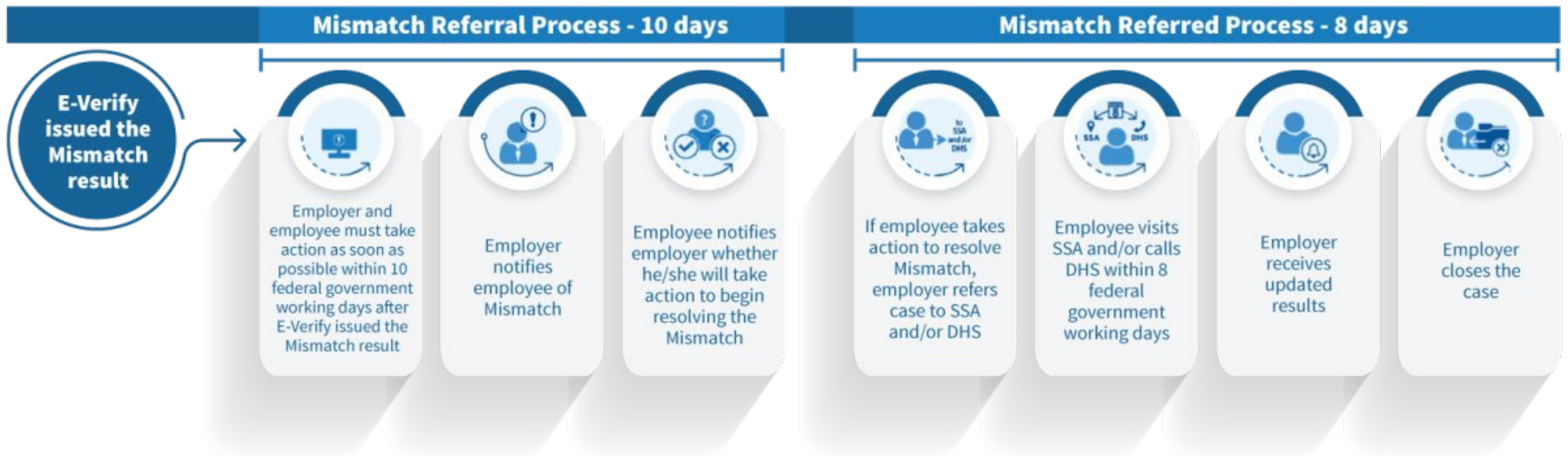
Clicking 'Close Case' will result in the case automatically closing without being submitted.

[Submit Case](#) [Save & Exit](#) [Close Case](#)

Verify Employee	Case Results	Print Case Details
<p>Enter Form I-9 Information</p> <p>Review Case</p> <p>Case Results</p>	<p>Employment authorized - Case 2018123162 Closed</p> <p>is authorized to work in the United States and the case has been automatically closed.</p> <p>View/Print Case Details</p> <hr/> <p>View All Cases</p>	

E-Verify Case Results:

Tentative Nonconfirmation (Mismatch)



IMPORTANT: Employers may not terminate, suspend, delay training, withhold or lower pay, or take any other adverse action against an employee because the employee received a mismatch, until the mismatch becomes a Final Nonconfirmation.

Tentative Nonconfirmation (Mismatch)

Common Reasons for a Mismatch

A mismatch does not necessarily mean employees are not authorized to work. Employees may receive a mismatch when:

- ✓ Social Security number (SSN) does not match
- ✓ Citizenship or immigration status change is not reported
- ✓ Name change is not reported
- ✓ Information is not entered correctly

Tentative Nonconfirmation (Mismatch)

Action Required

- ✓ Employers must notify the employee and complete the referral process within 10 federal government working days
- ✓ Employer prints the Further Action Notice and reviews it with the employee promptly and privately
- ✓ Employee decides whether or not to take action to resolve the mismatch
- ✓ Employer refers case and provides the Referral Date Confirmation for employees who take action
- ✓ Employee visits SSA or calls DHS
- ✓ Employer receives updated results in E-Verify and closes the case

Employee Chooses to Take Action	Employee Chooses Not to Take Action
Employer refers employee to appropriate agency	Employer may terminate employee and close the case in E-Verify

Tentative Nonconfirmation (Mismatch) Further Action Notice



Further Action Notice



Why You Received This Notice

Your employer, [REDACTED], uses E-Verify to confirm work eligibility in the United States. E-Verify compares the information you provided on your Form I-9, Employment Eligibility Verification, to official government records. The information your employer entered into E-Verify from your Form I-9 does not match records available to the Department of Homeland Security (DHS), resulting in a mismatch, also called a Tentative Nonconfirmation.

