



E-Verify[®]

**Employment
Eligibility Verification**



E-VERIFY IS A SERVICE OF DHS AND SSA



Agenda

- What and Whys of E-Verify?
- Statistics
- How to Enroll
- How to run an E-Verify case
- Photo Matching
- Federal Contractors
- Employer Responsibilities
- What's Hot and new at E-Verify
- Learn more about E-Verify
- E-Verify Contact Information



What is E-Verify?

No-cost Internet based system

Fast & 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

Protects jobs for authorized workers

Partnership between the **U.S. Department of Homeland Security** and the **Social Security Administration**





What is E-Verify?

E-Verify is not...

...a system that provides immigration status

...used for prescreening

...a safe harbor from worksite enforcement



Why use E-Verify?

- Helps employers maintain a legal workforce
- Eliminates guesswork during the verification process
- Protects jobs for authorized workers
- Deters document and identity fraud
- Works seamlessly with Form I-9



What is E-Verify?

Program Goals

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



Statistics

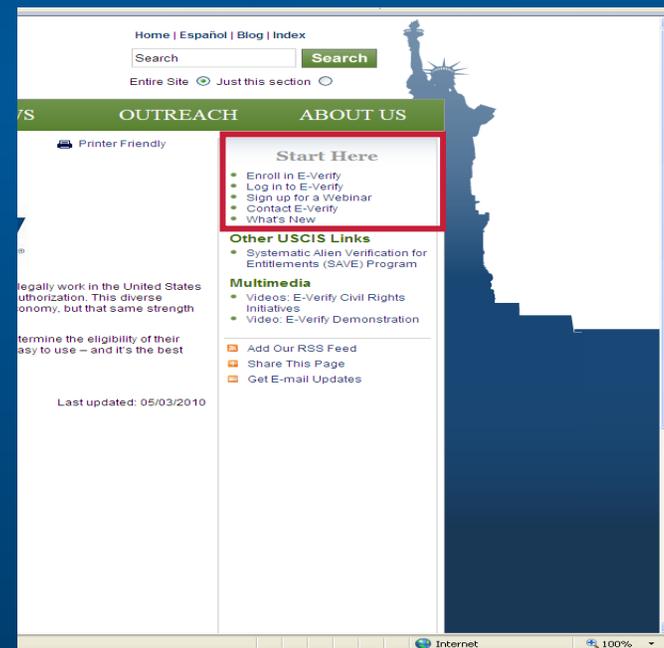
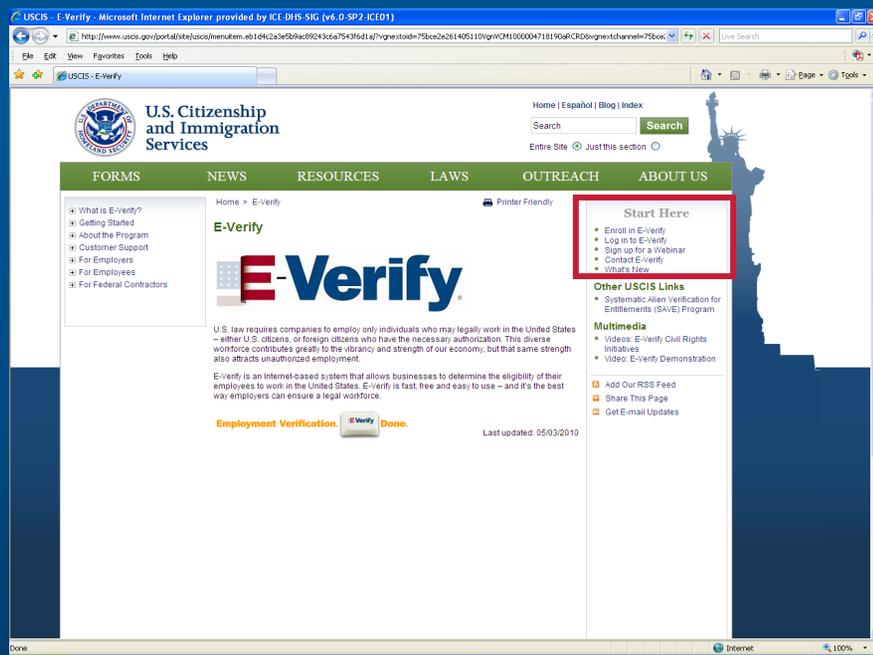
More than 306,334 employers are enrolled and use E-Verify at over 994,521 hiring sites

