

# E-Verify: Surviving the Hurricane



## **BOLI 2011 Annual Conference**

**Oregon Convention Center**  
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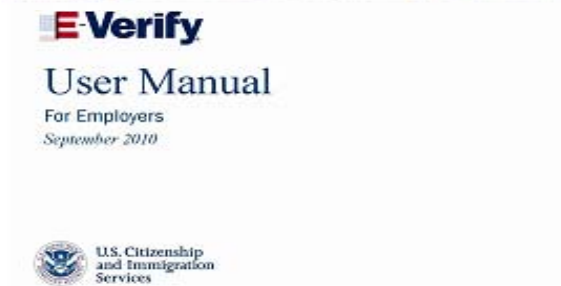
# [ To Discuss: E-Verify ]

- What it is?
- How to Use?
- Understanding terms and conditions of use
- Pros and Cons of its use



- Internet based electronic employment verification system
- Operated jointly between USCIS and SSA
- Presently voluntary unless:
  - Federal contractor; or
  - State law required

# E-Verify Manual



M775 E-Verify User Manual for Employers

- USCIS publication
- [www.uscis.gov](http://www.uscis.gov)

# E-Verify Home Page



The screenshot shows the E-Verify Employment Eligibility Verification home page. At the top right, there are links for Online Resources, Tutorial, Home, Contact Us, and Exit. The main header features the E-Verify logo and the text "Employment Eligibility Verification". A left-hand navigation menu lists categories such as Case Administration, Client Company Administration, User Administration, Site Administration, and Reports, each with sub-links. The main content area includes a "Welcome to E-Verify" message with the Department of Homeland Security and Social Security Administration logos, a contact number (1-888-464-4218), and a red-bordered box titled "Important Information for E-Verify Users" containing a July 2008 broadcast message about new hire verification. A "News" sidebar on the right lists recent updates from May and April 2008. The footer contains links to the U.S. Department of Homeland Security and U.S. Citizenship and Immigration Services.

**E-Verify** Employment Eligibility Verification

Online Resources | Tutorial | Home | Contact Us | Exit

**Case Administration**

- > Initial Verification
- > View Cases

**Client Company Administration**

- > Add Client Company
- > View Client Companies

**User Administration**

- > Change Password
- > Pwd Challenge Q&A
- > Change Profile

**Site Administration**

- > Add User
- > View Users
- > Maintain Company
- > Terminate DA Participation

**Reports**

- > View Reports

**Welcome to E-Verify**

For questions on E-Verify policy or procedures call 1-888-464-4218

**Important Information for E-Verify Users**

- > 07/18/2008 - FAR BROADCAST MESSAGE JULY08

**Reminder: Verification of New Hires Only**

The proposed federal regulation suggesting certain federal government contractors verify all employees working on government contracts has not been made final and is not in effect at this time.

[Archive >](#)

**News**

- > 05/05/2008 - \*NEW\* DIRECTIONS ON VISA NUMBER DATA ENTRY FOR E-VERIFY QUERIES
- > 04/23/2008 - How to Find Your Company ID
- > 04/09/2008 - Extension of Employment Authorization for F-1 STEM Students

[< Archive](#) [More >](#)

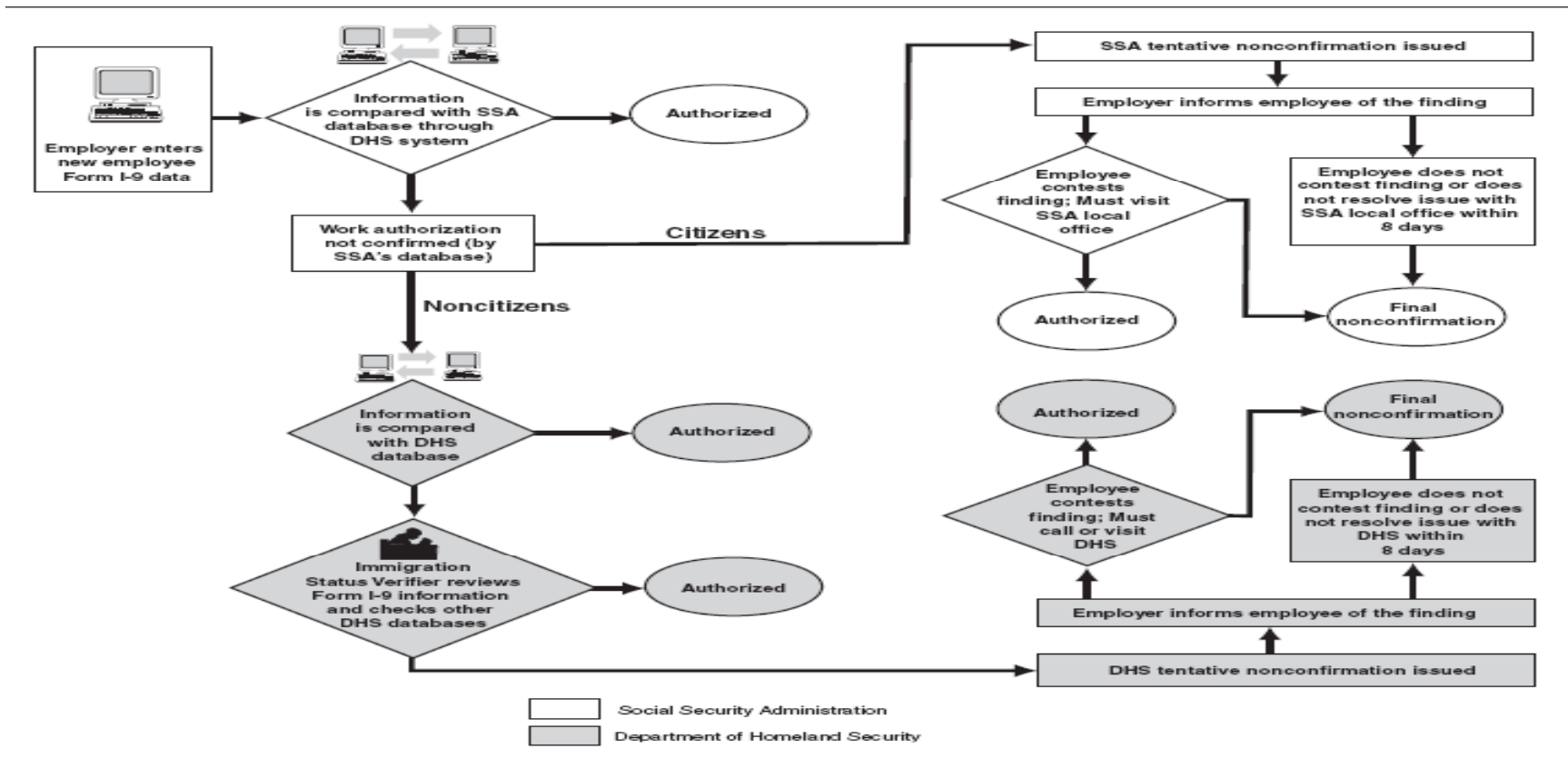
U.S. Department of Homeland Security | U.S. Citizenship and Immigration Services

