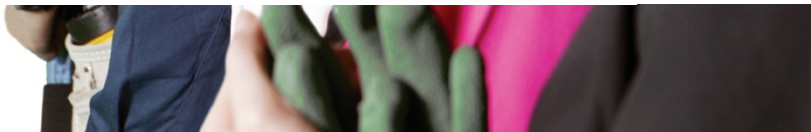




E-Verify[®]

For
Federal Contractors



E-VERIFY IS A SERVICE OF DHS AND SSA



Agenda

Section I: E-Verify & FAR - The Big Picture

Section II: E-Verify & FAR - Nuts & Bolts

Section III: Additional Information



Section I: E-Verify & FAR - The Big Picture

- What is E-Verify?
- How does it work?
- E-Verify & the **FAR E-Verify clause**
- Affected Contracts



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**



How to create an E-Verify case

OMB No. 1625-0047, Expires 06/30/12
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 Name	First	Middle Initial	Last Name
Address (Street Name and Number)	City	State	Zip Code
Country	City	State	Zip Code

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 am a citizen of the United States.
 I am a lawful permanent resident of the United States (see instructions).
 I am a lawful temporary resident (Alien #).
 I am an alien authorized to work (Alien # or Authorization #) until expiration date (if applicable - month/day/year).

Employer's Signature: _____ Date (month/day/year): _____

Preparer and/or Employer Certification (To be completed and signed by preparer or employer at the time of completion of this form, and on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

Preparer's/ Employer's Signature: _____ Title: _____
 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 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	List B	List C
Document Title:	Document Title:	Document Title:
Issuing Authority:	Issuing Authority:	Issuing Authority:
Expiration Date (if any):	Expiration Date (if any):	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 only until the date the employee began employment.)

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

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

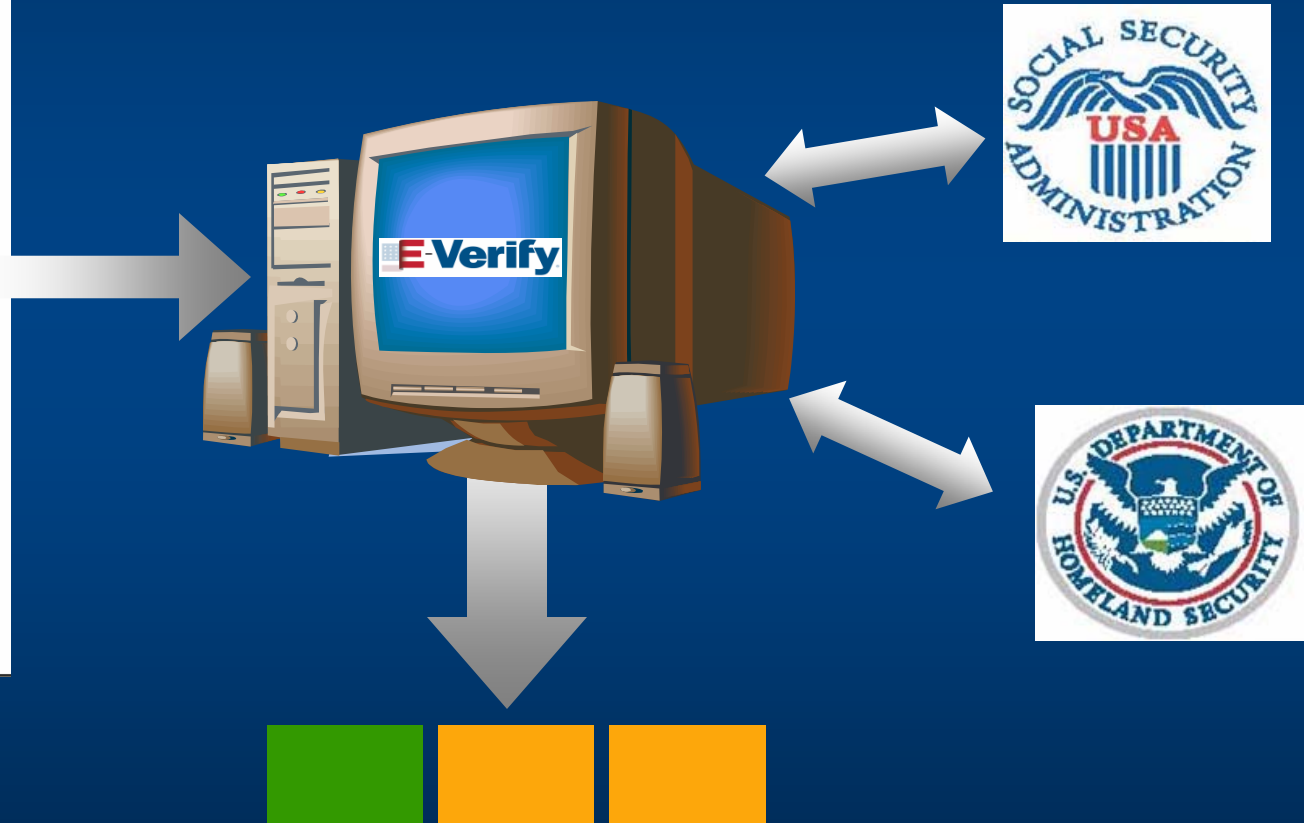
A. New Hire (if applicable): _____ B. Date of Expiry (month/day/year) (if applicable): _____

C. If employer's previous grant of work authorization has 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 proper to be genuine and to relate to the individual.
 Signature of Employer or Authorized Representative: _____ Date (month/day/year): _____