- More than **16.00 million** cases created in FY 2010
- More than **17.00 million** cases created to date in FY 2011
- More than **3.3 million** cases created in FY 2012
- **1,400** new enrollees per week



How to enroll

Go to www.dhs.gov/E-Verify
Under **Start Here** click **Enroll in E-Verify**



How to run an E-Verify case

OMB No. 1615-0047; Expires 08/31/12
Form I-9, Employment Eligibility Verification

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

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 Information and Verification (To be completed and signed by employee at the time employment begins.)

First Name Last First Middle Initial Maiden Name
 Address (Street Name and Number) Apt. # Date of Birth (Month/Day/Year)
 City State Zip Code Social Security #

I am aware that Federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

Employer's Signature Date (Month/Day/Year)
 Employer Title (Employer, Contractor, or representative of a person other than the employee) (Print, under penalty of perjury, that I have entered in the completion of this form and that to the best of my knowledge the information is true and correct.)
 Employer's Address (Street Name and Number, City, State, Zip Code) Date (Month/Day/Year)

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

Document Title	List A	OR	List B	AND	List C
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 authorized to work in the United States. (State employment authorization and record the date the employee began employment.)
 Signature of Employer or Authorized Representative Print Name Title
 Business or Organization Name # Address (Street Name and Number, City, State, Zip Code) Date (Month/Day/Year)

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

A. New Hire (if applicable) B. Date of Birth (Month/Day/Year) (if applicable)

C. If employer previously granted work authorization but expired, provide the information below for the document that establishes current employment authorization.

Document Title	Document #	Expiration Date (if any)
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) have remained open to be examined and to relate to the individual.		
Signature of Employer or Authorized Representative	Date (Month/Day/Year)	

Form I-9 (Rev. 08/14/09) 3 (Page 4)



Form I-9



An E-Verify case

Initial verification results will be

**Employment
Authorized**

The employee is
authorized to work

**SSA Tentative
Nonconfirmation**

There is an
information mismatch

**DHS Verification
in Process**

DHS will usually
respond within 24 hours
with either:

**Employment
Authorized**

or

**DHS Tentative
Nonconfirmation**

Handling a TNC

- **Inform** the employee of the TNC
- **Print** the TNC Notice and **review** it with the employee

CONTEST

Refer employee to appropriate agency

**NOT
CONTEST**

You may terminate the employee and close the case in E-Verify

Handling a TNC

- The employee has **8 Federal Government workdays** from the referral date to visit or call the appropriate agency and resolve the discrepancy
- The **employee continues to work in full status** during the TNC resolution process
- **DO NOT** take any adverse action based on the TNC against the employee during the resolution process

Photo Matching

- Allows you to match the photo on an employee's Form I-766 (Employment Authorization Document) or Form I-551 (Permanent Resident Card or "green card") to the photo that USCIS has on file for that employee
- Helps detect instances of document fraud
- Was incorporated into E-Verify in September 2007

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- My Cases**
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- Edit Company Profile
- Close Company Account
- My Reports**
- View Reports
- My Resources**
- View Essential Resources
- Take Tutorial
- View User Manual
- Contact Us

Verify Employee

Employee Name: Lin, Su Case Verification Number: 2010074160135AM [View/Print Case Details](#)

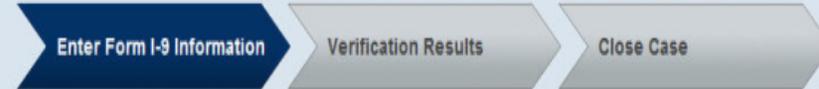


Photo Matching

Does the photograph below match the photograph on the Permanent Resident Card or Alien Registration Receipt Card (Form I-551) provided by the employee? [?](#)

NOTE: A watermark has been added to prevent unauthorized use of the photograph below.