# Overview of E-Verify Process

- Completing the I-9 (See Section 3.2.1)
- Submitting an Initial Query (3.2.2)
- Viewing the Results of an Initial Verification (3.2.3)
- Requesting Additional Verification from DHS (3.2.4)
- Notifying an Employee of a Tentative Nonconfirmation Response (3.2.5)
- Referring the Employee to SSA (3.2.6)
- DHS Verification in Process (3.2.7)
- Photo Screening Tool (3.3)
- Resolving Cases in E-Verify (3.4)

# E-Verify Program Verification Process

Figure 1: E-Verify Program Verification Process



Source: GAO analysis based on USCIS information.

# Simplified E-Verify Process



# Anti-Discrimination Statement

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

OMB No. 1615-0047; Expires 06/30/09

**Form I-9, Employment  
Eligibility Verification**

**Read instructions carefully before completing this form. The instructions must be available during completion of this form.**

**ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.**

# Section 1: Employee

<b>Section 1. Employee Information and Verification</b> <i>(To be completed and signed by employee at the time employment begins.)</i>			
Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #
<p><b>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.</b></p>		<p>I attest, under penalty of perjury, that I am (check one of the following):</p> <p><input type="checkbox"/> A citizen of the United States</p> <p><input type="checkbox"/> A noncitizen national of the United States (see instructions)</p> <p><input type="checkbox"/> A lawful permanent resident (Alien #) _____</p> <p><input type="checkbox"/> An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year)</p>	
Employee's Signature		Date (month/day/year)	
<p><b>Preparer and/or Translator Certification</b> <i>(To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.</i></p>			
Preparer's/Translator's Signature		Print Name	
Address (Street Name and Number, City, State, Zip Code)			Date (month/day/year)

# Section 2: Employer

**Section 2. Employer Review and Verification.** To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number and expiration date, if any, of the document(s).

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

**CERTIFICATION - I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) \_\_\_\_\_ and that to the best of my knowledge the employee is eligible to work in the United States. (State employment agencies may omit the date the employee began employment.)**

Signature of Employer or Authorized Representative	Print Name	Title
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code)		Date (month/day/year)

# Section 3: Employer

**Section 3. Updating and Reverification.** To be completed and signed by employer.

A. New Name *(if applicable)*

B. Date of Rehire *(month/day/year)* *(if applicable)*

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment eligibility.

Document Title: \_\_\_\_\_

Document #: \_\_\_\_\_

Expiration Date *(if any)*: \_\_\_\_\_

I attest, under penalty of perjury, that to the best of my knowledge, this employee is eligible 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

Date *(month/day/year)*

Form I-9 (Rev. 06/05/07) N

# Employment Eligibility Verification Form (I-9) - Back

## LISTS OF ACCEPTABLE DOCUMENTS All documents must be unexpired

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. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
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-766)		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. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the 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		
		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		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				

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

Form I-9 (Rev. 02/02/09) N Page 5

# E-Verify Employer User Web Page

The screenshot shows the E-Verify Employer User Web Page. At the top left is the E-Verify logo with the text "Employment Eligibility Verification". To the right are the user's name "Welcome E-Verify Democratist", User ID "DEM00000", Last Login "05-27 PM 00:04:00-10", and a "Log Out" link. Below the logo is a navigation menu with categories: Home, My Cases (3), My Profile, My Company, My Reports (4), and My Resources. The main content area features a "Welcome to E-Verify" banner (1) with a "Verify Employee" button and contact information. To the right is an "E-Verify News" section (2) with a headline about a federal contractor rule. At the bottom is a "Case Alerts: You Must Take Action!" section (4) with three buttons: "Open Cases to be Closed" (12), "Cases with New Updates" (8), and "Work Authorization Docs Expiring".