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

Form I-9





E-Verify & the FAR E-Verify Clause

Federal Acquisition Regulation (FAR) final rule requires that as of **September 8, 2009** federal contractors with contracts containing the **FAR E-Verify clause** must use E-Verify as a condition of their contract

FAR E-Verify Clause: 48 C.F.R. 52.222-54



Affected Contracts

Prime Contracts

- Awarded or modified on or after October 1, 2010 to include the **FAR E-Verify Clause**
 - Value above **\$150,000**
 - Period of performance of **120 days or more**
 - At least some of the contract work is performed in the United States
 - Does not include contracts for **Commercially available off-the-shelf (COTS)** items and related services



Affected Contracts Subcontracts

- Prime contract contains the **FAR E-Verify clause**
- The **FAR E-Verify clause** flows down to all tiers of subcontracts
- Prime contractor is responsible for insuring that the **FAR E-Verify clause** is included in qualifying subcontracts

Affected Contracts Subcontracts

- Value of more than **\$3,000**
- Contract is for commercial or noncommercial services or construction
- At least some of the contract work is performed in the United States
- Does not include contracts for **Commercially available off-the-shelf (COTS)** items and related services

Affected Contracts

Indefinite Delivery / Indefinite Quantity

- Existing contract
- Period of performance extends at least six months after September 8, 2009
- Substantial amount of work or number of orders expected during remaining performance period
- Contract may be bi-laterally modified to include the **FAR E-Verify clause**



Section II: E-Verify & FAR - Nuts & Bolts

- Enrolling/Updating Company Profile
 - When
 - How
- Determining who to verify
- When to verify
- Form I-9 and existing employees
- An E-Verify case
- Handling a TNC
- Closing a case

Enroll or Update Your Company Profile

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1		3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Contract award date

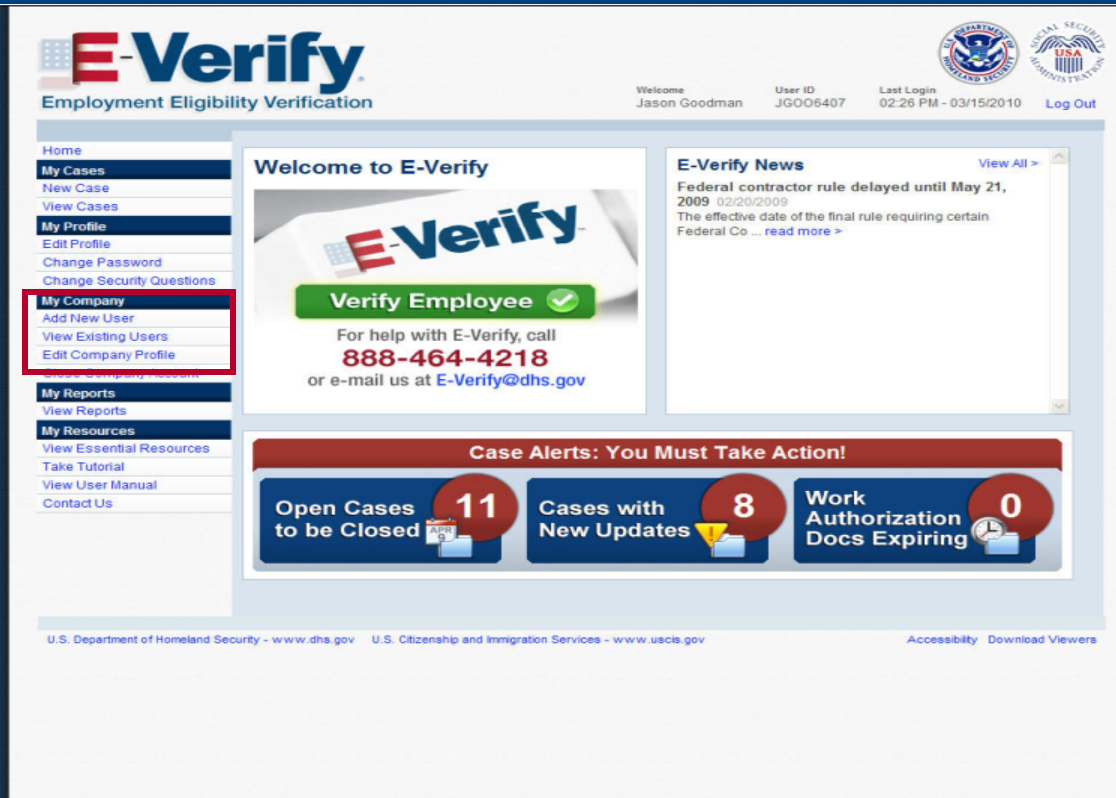
Deadline to Enroll!

Within
30 calendar days
of
Contract Award Date
or
Contract Modification Date

How to update your company profile

Log in to E-Verify.

Under **My Company** click **Edit Company Profile**.



The screenshot shows the E-Verify user interface. At the top, the E-Verify logo is on the left, and the user's name (Jason Goodman), User ID (JG006407), and Last Login (02:26 PM - 03/15/2010) are on the right. Below the header is a navigation menu with categories: Home, My Cases, My Profile, My Company, My Reports, and My Resources. The 'My Company' category is expanded, and 'Edit Company Profile' is highlighted with a red box. The main content area features a 'Welcome to E-Verify' message with a 'Verify Employee' button and contact information (888-464-4218). To the right, there is an 'E-Verify News' section with a 'View All' link. At the bottom, a 'Case Alerts: You Must Take Action!' banner displays three metrics: 'Open Cases to be Closed' (11), 'Cases with New Updates' (8), and 'Work Authorization Docs Expiring' (0). The footer contains links to the U.S. Department of Homeland Security and U.S. Citizenship and Immigration Services, along with an 'Accessibility' link and 'Download Viewers' button.