Reason for Your Mismatch

[REDACTED]

Mismatch Date: [REDACTED] E-Verify Case Number: [REDACTED]

This does not necessarily mean that you are not authorized to work in the United States. There are many possible reasons why E-Verify could not match your information to available records, listed at <http://www.E-Verify.gov/mismatch>.

Take Action to Resolve the Mismatch

Step 1: Review your information to make sure it was entered correctly.

Last Name: [REDACTED] Social Security Number: [REDACTED]
First Name: [REDACTED] Document Number: [REDACTED]
Month and Year of Birth: [REDACTED] A-Number or USCIS Number: [REDACTED]

If your information is correct, proceed to Step 2. If there are errors, show your employer so they can create a new E-Verify case using the correct information. You do not need to take any further action.

Step 2: Decide if you want to resolve your E-Verify case and mark your decision:

- I will take action to resolve this mismatch by following the instructions on this notice.
OR
 I will not take action to resolve this mismatch. I understand this decision means that E-Verify will not confirm my work authorization and my employer may terminate my employment.

IMPORTANT: If you fail to notify your employer of your decision by [REDACTED] your employer may terminate your employment and close your case.

Employee's Signature: [REDACTED] Date: [REDACTED]



Further Action Notice



Resolve Your Mismatch by Contacting DHS

You must begin resolving the mismatch by the date listed on the Referral Date Confirmation document given to you by your employer.

Submit documents online that show your employment authorization:

1. Create or login to a myE-Verify account at <https://myverify.uscis.gov>
2. Enter your E-Verify case number under 'Track E-Verify Case Number' or select the applicable case that is listed in your "Open Cases"
3. On the Case Detail screen, click on 'Upload Documents'
 - a. Upload your documents as a jpg, jpeg, png, or pdf. Your files cannot exceed 4MB.
4. Click 'Submit Case Files'.

In some cases, after submitting your documents online, we may instruct you to call us.

OR

If you prefer to speak with a DHS representative, call us at 888-897-7781 (TTY: 877-875-6028). If you need help in another language, you may ask for an interpreter. Have this notice available when you call.

Check the status of your case at <https://myverify.uscis.gov/>.

Your Rights in This Process

Employers may not take an adverse action against you because you chose to resolve a mismatch or have a pending E-Verify case. Learn more at <https://www.E-Verify.gov/employeerights> or call us at 888-897-7781 (TTY: 877-875-6028).

Have you experienced discrimination?

Employers cannot use E-Verify to unlawfully discriminate against employees. It is illegal to discriminate based on citizenship, immigration status, or national origin, including in the Form I-9 or E-Verify process. Get assistance from the U.S. Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section Worker Hotline at 800-255-7688 (TTY: 800-237-2515) or visit <https://www.iustice.gov/ier>.

Employers cannot discriminate against employees because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. Get assistance from the U.S. Equal Employment Opportunity Commission at 800-669-4000 (TTY: 844-234-5122) or visit www.eeoc.gov.

Instructions for Employers

If the employee did not decide whether to take action by the 10th federal government working day after E-Verify issued this notice, E-Verify is unable to confirm the employee is authorized to work in the United States. You must close this case, E-Verify will issue a Final Nonconfirmation, and you may terminate employment.



Tentative Nonconfirmation (Mismatch) Referral Date Confirmation



Referral Date Confirmation

E-Verify Case Number: _____ Employee Name: _____

Why You Received This Document

As part of the E-Verify process, your employer gave you a Further Action Notice explaining that E-Verify could not confirm your employment eligibility in the United States.

You chose to take action, so your employer notified E-Verify, setting a deadline for you to begin resolving the mismatch. If your employer did not provide you with the Further Action Notice, contact them immediately.

Begin Resolving the Mismatch by <<Date>>

You must begin resolving the mismatch by following the steps on your Further Action Notice.

Employers must allow you to contest a mismatch, also called a Tentative Nonconfirmation. They may not take adverse action against you because of the mismatch while you are contesting it and your E-Verify case is pending.

If you do not act by <<Date>>, E-Verify will issue a final nonconfirmation and your employer may terminate your employment.