**1** Welcome to E-Verify

**2** E-Verify News

**3** My Cases

**4** Case Alerts: You Must Take Action!

Open Cases to be Closed 12

Cases with New Updates 8

Work Authorization Docs Expiring

# Information Center

AREA 3 NAVIGATION OVERVIEW	
LINK	INFORMATION
My Cases	<ul style="list-style-type: none"><li>▶ New Case</li><li>▶ View Cases</li></ul>
My Profile	<ul style="list-style-type: none"><li>▶ Edit Profile</li><li>▶ Change Password</li><li>▶ Change Security Questions</li></ul>
My Company (Only Program Administrators have these options)	<ul style="list-style-type: none"><li>▶ Add New User</li><li>▶ View Existing Users</li><li>▶ Edit Company Profile</li><li>▶ Close Company Account</li></ul>
My Reports	<ul style="list-style-type: none"><li>▶ View Reports</li></ul>
My Resources	<ul style="list-style-type: none"><li>▶ View Essential Resources</li><li>▶ Take Tutorial</li><li>▶ View User Manual</li><li>▶ Contact Us</li></ul>

- Area 1: Customer Support Number 888-464-4218
- Area 2: E-Verify News, Updates
- Area 3: E-Verify Navigation Options
- Area 4: Case Alerts

# E-Verify Essential Resources

- Aids to help employers successfully use the E-Verify system

ESSENTIAL RESOURCES OVERVIEW	
LINK	INFORMATION
E-Verify Essentials	<ul style="list-style-type: none"><li>▶ E-Verify Participation Poster</li><li>▶ Right to Work Poster</li><li>▶ E-Verify User Manual</li></ul>
E-Verify Notices	<ul style="list-style-type: none"><li>▶ Blank DHS and SSA TNC Notices and Referral Letters in 9 languages</li></ul>
Form I-9 Resources	<ul style="list-style-type: none"><li>▶ The latest version of Form I-9 in English and Spanish</li><li>▶ The Handbook for Employers, M-274</li></ul>
Memorandums of Understanding (MOU)	<ul style="list-style-type: none"><li>▶ Blank copy of the most recent version of the MOU</li></ul>

# Enrollment vs. Registration

ENROLLMENT VS. REGISTRATION OVERVIEW		
	Enrollment	Registration
<b>Who</b>	Employer who wants to participate in E-Verify	User of a company enrolled in E-Verify
<b>How</b>	Visit the E-Verify enrollment website at <a href="https://e-verify.uscis.gov/enroll">https://e-verify.uscis.gov/enroll</a>	<b>After initial enrollment:</b> Program Administrators may register general users and additional Program Administrators at any time after completing the E-Verify tutorial. When registering a new user, the Program Administrator may accept a system-generated user ID or create a custom user ID. The Program Administrator then creates a temporary password, which must be given to the new user. These E-Verify users must comply with the MOU, accept the rules and responsibilities set forth in the user manual, and successfully complete the E-Verify tutorial and pass the Knowledge Test.
<b>Why</b>	Companies enroll to verify employment eligibility of employees.	Most enrolled companies have different people who use E-Verify to create cases. There is no limit on the number of users an enrolled company can register to create cases.

# Access Method Overview

ACCESS METHOD OVERVIEW	
Access Method	Explanation
<b>Employer Access</b>	<p><b>My company plans to use E-Verify to verify its employees.</b></p> <p>Most E-Verify participants, regardless of their business size or structure, are registered under the Employer access method. This access method allows a company to electronically verify the employment eligibility of its newly hired employees.</p>
<b>E-Verify Employer Agent Access</b>	<p><b>My company plans to use E-Verify on behalf of its clients to verify their employees.</b></p> <p>The E-Verify Employer Agent access method allows an individual or company to act on behalf of other companies to verify the employment eligibility of their newly hired employees.</p>
<b>Corporate Administrator Access</b>	<p><b>My company has a central office that needs to manage E-Verify use for all of its locations that access E-Verify.</b></p> <p>The Corporate Administrator access method allows companies to create, manage, and oversee E-Verify accounts for multiple offices or locations. This access method is designed for companies that have a need to oversee multiple locations.</p>
<p><b>Web Services Access for E-Verify Employer Agents</b></p> <p><b>-or-</b></p> <p><b>Web Services Access for Employers</b></p>	<p><b>My company plans to develop its own software to access E-Verify.</b></p> <p>The Web Services E-Verify Employer Agent access method requires a company to develop software that interfaces with E-Verify to perform employment eligibility verifications of newly hired employees. The company's software will extract data from its existing system or an electronic Form I-9 and transmit the information to government records. If a company chooses this option, it is sent the Web Services Interface Control Agreement (ICA). The ICA contains the information used to develop and test the software interface. Both E-Verify Employer Agents and Employers are eligible to use this access method.</p>

# Employer Do's and Don'ts

## RULES AND RESPONSIBILITIES OVERVIEW

All Employers participating in E-Verify **MUST**:

- ✓ Follow E-Verify procedures for all new hires while enrolled/participating in E-Verify.
- ✓ Notify all job applicants of E-Verify participation.
- ✓ Clearly display both the English and Spanish 'Notice of E-Verify Participation' and the 'Right to Work Poster(s).'
- ✓ Complete the Form I-9, Employment Eligibility Verification for each newly hired employee before creating a case in E-Verify.
- ✓ Ensure that all Form I-9 List B identity documents have a photograph.
- ✓ Create a case for all newly hired employees no later than the third business day after they start work for pay.
- ✓ Obtain a Social Security number (SSN) from all newly hired employees.
- ✓ Provide employees the opportunity to contest Tentative Nonconfirmation (TNC).
- ✓ Allow newly hired employees to start and continue working during the E-Verify verification process, even if they receive Tentative Nonconfirmation (TNC).
- ✓ Ensure that all Personally Identifiable Information is safeguarded.

All Employers participating in E-Verify **MUST NOT**:

- ✗ Use E-Verify to prescreen applicants for employment.
- ✗ Check employment eligibility for employees hired before their company signed the E-Verify MOU.
- ✗ Take any adverse action against an employee based upon a case result unless E-Verify issues a Final Nonconfirmation.
- ✗ Specify or request which Form I-9 documentation a newly hired employee must use.
- ✗ Use E-Verify to discriminate against ANY job applicant or new hire on the basis of his or her national origin, citizenship, or immigration status.
- ✗ Selectively verify work authorization for newly hired employees.
- ✗ Share any user ID and/or password.