How to update your company profile

1. Update your organization designation
2. Choose your Federal contractor category
3. Choose which employees you're going to verify

1.



The screenshot shows the 'Organization Designation' step in the E-Verify process. The user is prompted to identify their organization's status: Federal Government, State Government, Local Government, or Federal Contractor. A dropdown menu is set to 'Federal Contractor with FAR E-Verify Clause'. A warning message states that modifying the organization type will affect the user's status and require a tutorial. A 'Cancel' button is visible at the bottom right.

2.



The screenshot shows the 'Federal Contractor Category' step. The user is asked to select the best category for their organization from a dropdown menu. The selected category is 'None of these categories apply'. A help message is displayed, and 'Back', 'Next', and 'Cancel' buttons are at the bottom.

3.



The screenshot shows the 'Federal Contractor Employee Verification' step. The user is asked to select which employees to verify. The selected option is 'All new hires and all existing employees assigned to a Federal contract'. A help message is displayed, and 'Back', 'Next', and 'Cancel' buttons are at the bottom.



How to enroll

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

FORMS NEWS RESOURCES LAWS OUTREACH ABOUT US

Home > E-Verify Printer Friendly

Start Here

- E-Verify Self Check
- I-9 Central
- Enroll in E-Verify
- Log in to E-Verify
- Take a **FREE Webinar**
- E-Verify MOU (PDF)
- Contact E-Verify

E-Verify News

- What's New
- E-Verify Pressroom

Multimedia

- Demo: E-Verify Self Check Interactive Preview (837KB PDF)
- Videos: Employee Rights and Responsibilities, Employer Responsibilities and Worker Rights
- Video: How to Enroll in E-Verify
- Video: How to Create a Case
- Video: How to Respond to a TNC

USCIS Links

- Systematic Alien Verification for Entitlements (SAVE) Program

Non-USCIS Links

- Social Security Administration

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Get Email Updates for This Page

What is E-Verify?
Getting Started
About the Program
Customer Support
For Employers
For Employees
For Federal Contractors
Publications

E-Verify

U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. This diverse workforce contributes greatly to the vibrancy and strength of our economy, but that same strength also attracts unauthorized employment.

E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. E-Verify is fast, free and easy to use – and it's the best way employers can ensure a legal workforce.

E-Verify is constantly improving to better serve you. To learn more click here to see **WHAT'S NEW**.

Do you have questions about E-Verify?

Visit our Questions & Answers Section.

E-Verify is a registered trademark of the Department of Homeland Security. Any use without permission is strictly prohibited.

Employment Verification. **Done.**

This page can be found at <http://www.dhs.gov/e-verify>

Last updated: 06/17/2011



E-VERIFY IS A SERVICE OF DHS AND SSA

How to enroll

Enrollment Checklist

E-Verify Enrollment: Checklist

Deciding to enroll in E-Verify is the first step toward supporting a legal workforce. E-Verify will guide you through the enrollment process by asking several questions. Use the checklist below to ensure you have all of the information you will need to complete the enrollment process. You must complete the enrollment process in a single website session, so be sure you have time to complete the process since you will not be able to save your progress and return at a later time to complete.

For more information, visit the [Getting Started](#) section of the E-Verify website or consult our [Quick Reference Guide for E-Verify Enrollment](#) to learn how to enroll and start using E-Verify.

Need help? Click on any question mark icon to get more information.

Before you enroll, you must decide:

- Who will electronically sign the E-Verify memorandum of understanding (MOU) on behalf of your company?
- Which [hiring sites](#) will participate in E-Verify?
- If you are a [federal contractor](#) with the FAR E-Verify clause, which employees will you verify?
- Which company location(s) will access E-Verify?
- Who in your company will have access to E-Verify?
- Who in your company should be a program administrator?

To enroll, you will need to know:

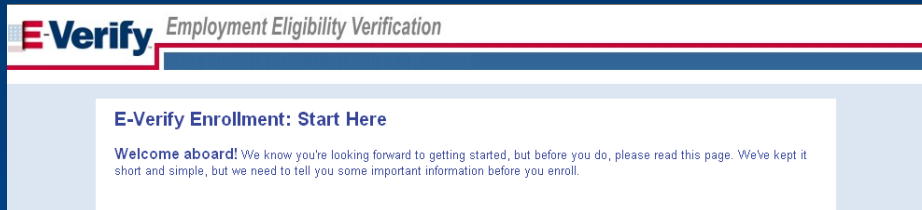
- Contact information for your company's E-Verify memorandum of understanding (MOU) signatory (name, phone number, fax number and e-mail address)
- Company name
- 'Doing business as' name (optional)
- Data Universal Numbering System (DUNS) number (optional)
- The physical address of the location from which your company will access E-Verify (including county)
- Company mailing address (if different from the physical address)
- Employer identification number (also called a Federal Tax ID Number)
- Total number of employees for all of your company's hiring sites that will participate in E-Verify (you'll choose from a range of numbers)
- Parent organization (optional)
- Administrator name (E-Verify corporate account) (optional)
- The first three digits of your company's primary North American Industry Classification System (NAICS) code (if you don't know it, we'll help you find it when you enroll)
- The number of hiring sites that will participate in E-Verify in each state

For all registering users, you must provide:

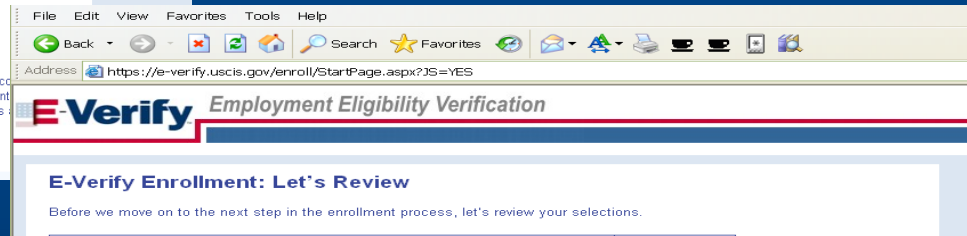
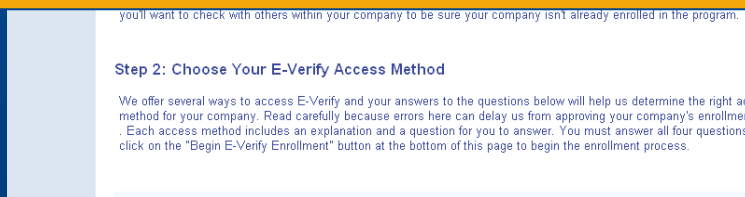
- Name
- Phone Number
- Fax Number (optional)
- E-mail Address

[Begin E-Verify Enrollment](#)

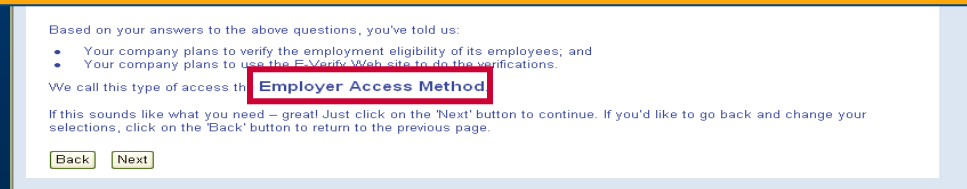
How to enroll



E-Verify will ask questions about how you plan to use the system



Based on your answers, E-Verify will recommend an access method



How to enroll Access methods

Employer

Most common

Allows E-Verify users in your company to electronically verify the employment eligibility of newly hired employees and existing employees assigned to a federal contract

E-Verify Employer Agent

Least common

Select this access method if your company creates cases for client companies

Corporate Administrator

Allows you to create, manage, and administer new & existing E-Verify accounts as well as create and view reports

Does **NOT** allow you to create cases

How to enroll

- Electronically sign a **Memorandum of Understanding (MOU)** with DHS and SSA
- User Name, Password, and E-Verify Web Address will be **e-mailed** to you within 48 hours
- Download and read the *E-Verify User Manual for Federal Contractors* and the *E-Verify Supplemental Guide for Federal Contractors*
- Complete an **online tutorial** before creating cases

Determining who to verify

- Verify existing employees
 - Hired after November 6, 1986
 - Working in the United States
 - Performing direct substantial work on a contract containing the **FAR E-Verify clause**
 - Includes short term & temporary employees

Determining who to verify

Step 1 – The workforce

- Am I going to verify...

...my entire workforce (all new hires and all existing employees throughout the company)

OR

...All new hires organization wide and existing employees assigned to the Federal contract



Determining who to verify

Step 2 – Employees you don't run through E-Verify

- Hired on or before November 6, 1986 who are continuing in employment
- Already confirmed as **Employment Authorized** who are continuing in employment

Determining who to verify

Step 3 – Employees you may choose not to verify

- New & existing employees with an active confidential, secret, or top secret security clearance OR HSPD-12 compliant credentials
- Existing employees who perform support work (administrative, overhead, indirect)

Determining who to verify Special Category Employers

Employers in these categories may limit their cases to only those new & existing employees assigned to the federal contract which contains the **FAR E-Verify clause**

Institutions of Higher Learning	State & Local Governments	Federally Recognized Indian Tribes	Sureties performing under a takeover agreement entered into with a federal agency under a performance bond
--	--	---	--



When do I verify new hires?

You must begin entering Form I-9 information into E-Verify for new hires within **90 calendar days** of enrolling or updating your organization designation to **Federal Contractor with FAR E-Verify Clause**



Notes

*Once you begin entering Form I-9 information for new hires, you must enter Form I-9 information for all newly hired employees **no later than the 3rd business day after the employee's start date.***

If you are already verifying your new hires according to this rule, you should continue to do so. Do not change this practice just because you've gotten a Federal Contract with the FAR E-Verify clause.



When do I verify existing employees assigned to the contract?

You must enter Form I-9 information into E-Verify for existing employees assigned to the contract within **90 calendar days** of enrolling or updating your organization designation to **Federal Contractor with FAR E-Verify Clause**



Note

If you are assigning an existing employee to a federal contract anytime after day 60 of the initial 90 calendar day period, you have 30 days from the date the person is assigned to the contract to run him or her in E-Verify.



When do I verify all my employees if I've chosen *Entire Workforce*?

You must enter Form I-9 information for all employees within **180 calendar days** of enrolling or updating your organization designation to Federal Contractor with **FAR E-Verify clause** and selecting **Entire Workforce**

Form I-9 & existing employees

Option I

Complete new Forms I-9 for all employees who will be run in E-Verify

Option II

Complete new Forms I-9 when required and update existing Forms I-9 when allowed

When completing new Forms I-9

- Current rules for Form I-9 apply (e.g. no expired documents)
- Use Form I-9 with (Rev. 02/02/09) or (Rev. 08/07/09) – expiration date for both forms is 08/31/2012

Form I-9 & existing employees

Option II: When to complete a new Form I-9

- The employee presented an expired document on a previous Form I-9 that allowed for such documents
- The employee presented an *unexpired* Form I-551 or U.S. passport on a previous Form I-9 and that document has since expired, and his or her employment authorization is still current, but you do not have a photocopy of the document.
- Employment authorization as stated in Section 1 has expired
- The List B document previously submitted did not have a photo or you are unable to determine if it had a photo

Form I-9 & existing employees

Option II: When to complete a new Form I-9

- The employee is a Noncitizen National and was unable to separately attest to that status on a previous Form I-9
- The employee presented a document such as a Certificate of Naturalization or Form I-688 that was acceptable at the time of completion of the previous Form I-9, but is no longer acceptable
- The employee's immigration status has changed
- The employee's name has changed
- The previous Form I-9 did not conform to I-9 requirements at time of completion

Form I-9 & existing employees

Option II: Updating a previous Form I-9

If your employee...

