

a. Employer ID: [pre-filled]

b. Case Number: [pre-filled]

Employee Record Review Form

c. Employee Name: : [pre-filled]

d. Employee SSN: [pre-filled]

e. Employee Address on I-9:

f. Alternate Address (if different from address on I-9):

g. Employee Phone: _____

h. Employee file contains: (check all that apply.)

Form I-9

Copy of system response --> number of responses _____

TNC notice

Referral letter to SSA

Referral letter to DHS

Copies of documents used for verification (Please specify, e.g., driver's license, current passport, permanent resident card, etc.)

Other (Please specify) _____

i. Current work authorization status: [pre-filled]

If there is a reason to believe this is incorrect, please explain:

j. Reviewer: _____

k. Review Date: _____

Employee Record Review Form ([prefilled name]/[prefilled SS#])

Case #: _____ [CASE_NBR] _____

1. Items To Be Reviewed	2. Information from Transaction Database	3. Does (2) match the employee's record file?	4. Information from Employee's Record	5. Comments
6. Name (I-9) Last First Middle Initial	[prefilled]	__yes __no __yes __no __yes __no		
7. Date of birth (I-9)	[prefilled]	__yes __no		
8. SSN (I-9)	[prefilled]	__yes __no		
9. Alien/Admission # (I-9)	[prefilled]	__yes __no		
10. Citizenship (I-9)	[prefilled]	__yes __no		
11. Hire date (I-9)	[prefilled]	__yes __no		
12. Verification initiated date (system print-out)	[prefilled]	__yes __no		
13. Date of employee signature on I-9				
14. Date of employer signature on I-9				
15. Tentative nonconfirmation issued (system print-out/TNC notice)	[prefilled]	__yes __no		
16. Date of employee signature on TNC				
17. Date of employer signature on TNC				
18. Contested with SSA (TNC notice)?	[prefilled]	__yes __no		
19. Contested with DHS (TNC notice)?	[prefilled]	__yes __no		
20. Date referred to SSA (Referral letter)	[prefilled]	__yes __no		
21. Date SSA signed referral letter (Employee went to SSA)				
22. Date resubmitted to SSA	[prefilled]	__yes __no		
23. Date referred to DHS (DHS referral letter)	[prefilled]	__yes __no		
24. Employee contacted DHS?	[[prefilled]	__yes __no		
25. Closure reason (system printout)	[prefilled]	__yes __no		
26. Closure date	[prefilled]	__yes __no		