# Posting Requirements

## E-VERIFY PARTICIPATION / ENROLLMENT NOTIFICATION

*English & Spanish*  
**Notice of E-Verify Participation**



*Provided by DHS*

**Right to Work Poster**



*Issued by Department of Justice, the Office of  
Special Counsel for Immigration-Related  
Unfair Employment Practices*

# Step 1: Creating the E-Verify Record

## HOW TO CREATE A CASE – PROCES OVERVIEW

From the E-Verify Welcome page –  
find My Cases and click:

**1**

▶ **New Case**



# Step 2: Creating the Record

2

From Section 1 of the employee's Form I-9, chose the correct option button.

- A citizen of the United States
- A noncitizen national of the United States
- A lawful permanent resident
- An alien authorized to work

Click, 'Continue'

You are then prompted to indicate the documents provided to you for Section 2 of the employee's Form I-9. Make the appropriate selection and click, 'Continue.'

The screenshot shows a web interface titled "Verify Employee". At the top, there is a progress bar with three steps: "Enter Form I-9 Information" (highlighted in dark blue), "Verification Results", and "Close Case". Below the progress bar, the text asks: "What citizenship status did the employee choose in Section 1 of Form I-9? Select one, then click **Continue**." There are four radio button options: "A citizen of the United States", "A noncitizen national of the United States", "A lawful permanent resident", and "An alien authorized to work". At the bottom of the form, there is a green "Continue" button.

# Step 3: Creating the Record

3

In E-Verify, a red asterisk (\*) to the right of a text box indicates a required field. From Section 1 and 2 of Form I-9, enter all required information into each text field.

**IMPORTANT:** If you select **An alien authorized to work** you may also be required to indicate that you are entering either the Alien Number or I-94 Number from the employee's Form I-9.

Click, 'Continue'

**Employer Case ID** is an optional field for users that wish to assign an internal tracking code to a case.

The screenshot shows the 'Verify Employee' interface. At the top, there are three navigation arrows: 'Enter Form I-9 Information' (highlighted in blue), 'Verification Results', and 'Close Case'. Below the arrows, a red asterisk (\*) is followed by the text 'Enter employee Form I-9 information, then click Continue. \* - required'. The form contains several input fields:

- Last Name:** Text box with a red asterisk (\*) and a help icon.
- First Name:** Text box with a red asterisk (\*) and a help icon.
- Middle Initial:** Text box.
- Maiden Name:** Text box.
- Date of Birth:** Three dropdown menus for Month, Day, and Year, with a red asterisk (\*) and a help icon.
- Social Security Number:** Three text boxes separated by dashes, with a red asterisk (\*) and a help icon.
- Citizenship Status:** A dropdown menu with the selected option 'A citizen of the United States'.
- Document Type:** A dropdown menu with the selected option 'Unexpired U.S. Passport or U.S. Passport Card'.
- Document Number:** Text box with a red asterisk (\*) and a help icon.
- Document Expiration Date:** Three dropdown menus for Month, Day, and Year.
- Hire Date:** Three dropdown menus for Month, Day, and Year, with a red asterisk (\*) and a help icon.
- Employer Case ID:** Text box with a help icon.

At the bottom of the form, there are two buttons: 'Back' (blue) and 'Continue' (green).

# Step 4: Creating the Record

4

If an E-Verify case is not created within three days of hire, the user must indicate the reason for the delay. Select from one of the following reasons:

- Awaiting Social Security Number
- Technical Problems
- Audit Revealed that New Hire Was Not Run
- Other

The user may also enter a specific reason in the field provided.

Click, 'Continue'

The screenshot shows the 'Verify Employee' interface. At the top, there is a progress bar with three steps: 'Enter Form I-9 Information' (highlighted in dark blue), 'Verification Results', and 'Close Case'. Below the progress bar, the text reads: 'Select or enter the reason why this case has not been submitted within 3 business days of hire, then click **Continue**.' Below this text is a form with a 'Select Reason' dropdown menu showing '--select--' and an 'Other Reason' text input field. At the bottom of the form are two buttons: 'Back' and 'Continue'.

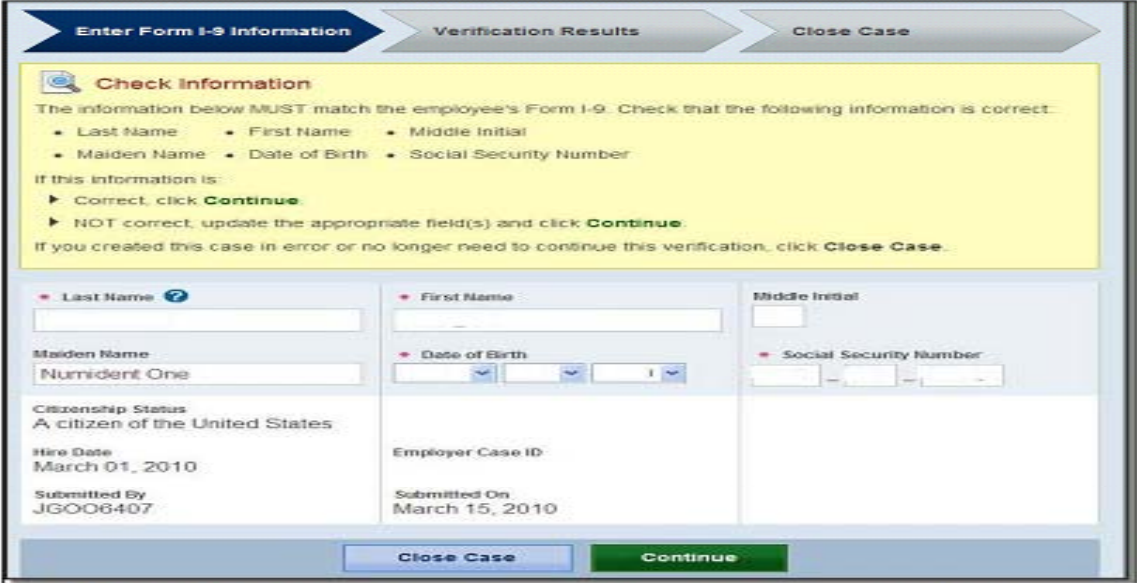
Each screen provides additional information simply by clicking any helper text symbol.