...presented an *unexpired* Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document) or U.S. passport or U.S. passport card and it is still unexpired, photocopy the document & keep it with the employee's Form I-9

...did not provide his or her Social Security Number (SSN) or if the employee claims that the number was changed by SSA, the employee should update Section 1 with the current SSN

Form I-9 & existing employees

Option II: Updating a previous Form I-9

If your employee...

...indicates his or her Alien number has been changed by the DHS, update Section 1 with the current Alien number

...presented an unexpired Form I-551 or U.S. Passport on a previous Form I-9 & the document has since expired, his or her employment authorization is still current and you have a photocopy of the document you may not request that the employee present an unexpired version of either document. However, a new Form I-9 may be completed



Form I-9 & existing employees

Option II: Updating a previous Form I-9

If your employee...

...presented an unexpired List B document on a previous Form I-9 and that document has since expired, you do not need to request a new version to update a previously completed Form I-9. Such List B documents include state-issued driver's licenses or military ID cards

*** Treat all employees consistently when updating a previously completed Form I-9. Requesting a specific document on the basis of someone's citizenship status or national origin may violate the anti-discrimination provision of the Immigration and Nationality Act or Title VII of the Civil Rights Act of 1964 ***

How does it work?

OMB No. 1625-0047, Expires 06/30/12
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 Name	First Initial	Middle Initial	Suffix Name
Address (Street Name and Number)		City	State	Zip Code
City		State	Zip Code	Foreign Country #

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 am in the presence of my employer, and I am (check one of the following):
 A citizen of the United States
 A law-abiding resident alien (Legal Status (see instructions))
 A lawful permanent resident (Alien #) _____
 An alien authorized to work (Alien # or Admission #) _____ and expiration date (if applicable - month/day/year) _____

Employer's Signature _____ Date (month/day/year) _____
 Preparer and/or Translator Certification (To be completed and signed by preparer if preparer is 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 _____ Title _____
 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 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	List B	List C
Document 1:			
Document 2:			
Document 3:			

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 signature only valid to date the employee began employment.)

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

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

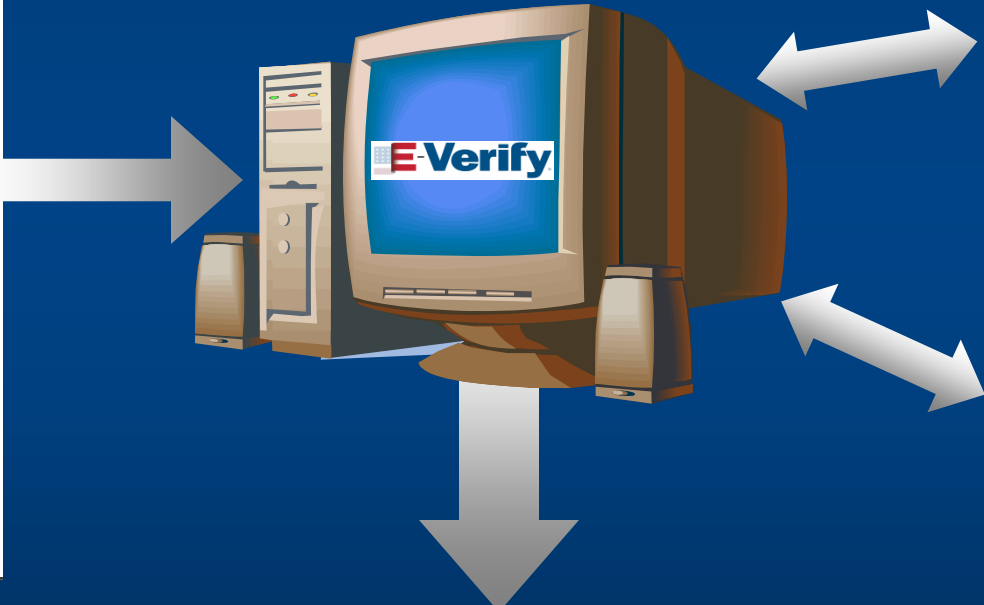
A. New Hire (if applicable) _____ B. Date of Expiry (month/day/year) (if applicable) _____

C. If employer's previous grant of work authorization has 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 proper to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative _____ Date (month/day/year) _____

Form I-9 (Rev. 08/09) 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**

- Home
- My Cases**
 - New Case
 - View Cases
- My Profile**
 - Edit Profile
 - Change Password
 - Change Security Questions
- My Company**
 - Add New User
 - View Existing Users
 - 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 Smith, Bill Case Verification Number 2010074153900AD

[View/Print Case Details](#)


Enter Form I-9 Information 

Verification Results 

Close Case

Employment Eligibility:

 **Employment Authorized**

Bill Smith is authorized to work in the United States. To complete the verification process, click **Close Case** 

