



U.S. Citizenship  
and Immigration  
Services

# **E-Verify** Presentation for Department of Labor, State Workforce Agencies (SWAs)

Employment Eligibility Verification

A blue-tinted background image showing the silhouettes of a diverse group of people of various ages and ethnicities standing together. The background also features a faint, large-scale American flag pattern.

# E-Verify

- Partnership between the Department of Homeland Security (DHS) and Social Security Administration (SSA).
- Provides a means for participating employers to verify the employment eligibility status of newly-hired employees.
- Provides a means for participating State Workforce Agencies (SWAs) to verify the employment eligibility status of all referred workers.

# E-Verify Program Goals

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

# E-Verify: How it Works

- The SWA submits information provided on the **Form I-9**
- System queries databases of:
  - Social Security Administration
  - Department of Homeland Security

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

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

Initial verification will return one of three results within second:

- **Employment Authorized**  
The worker is authorized to work.
- **SSA Tentative Nonconfirmation (TNC)**  
There is an information mismatch with SSA.
- **DHS Verification in Process**  
DHS will usually respond within 24 hours with either an Employment Authorized or DHS Tentative Nonconfirmation.

# E-Verify: Case Resolution

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

# SWA Registration *(Continued)*

- Obtain a copy of the Memorandum of Understanding (MOU) from the Department of Labor website or the E-Verify website at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) (click on “for State Workforce Agencies”).
- Sign the MOU and complete the information page and fax to DHS: (202) 358-7870 or email to [E-Verifyprograms@dhs.gov](mailto:E-Verifyprograms@dhs.gov)

# SWA Registration *(Continued)*

3. DHS will then register the SWA. All persons listed on the information page will receive an email with their User ID and logon instructions.
4. To access the query functions in E-Verify, all SWA E-Verify Users must:
  - Read the Quick Reference Guide
  - Take the Online Tutorial
  - Pass the Mastery Test



# For More Information

- For more information about registration, see the SWA E-Verify Registration Guide on the DHS website at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)
- E-Verify and SWA Webinar Training call (202) 358-7767
- E-Verify and SWA general questions call DHS at (888) 464-4218
- E-Verify Website: [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)



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**Thank You**