# Step 5: Check Information

**CHECK INFORMATION OVERVIEW**

▶ E-Verify prompts you to review and confirm that the information entered in E-Verify is correct.



▶ Confirm that the information is correct or make changes, if needed, and click 'Continue.'

▶ If the information entered is not correct and the information cannot be updated, click 'Close Case.'

# Error Prompts

**ERROR: UNEXPIRED DOCUMENT REQUIRED OVERVIEW**

► E-Verify prompts an Error: Unexpired Document Required.

**X Error: Unexpired Document Required** ?

The information you entered indicates that the employee's U.S. Passport or Passport Card was expired when the employee was hired.

You must obtain an unexpired document for Form I-9 and re-enter the case in E-Verify.

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

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

Last Name *****	First Name *****	Middle Initial --
Maiden Name	Date of Birth *****	Social Security Number XXX XX *****
Citizenship Status A citizen of the United States	Document Number *****	Document Expiration Date January 20, 2009
Document Type Unexpired U.S. Passport or U.S. Passport Card	Employer Case ID --	
Hire Date June 30, 2010	Submitted On July 01, 2010	

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

► Obtain an unexpired document from the employee for Form I-9.

► Click 'New Case' and enter the employee's unexpired Form I-9 document information.

**IMPORTANT:** An expired document presented for Form I-9 does NOT mean that the

# Photo Matching Overview

## PHOTO MATCHING OVERVIEW

- ▶ E-Verify prompts you to compare a photo displayed in E-Verify with the employee's Form I-9 photo document.
- ▶ Account for minor variances in shading and detail between the two photos and select Yes or No.

The screenshot shows a web interface for photo matching. At the top, there are three navigation arrows: 'Enter Form I-9 Information' (highlighted in dark blue), 'Verification Results', and 'Close Case'. Below this is the 'Photo Matching' section. It contains the following text: 'Does the photo below match the photo on the Unexpired U.S. Passport or U.S. Passport Card provided by the employee? Select yes or no and click **Continue**. ?'. Below this is a note: 'NOTE: If 'No Photo on this Document' appears below, select yes and click **Continue**. ?'. There is a small photo of a man with a magnifying glass icon over it. Below the photo is a link 'Click to Enlarge'. At the bottom of the form are two radio buttons: 'Yes' and 'No'. A green 'Continue' button is located at the bottom center of the form.

# Employment Authorized

## EMPLOYMENT AUTHORIZED – PROCESS OVERVIEW

- ▶ Receive case result 'Employment Authorized.'


The screenshot shows a process overview for 'EMPLOYMENT AUTHORIZED'. At the top, a blue header contains the title. Below it, a navigation bar shows three steps: 'Enter Form I-9 Information' (with a green checkmark), 'Verification Results' (with a green checkmark), and 'Close Case' (with a grey arrow). The main content area has a yellow background for the 'Employment Eligibility:' section, which displays a green checkmark and the text 'Employment Authorized'. Below this, a grey box contains a list of fields: Last Name, Maiden Name, Citizenship Status (A noncitizen national of the United States), Document Type (Unexpired U.S. Passport or U.S. Passport Card), Hire Date (March 12, 2010), Submitted By (JG006407), First Name, Date of Birth, Document Number, Employer Case ID, Submitted On (March 15, 2010), Middle Initial, and Social Security Number. A green 'Close Case' button is located at the bottom of the form.

- ▶ Check the information in E-Verify against employee's Form I-9.
- ▶ Close Case.

# Tentative Non-Confirmation

**DHS VERIFICATION IN PROCESS – PROCESS OVERVIEW**

- ▶ Case result displays 'DHS Verification in Process.'



**Employment Eligibility:**

⚠ **DHS Verification in Process**

E-Verify needs additional time to verify the employment eligibility of this employee. This case has been referred to DHS for further verification. No action is necessary at this point.

Check back periodically for a case status update. The employee should continue to work until E-Verify provides a final response.

[View/Print Case Details](#)

- ▶ Check E-Verify for changes to case results.
- ▶ DHS has three federal government workdays to respond.
- ▶ Follow the next step based on the case result provided.

# Interim Case Results

## Interim Case Results - Overview

<b>SSA or DHS Tentative Nonconfirmation</b>	Information did not match with SSA or DHS records. Additional action is required.
<b>Review and Update Employee Data</b>	A prompt to review, update, and resubmit the employee's Form I-9 information.
<b>DHS Verification In Process</b>	This case is referred to DHS for further verification. See section 2.5 for more information.
<b>SSA or DHS Case in Continuance</b>	The employee has visited a SSA field office, or contacted DHS, but more time is needed to determine a final case result.

# Final Case Results

## FINAL CASE RESULTS - OVERVIEW

<b>Employment Authorized</b>	The employee's information matched with the records in DHS and/or SSA records. It's that easy! See section 2.4.
<b>SSA or DHS Final Nonconfirmation</b>	E-Verify cannot verify an employee's employment eligibility after the employee has visited SSA, or contacted DHS.
<b>DHS No Show</b>	The employee did not contact DHS within the eight federal government workdays.
<b>Error: Close Case and Resubmit</b>	This case cannot continue because the expiration date entered for the employee's U.S. Passport or Passport Card is incorrect. This case must be resubmitted in E-Verify.

# [ Final Non-Confirmation ]


A SSA or DHS Final Nonconfirmation case result is received when E-Verify cannot verify an employee's employment eligibility after an employee has contacted DHS or visited an SSA field office. Once a SSA or DHS Final Nonconfirmation has been provided, you must close the case.