Last Name
Smith

First Name
Bill

Middle Initial
--

Maiden Name
--

Date of Birth
January 03, 2001

Social Security Number
*** ** 0007

Citizenship Status
A noncitizen national of the United States

Document Type
Unexpired U.S. Passport or U.S. Passport Card

Document Number
999999999

Document Expiration Date
--

Hire Date
March 12, 2010

Employer Case ID
--

Submitted By
JGO06407

Submitted On
March 15, 2010

Close Case

- Home
- My Cases**
- New Case
- View Cases
- My Profile**
- Edit Profile
- Change Password
- Change Security Questions
- My Company**
- Add New User
- View Existing Users
- 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: Washington, George Case Verification Number: 2010074145353ZC [View/Print Case Details](#)



Employment Eligibility:

 **SSA Tentative Nonconfirmation (TNC) ?**

The Social Security number entered in E-Verify is not valid according to SSA records. This does NOT mean that the employee is not authorized to work in the United States; however, additional action is required.

▶ To begin TNC process click, **Continue**

If you created this case in error or no longer need to continue this verification, click **Close Case** ?

To return to this case at a later time, click **Save Case and Exit** ?

Close Case

Save Case and Exit

Continue

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

Social Security Administration (SSA) Notice to Employee of Tentative Nonconfirmation

Jefferson	Thomas
Last Name of Employee	First Name of Employee
316-47-4400	04/1962
Employee's Social Security Number (SSN)	Employee's Month/Year of Birth
10/28/2009	2009301150428RN
Date of SSA Tentative Nonconfirmation	Case Verification Number
Reason for this Notice:	<input type="checkbox"/> SSN does not match. The Social Security Number (SSN) entered in E-Verify is valid, but the name and/or date of birth entered for the employee do not match SSA records.
	<input checked="" type="checkbox"/> SSN is invalid. The SSN entered in E-Verify is not a valid number.
	<input type="checkbox"/> SSA unable to confirm U.S. Citizenship. Cannot confirm that the employee is eligible to work because SSA records do not show that the SSN holder is a U.S. citizen.
	<input type="checkbox"/> SSN record does not verify, Other Reason. SSA found a discrepancy in the employee's record.
	<input type="checkbox"/> SSA unable to process data. SSA found a discrepancy in other data in the employee's record.

Instructions for the Employer

==== IMPORTANT ====

Employee must acknowledge receipt of this letter, date and sign it, and return it to you.

Handling a TNC

- The employee has **eight Federal Government workdays** from the referral date to visit or call the appropriate agency to begin the resolution process
- 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

Referral to the Social Security Administration (SSA)

SSA Field Office: See POMS RM 00206.305ff

Jefferson	Thomas
Last Name of Employee	First Name of Employee
316-47-4400	04/1962
Employee's Social Security Number (SSN)	Employee's Month/Year of Birth
10/28/2009	2009301150428RN
Date Referred to SSA	Case Verification Number
Reason for this Referral Letter:	<input type="checkbox"/> SSN does not match. The Social Security Number (SSN) entered in E-Verify is valid, but the name and/or date of birth entered for the employee do not match SSA records. <input checked="" type="checkbox"/> SSN is invalid. The SSN entered in E-Verify is not a valid number. <input type="checkbox"/> SSA unable to confirm U.S. Citizenship. Cannot confirm that the employee is eligible to work because SSA records do not show that the SSN holder is a U.S. citizen. <input type="checkbox"/> SSN record does not verify, Other Reason. SSA found a discrepancy in the employee's record. <input type="checkbox"/> SSA unable to process data. SSA found a discrepancy in other data in the employee's record.

Instructions for the Employer

==== IMPORTANT ====

Employee must acknowledge receipt of this letter, date and sign it, and return it to the Employer.



Handling a TNC

You should check E-Verify periodically for one of the following responses:

Employment Authorized

Review & Update Employee Data

Case in Continuance

DHS Verification in Process

DHS No Show

Final Nonconfirmation

- Home
- My Cases**
 - New Case
 - View Cases
- My Profile**
 - Edit Profile
 - Change Password
 - Change Security Questions
- My Company**
 - Add New User
 - View Existing Users
 - 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: Smith, Bill Case Verification Number: 2010074153900AD [View/Print Case Details](#)



Employment Eligibility:

Employment Authorized

Bill Smith is authorized to work in the United States. To complete the verification process, click **Close Case**

Last Name Smith	First Name Bill	Middle Initial --
Maiden Name --	Date of Birth January 03, 2001	Social Security Number *** ** 0007
Citizenship Status A noncitizen national of the United States	Document Type Unexpired U.S. Passport or U.S. Passport Card	Document Number 999999999
Document Expiration Date --	Hire Date March 12, 2010	Employer Case ID --
Submitted By JGO06407	Submitted On March 15, 2010	

Close Case



Section III: Additional Information

- Photo Matching
- Employer responsibilities
- Federal Contractor responsibilities
- Posters
- E-Verify Enhancements
- Engagement Opportunities
- Employee Rights
- OSC Dos & Don'ts
- Things to remember
- E-Verify Contact Information

Photo Matching

Allows you to match the photo on an employee's

- Form I-766 (Employment Authorization Document)
- Form I-551 (Permanent Resident Card or “green card”) to the photo that USCIS has on file for that employee
- U.S. Passport or passport card (new)

Helps detect instances of document fraud



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



Federal Contractor responsibilities

- For a contract with the **FAR E-Verify clause** awarded on or after **September 8, 2009**
 - Verify all existing employees working on the contract
 - Verify all new employees hired after the date of enrollment in E-Verify
- **OR**
 - Verify entire workforce

Special Category Employers

- May limit cases to new & existing employees assigned to contract

Posters

This Employer Participates in E-Verify

This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

NOTICE:
Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants or to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

Employment Verification. Done.