Best Practices

Case Status Updates





Check E-Verify periodically for one of the following responses:

<u>Employment Authorized</u>	The employee's information matched records available to SSA and/or DHS.
<u>E-Verify Needs More Time</u>	This case was referred to DHS for further verification.
<u>Case in Continuance</u>	The employee has visited an SSA field office or contacted DHS, but more time is needed to determine a final case result.
<u>Final Nonconfirmation</u>	E-Verify cannot confirm the employee's employment eligibility after the employee visited SSA or contacted DHS.
<u>Close Case and Resubmit</u>	SSA or DHS requires that you close the case and create a new case for this employee. This result may be issued when the employee's U.S. passport, passport card, or driver's license information is incorrect.

Best Practices

Case Alerts

Welcome back, *Delgado*

 448 Cases to be Closed View Cases to be Closed	 14 Cases with Updates View Updated Cases	 1 Cases with Expiring Authorization Docs View Expiring Doc Cases	 1 Recently Auto-Closed Cases View Auto-Closed Cases
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Create New Case	Search Cases	View Resources	Contact Us
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Employee Rights

- ✔ The employee has 8 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 mismatch resolution process.
- ✔ Federal law prohibits employers from terminating employment of an employee because of an interim case result until the mismatch becomes a Final Nonconfirmation.
- ✔ [Know Your Rights Quiz](#)

DOES YOUR EMPLOYER USE E-VERIFY?
YOU SHOULD KNOW YOUR RIGHTS

Employers who use E-Verify to confirm your work eligibility must follow the rules

- 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
- You can keep your job while resolving a mismatch

Learn more at www.dhs.gov/E-Verify

Questions? Email: E-Verify@dhs.gov Call: E-Verify Employee Hotline 888-897-3787

E-Verify

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 take action to resolve a mismatch
- ❌ Terminate or take adverse action against an employee who is taking action to resolve a mismatch
- ❌ Ask for additional documentation after obtaining a mismatch for an employee

Form I-9 Resources

I-9 Central

[I-9 Central](#)

[Revised I-9 Summary of Changes](#)

[I-9Central/Espanol](#) (Spanish)

[Form I-9 DACA Guidance](#)

[Updated Receipts Guidance](#)

[Form I-9 and E-Verify Natural](#)

[Disaster Fact Sheet](#)

[M-274, Handbook for Employers](#)

[M-274 Summary of Changes](#)

[Mergers & Acquisitions](#)

Examples of documents:

[Acceptable Documents](#)

[Automatic Extensions](#)

[Combination Documents](#)

[I-9 Webinars](#)

An official website of the United States government [Here's how you know](#) Español Multilingual Resources

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I-9 Central

Federal law requires that every employer* who recruits, refers for a fee, or hires an individual for employment in the U.S. must complete Form I-9, Employment Eligibility Verification. Form I-9 will help you verify your employee's identity and employment authorization.

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

REMINDER - COVID-19 temporary flexibilities for Form I-9, Employment Eligibility Verification, end on July 31, 2023. In-person, physical document inspection for affected employees must be completed by August 30, 2023.

[Learn more.](#)

- Form I-9 Related News
- Temporary Policies Related to COVID-19
- Complete & Correct Form I-9
- Form I-9 Acceptable Documents
- Employee Rights and Resources
- Legal Requirements and

E-Verify+ COMING SOON



- ✔ **E-Verify+**, our highly anticipated next generation service is coming in 2024!
- ✔ The “plus” in E-Verify+ represents the benefits the new service provides to employers and employees alike. E-Verify+ provides employers added efficiency and employees more control over their personal information
- ✔ E-Verify+ answers the call of the modern workplace by streamlining the Form I-9 and employment eligibility verification process into one seamless experience, and it is on track to be available later this year!
- ✔ Contact us at e-verifyplus@uscis.dhs.gov for more information or to sign up for the trial

[Watch E-Verify+ Overview Video](#)

E-Verify Engagement

Take advantage of our FREE Engagement services:

- ✔ Take additional [public webinars](#)
- ✔ [Request event speakers](#), customized webinars, or content for your publications
- ✔ [Seek approval for E-Verify® Logo Authorization](#)

You can use logos on websites, job announcements/ applications, or company broadcasts to further advertise your company's commitment to a legal workforce.



Customer Service Contact Center

E-Verify received the highest rating for customer service of all federal agencies in the American Customer Satisfaction Survey!

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



THANK YOU!