You may terminate employment with no civil or criminal liability as noted in Article II, Section C - Responsibilities of the Employer (#6) in the MOU.

# Final Non-Confirmation: SSA

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

**Employment Eligibility:**

 **SSA Final Nonconfirmation** 

SSA could not confirm that George Washington is authorized to work in the United States. To complete the verification process, click **Close Case** 

 View/Print Case Details

# Final Non-Confirmation: DHS

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

**Employment Eligibility:**

 **DHS Final Nonconfirmation** ?

DHS could not confirm that **All Jones** is authorized to work in the United States. To complete the verification process, click **Close Case** ?

 View/Print Case Details

# Final Non-Confirmation: No Show

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

**Employment Eligibility:**

 **DHS No Show** ?

DHS could not confirm that **Su Lin** is authorized to work in the United States and the employee did not contact DHS within the 8 federal government workdays. This response is considered a final nonconfirmation. To complete the verification process, click **Close Case** ?

 View/Print Case Details

# Close Case Summary

## **CLOSE CASE SUMMARY**

### **EMPLOYER ACTION**

- Click 'Close Case'
- Indicate the employee's employment status
- Select the appropriate Close Case Statement
- Record case verification number on Form I-9 or print screen and file it with Form I-9
- E-Verify case process is now completed

### **EMPLOYEE ACTION**

- NONE

# Employment Status Comments

- Employee continues to work EA
- Employee continues to work after NC
- Employee continues to work after no show
- Employee continues to work after choosing to not contest TNC
- Employee terminated after final NC
- Employee terminated for no show


# Employment Status Comments

- Employee terminated for choosing not to contest TNC
- Employee voluntarily quit work
- Employee terminated for reasons other than E-Verify
- Case is invalid because another case with data already exists
- Case is invalid because the data entered is incorrect

# Case Alerts

**CASE ALERTS – OVERVIEW**

- ▶ E-Verify user home page display with no Case Alerts



The screenshot displays the E-Verify user interface. At the top left, a 'Welcome to E-Verify' banner features the E-Verify logo and a green 'Verify Employee' button with a checkmark. Below this, contact information is provided: 'For help with E-Verify, call 888-464-4218 or e-mail us at E-Verify@dhs.gov'. To the right, an 'E-Verify News' section contains a headline: 'Federal contractor rule delayed until May 21, 2009' with a 'View All >' link. Below the news, a blue bar states 'You Have No Case Alerts at this Time'. Underneath this bar are three buttons: 'Open Cases to be Closed' with a calendar icon, 'Cases with New Updates' with a yellow triangle icon, and 'Work Authorization Docs Expiring' with a clock icon.

- ▶ E-Verify user home page display with Case Alerts
- ▶ Click on the alert requiring your attention to access your Case Alert(s)

# Case Reports

**CORPORATE OVERVIEW OF PILOT USAGE – REPORT OVERVIEW**

▶ Select 'Corporate Overview of Pilot Usage.'

Select a report

- Corporate Overview of Pilot Usage
- User Audit Report
- User Report

Report: Corporate Overview of Pilot Usage

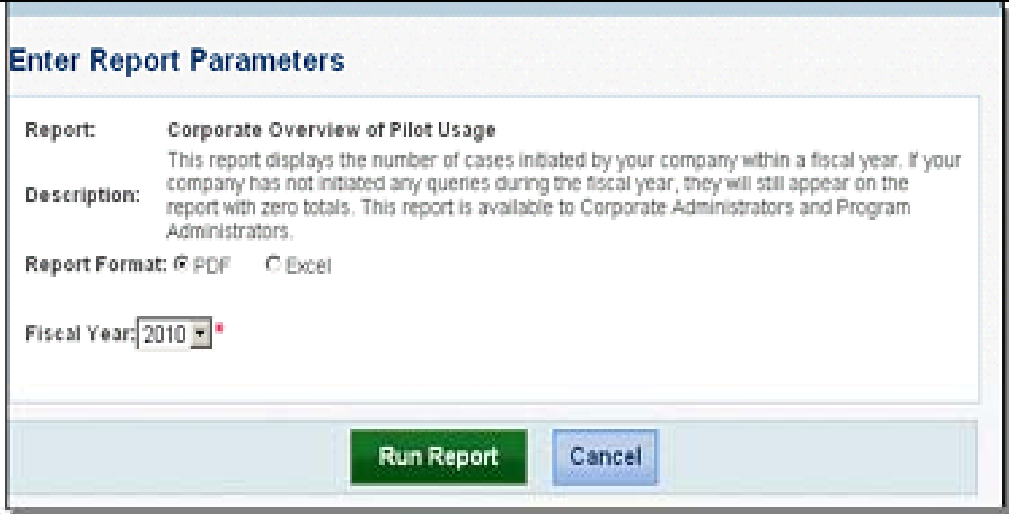
This report displays the number of cases initiated by your company within a fiscal year. If your company has not initiated any queries during the fiscal year, they will still appear on the report with zero totals. This report is available to Corporate Administrators and Program Administrators.

Next Cancel

▶ Click 'Next.'

▶ Below screen will be shown.

# Case Reports



**Enter Report Parameters**

**Report:** Corporate Overview of Pilot Usage

**Description:** This report displays the number of cases initiated by your company within a fiscal year. If your company has not initiated any queries during the fiscal year, they will still appear on the report with zero totals. This report is available to Corporate Administrators and Program Administrators.