[Click to Enlarge](#)

- Yes
- No

[Continue](#)



Federal Contractors

- The Federal Acquisition Regulations (FAR) have been amended by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council to reflect the FAR final rule which was published on November 14, 2008.
- As of **September 8, 2009**, the FAR final rule requires federal contractors (and subcontractors) to use E-Verify to verify their employees' eligibility to work legally in the United States.
- We now have a FAR fact sheet you can post on your website:
http://www.uscis.gov/USCIS/Verification/E-Verify/E-Verify_Native_Documents/m1010federalcontractorflyer.pdf



Employer responsibilities

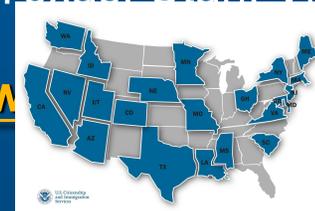
- Unless you are a *Federal Contractor with FAR E-Verify Clause* only use E-Verify to verify new hires
- Once you begin using E-Verify, you must verify new employees **no later than the 3rd business day** after the employee begins working for pay
- You must apply E-Verify procedures to **ALL new hires**, regardless of citizenship status

What's Hot in E-Verify

- Self Check - Launched March 21
 - Free online service that allows U.S. workers to check their own employment eligibility status
 - Is currently in 21 states and can also be accessed in Spanish

Currently available to residents of Arizona, California, Colorado, the District of Columbia, Idaho, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Mississippi, Missouri, Nebraska, Nevada, New Jersey, New York, Ohio, South Carolina, Texas, Utah, Virginia, and Washington

- For more information on Self Check, visit www.everifyselfcheck.gov/



- I-9 Central - Launched May 13
 - One-stop shop for Form I-9 information
 - Provides more accessible and user-friendly information
 - For more information, visit www.uscis.gov/I-9Central

Educational Videos

- How to Enroll in E-Verify
- How to Create a Case
- How to Respond to a TNC
- Civil Rights (request copies by emailing E-Verify@dhs.gov):
 - Employee Rights and Responsibilities
 - Employer Responsibilities and Worker Rights

View the videos at:

- www.dhs.gov/E-Verify
- www.youtube.com/ushomelandsecurity



E-Verify Outreach

- Provides:
 - **Speakers for your events**
 - **Panel participants**
 - **Exhibit participation**
 - **Free Webinars**
 - **Content for your newsletters**
 - **Authorization to use the E-Verify® Logo and Name**

E-Verify E-Mail: E-Verify@dhs.gov

Stay Up to Date

- Get email updates for
 - I-9 Central - www.uscis.gov/I-9Central
 - E-Verify - www.dhs.gov/E-Verify
 - Self Check - www.uscis.gov/everifyselfcheck

- Subscribe to E-Newsletter *E-Verify Connection*
 - Send a message with SUBSCRIBE in the subject line to E-VerifyOutreach@dhs.gov



Contact Information

Employer Hotline: **(888) 464-4218**

Employee Hotline: **(888) 897-7781**

E-Verify E-Mail: **E-Verify@dhs.gov**

E-Verify Employer Agent E-Mail: **E-VerifyEmployerAgent@dhs.gov**

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

Form I-9 Website: **www.uscis.gov/I-9Central**

Form I-9 Email: **I-9Central@dhs.gov**

Follow us on twitter: **<http://twitter.com/uscis>**

Disclaimer

Immigration law can be complex and it is not possible to describe every aspect of the process

This presentation provides basic information to help you become generally familiar with rules and procedures

For more information on the law and regulations please see our website:
www.dhs.gov/E-Verify



Thank You