For more information on E-Verify, please contact DHS at:
1-888-464-4218

E-VERIFY IS A SERVICE OF DHS AND SSA

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.

If you have a legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –
No employer can deny you a job or fire you because of your national origin or citizenship status.

In most cases employers cannot require you to be a U.S. citizen or permanent resident or refuse any legally acceptable documents.

If any of these things have happened to you, you may have a valid charge of discrimination that can be filed with the OSC. Contact the OSC for assistance in your own language.

Call 1-800-255-7688, TDD for the hearing impaired is 1-800-237-2515.

In the Washington, D.C. area, please call 202-616-5594, TDD 202-616-5525

Or write to:
U.S. Department of Justice
Office of Special Counsel - NYA
950 Pennsylvania Ave., N.W.
Washington, DC 20530

**U.S. Department of Justice
Civil Rights Division**

Office of Special Counsel for
Immigration-Related Unfair
Employment Practices



E-Verify Enhancements



E-Verify Enhancements - RIDE

Records and Information from DMVs for E-Verify, aka RIDE

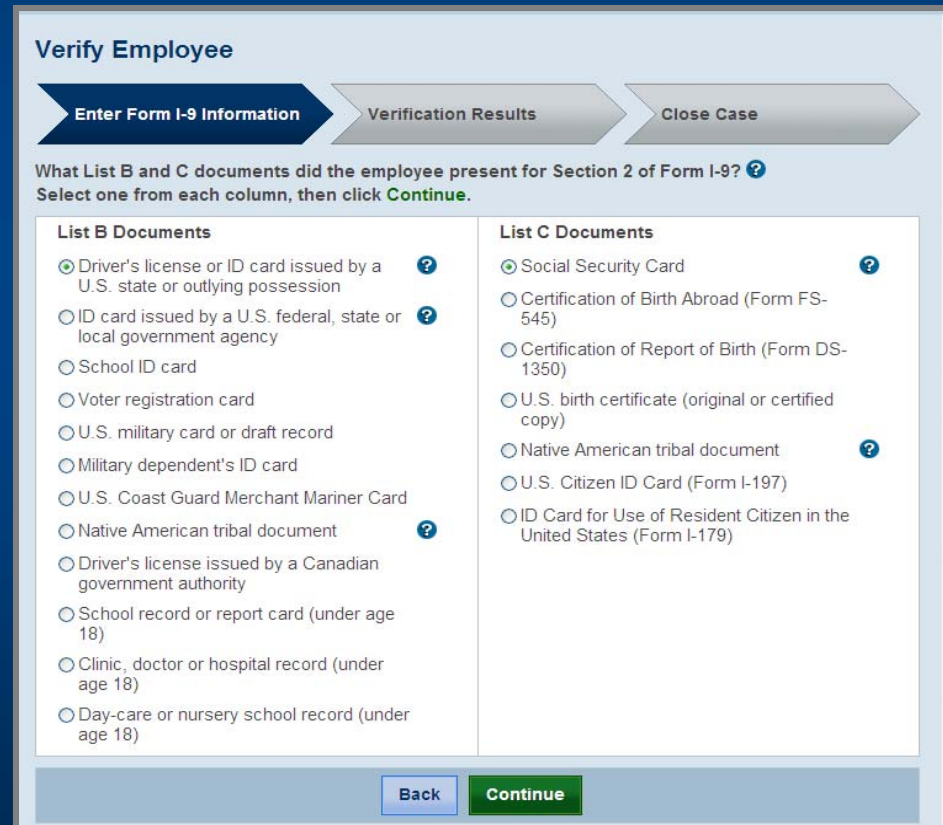
- Driver's License Verification Enhancement:
 - Capability to verify driver's license data.
 - Mississippi is the launch partner for this project

E-Verify Enhancements – RIDE (continued)

- How does it work?
 - If you select that the employee presented a Mississippi driver's license, you'll need to provide the document number.
 - Document numbers won't be collected for Mississippi ID cards.
 - No photo matching at this time.
 - If there is a mismatch, E-Verify will issue a Department of Homeland Security (DHS) Tentative Nonconfirmation (TNC).
 - Employees who receive a DHS TNC because of a driver's license information mismatch will follow the same process as with other DHS TNCs and will need to contact DHS to resolve the TNC.


E-Verify Responds to Customer Feedback E-Verify Enhancements






- Create a Case Screen Enhancement
 - Based on customer feedback, List B & C documents are displayed similar to Form I-9.
 - List B Documents must contain a photo.



Verify Employee

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

What List B and C documents did the employee present for Section 2 of Form I-9? 
Select one from each column, then click **Continue**.

List B Documents	List C Documents
<input checked="" type="radio"/> Driver's license or ID card issued by a U.S. state or outlying possession 	<input checked="" type="radio"/> Social Security Card 
<input type="radio"/> ID card issued by a U.S. federal, state or local government agency 	<input type="radio"/> Certification of Birth Abroad (Form FS-545)
<input type="radio"/> School ID card	<input type="radio"/> Certification of Report of Birth (Form DS-1350)
<input type="radio"/> Voter registration card	<input type="radio"/> U.S. birth certificate (original or certified copy)
<input type="radio"/> U.S. military card or draft record	<input type="radio"/> Native American tribal document 
<input type="radio"/> Military dependent's ID card	<input type="radio"/> U.S. Citizen ID Card (Form I-197)
<input type="radio"/> U.S. Coast Guard Merchant Mariner Card	<input type="radio"/> ID Card for Use of Resident Citizen in the United States (Form I-179)
<input type="radio"/> Native American tribal document 	
<input type="radio"/> Driver's license issued by a Canadian government authority	
<input type="radio"/> School record or report card (under age 18)	
<input type="radio"/> Clinic, doctor or hospital record (under age 18)	
<input type="radio"/> Day-care or nursery school record (under age 18)	