**Report Format:**  PDF  Excel

**Fiscal Year:** 2010

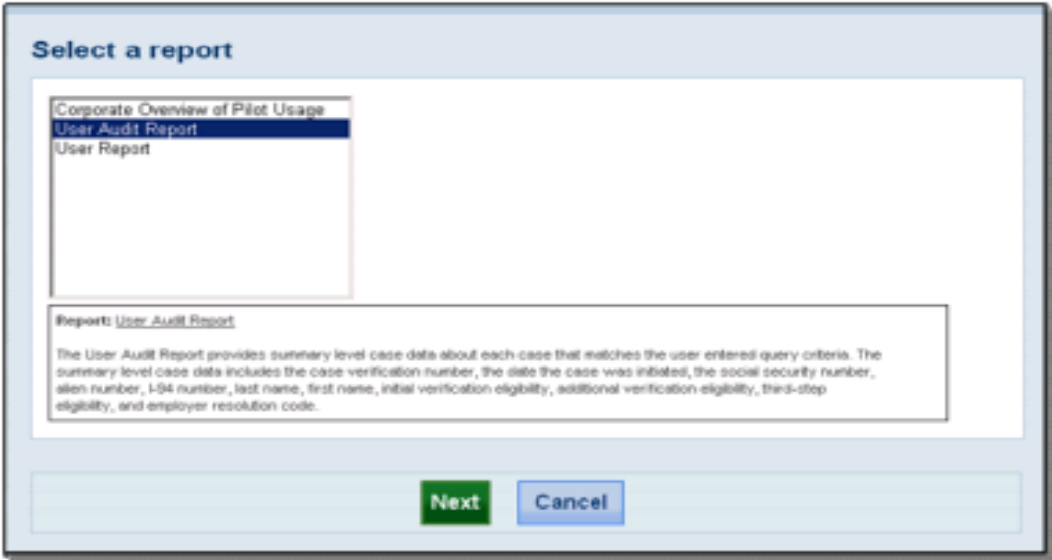
**Run Report** **Cancel**

- ▶ Determine and select which Report Format, PDF or Excel, you would like to view.
- ▶ Use drop down box to select the Fiscal Year you want a report on.
- ▶ Click 'Run Report.'
- ▶ Use report as needed.

# User Audit Report

**USER AUDIT REPORT – REPORT OVERVIEW**

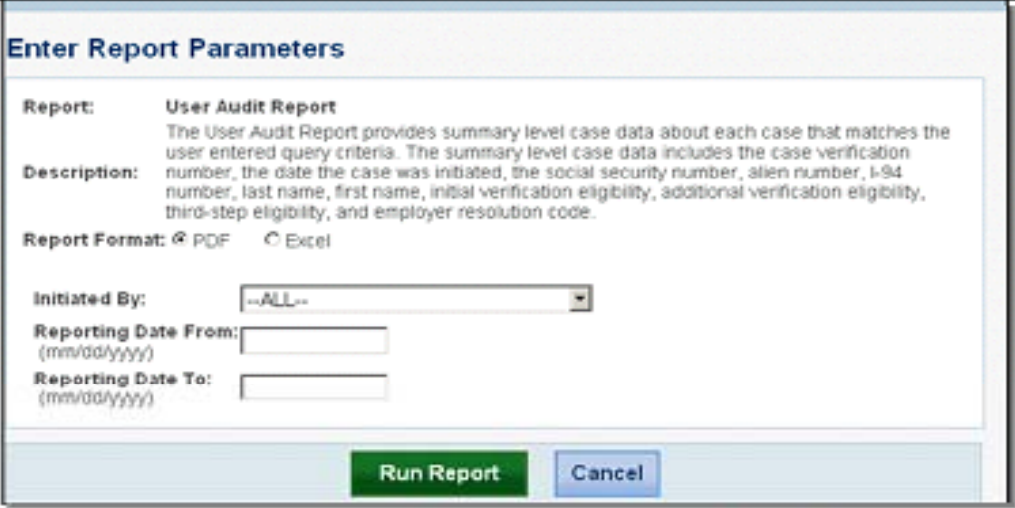
► Select 'User Audit Report.'



► Click 'Next.'

► Below screen will be shown.

# User Audit Report



**Enter Report Parameters**

**Report:** User Audit Report  
The User Audit Report provides summary level case data about each case that matches the user entered query criteria. The summary level case data includes the case verification number, the date the case was initiated, the social security number, alien number, I-94 number, last name, first name, initial verification eligibility, additional verification eligibility, third-step eligibility, and employer resolution code.

**Description:**

**Report Format:**  PDF  Excel

**Initiated By:**

**Reporting Date From:**

**Reporting Date To:**

- ▶ Determine and select which Report Format, PDF or Excel, you would like to view.
- ▶ Use drop down box to select the E-Verify User you want a report on.
- ▶ Enter dates.
- ▶ Click 'Run Report.'
- ▶ Use report as needed.

# User Role Function Chart

USER ROLE FUNCTIONS OVERVIEW					
ROLE	ADD USERS	VIEW CASES	UPDATE CASES	UNLOCK USERS	VERIFY EMPLOYEES
<b>Program Administrator</b> <i>(at least one required)</i>	X	X	X	X	X
<b>General User</b> <i>(optional)</i>		X	X		X

# E-Verify Resource Contacts

<p><b>E-Verify Public Web Site</b></p> <ul style="list-style-type: none"> <li>• Program information and statistics</li> <li>• Frequently asked questions</li> <li>• Provides general information about E-Verify</li> </ul>	<p><a href="http://www.dhs.gov/e-verify">http://www.dhs.gov/e-verify</a></p>
<p><b>E-Verify Enrollment Application</b></p> <ul style="list-style-type: none"> <li>• Web site for initial company enrollment</li> </ul>	<p><a href="https://e-verify.uscis.gov/enroll">https://e-verify.uscis.gov/enroll</a></p>
<p><b>E-Verify Access for Employers and Corporate Administrators</b></p> <ul style="list-style-type: none"> <li>• User access to E-Verify</li> </ul>	<p><a href="https://e-verify.uscis.gov/emp">https://e-verify.uscis.gov/emp</a></p>
<p><b>E-Verify Access for E-Verify Employer Agents</b></p> <ul style="list-style-type: none"> <li>• User access to E-Verify</li> </ul>	<p><a href="https://e-verify.uscis.gov/esp">https://e-verify.uscis.gov/esp</a></p>
<p><b>E-Verify Customer Support</b></p> <ul style="list-style-type: none"> <li>• Account information and assistance with policy questions</li> </ul>	<p>Phone: 888-464-4218  E-mail: <a href="mailto:E-Verify@dhs.gov">E-Verify@dhs.gov</a>  Hours of Operation: Monday through Friday, 8:00 a.m. to 5:00 p.m. local time except federal holidays</p>
<p><b>E-Verify Technical Support</b></p> <ul style="list-style-type: none"> <li>• Technical assistance using E-Verify</li> </ul>	<p>Phone: 800-741-5023  Hours of Operation: Monday through Friday, 9:00 a.m. to 7:00 p.m. (Eastern Time) except Thanksgiving, Christmas and New Year's Day</p>
<p><b>E-Verify Employee Hotline</b></p> <ul style="list-style-type: none"> <li>• For employees of employers that participate in E-Verify</li> </ul>	<p>Phone: 888-897-7781  TTY: 877-875-6028  E-mail: <a href="mailto:E-Verify@dhs.gov">E-Verify@dhs.gov</a>  Hours of Operation: Monday through Friday, 8:00 a.m. to 5:00 p.m. local time except federal holidays</p>

# Office of Special Counsel

## Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC)

- Question about immigration-related discrimination

Employer Hotline: 800-255-8155

TTY: 800-237-2515

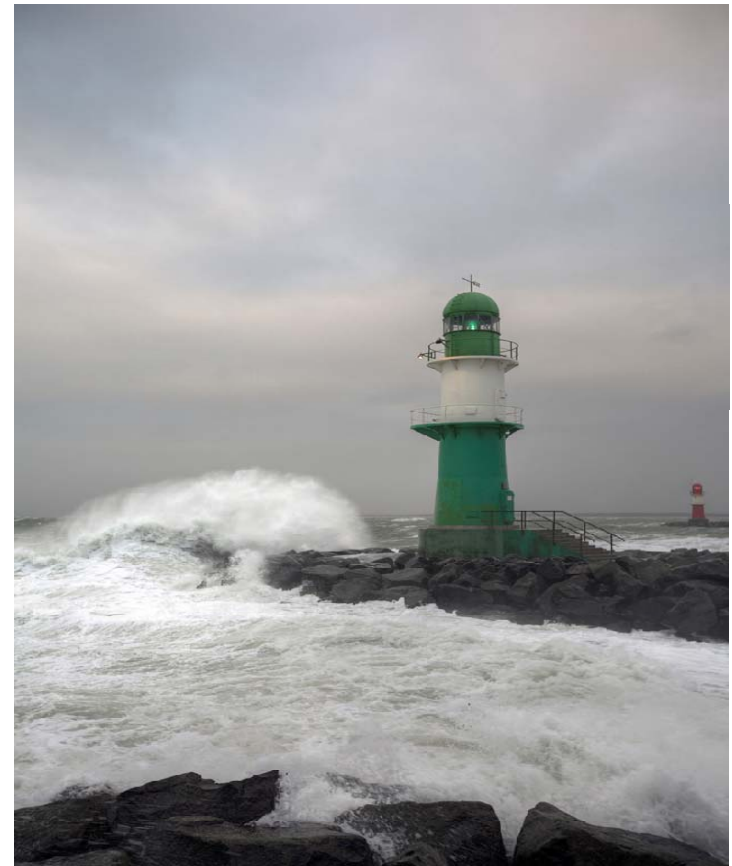
Employee Hotline: 800-255-7688

TTY: 800-237-2515

[www.justice.gov/crt/osc/](http://www.justice.gov/crt/osc/)

# Third-Party Providers

- I-9 Administration Companies
  - Paperless Storage
  - Decreases Errors
  - Alerts you for Updates
- PEO/Temporary Employment Services



# [ Third-Party Agent ]



# Why an E-Verify Agent?

- Companies big and small use E-Verify employer agents for many reasons, including:
  - They do not have the equipment, such as a computer or Internet access, to use E-Verify themselves.
  - They do not have the staff or the time to use E-Verify.
  - They outsource their Form I-9 process or use an employment verification service that also offers E-Verify.

# Federal Contractors and E-Verify Rule



- Issued 11/12/08
- Became Effective 9/8/09
- Requires enrollment in E-Verify
- Prime federal contract \$100,000 threshold
- Sub-contract, \$3,000 threshold
- COTS items exempt, most agricultural products COTS items

# Federal Contracts

- Federal Acquisition Regulation (FAR) E-Verify clause, 73 FR 67704
- Awarded on or after September 8, 2009
- Performance period of 120 days or more
- Value exceeds \$100,000.00
- Some portion of the work is done in the USA

# Exempt Federal Contracts

- Contract less than 120 days
- Value is less than \$100,000.00
- Work is performed outside of the USA
- Contract is for only commercially off-the-shelf (COTS) items or related services

# Subcontractor Contracts

- The prime contract includes the Federal Acquisition Regulation (FAR) E-Verify clause
- The subcontract is for commercial or noncommercial services or construction
- The subcontract has a value of more than \$3,000
- The subcontract includes work performed in the United States

# Employer's Tool Bag



- Handbook for Employers, Form M-274
- Social Security Number Verification Service (SSNVS)
- SSA High Group Listing
- E-Verify Manual
- Third-party Administration
- Audit and Training

# [ Final Thoughts ]

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- The rules are constantly changing
- Consult legal counsel prior to taking adverse employment action
- Be smart
- Be consistent
- Beware of liability pitfalls

# Conclusion

- Thank You