Back **Continue**

E-Verify Responds to Customer Feedback E-Verify Enhancements – Create a Case (continued)

Verify Employee

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

Select the document name and state, then click **Continue**. * - required

* Document Name ?
 Driver's license
 ID card

* Document State ?
Mississippi

Verify Employee

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

Enter the employee's Form I-9 information, then click **Continue**. * - required Click any ? for help

* Last Name ? <input type="text"/>	* First Name <input type="text"/>	Middle Initial <input type="text"/>
Maiden Name <input type="text"/>	* Date of Birth Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>	* Social Security Number <input type="text"/> - <input type="text"/> - <input type="text"/>
Citizenship Status A citizen of the United States	Document Type Driver's license or ID card issued by a U.S. state or outlying possession	Document Name Driver's license
* Document Number ? <input type="text"/>	* Document Expiration Date ? Month <input type="text"/> Day <input type="text"/> Year <input type="text"/> <input type="checkbox"/> This document has no expiration date	Document State Mississippi
* Hire Date ? Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>	Employer Case ID ? <input type="text"/>	

Note: Document number field will only appear if you enter that the employee provided a Mississippi Driver's license



E-Verify Enhancements - Hire Date Validation

- E-Verify will permit you to select a future hire date
- The hire date is the date the employee began (or will begin) work for pay
- Employers must now use the Section 2 'Certification' date from the employee's Form I-9 as the hire date in E-Verify
- Employers may select a hire date that is up to 365 calendar days in the future



E-Verify Enhancements - Hire Date Validation (continued)

- Does not change the rule that prohibits prescreening.
- A prospective employee **MUST** have accepted an employment offer before the employer may complete Form I-9 and create a case in E-Verify.
- Selecting a future hire date eliminates a confusing workaround in cases where E-Verify is used after an employee accepts an employment offer, but before he or she begins work for pay.
- This modification also enables us to better accommodate our E-Verify users in Guam, who have had to ensure an additional workaround because Guam is a day ahead of the continental United States.



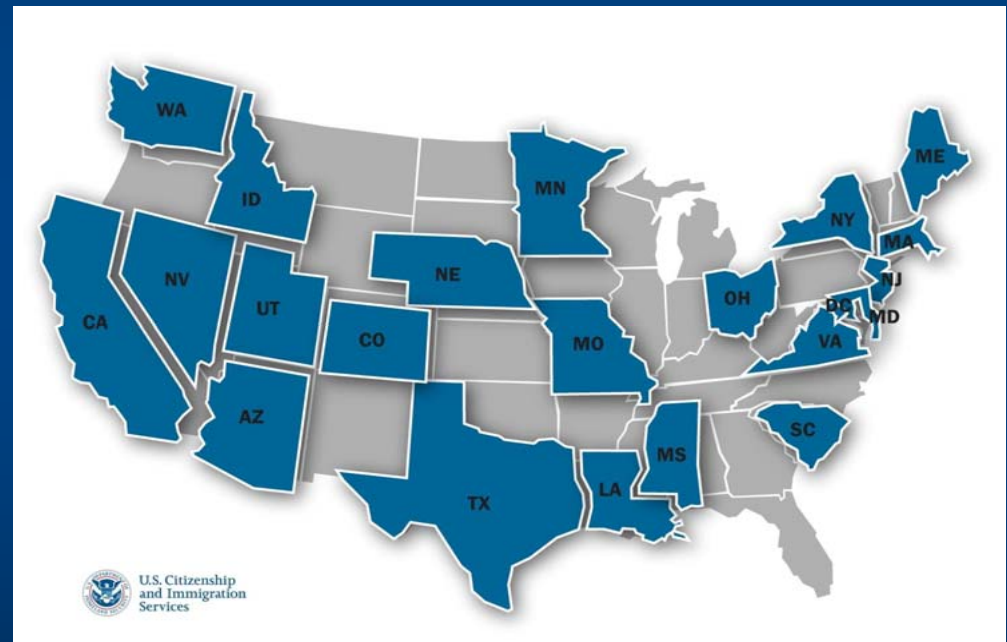
E-Verify Enhancements

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

- E-Verify Web Content in Spanish
 - Please visit www.dhs.gov/E-Verify-espanol to view important information for both employees and employers now available in Spanish

E-Verify Enhancements – Self Check

- Free online service that allows **U.S. workers** to check their own employment eligibility status
- Currently available to residents of AZ, CA, CO, ID, LA, ME, MD, MA, MN, MS, MO, NE, NV, NJ, NY, OH, SC, TX, UT, VA, WA and DC
- For more information on Self Check, visit www.uscis.gov/everifyselfcheck





E-Verify Engagement Opportunities



E-Verify Logo and I E-Verify Seal

- Request use of E-Verify Name and Logo
- Request I E-Verify Seal
 - Download the Licensing Agreement to get started, for more information visit www.dhs.gov/E-Verify under “About the Program”





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



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



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

Employee rights

- The employee has the right to contest a tentative nonconfirmation (TNC) from SSA or DHS
- Employees who believe they have been subjected to discrimination should call

Department of Justice

Civil Rights Division

Office of Special Counsel for

Immigration Related Unfair Employment Practices

1-800-255-7688 (TDD: 1-800-237-2515)



Top E-Verify Dos

- Use program in a non-discriminatory manner, without regard to the national origin or citizenship status of your employees
- Use program for new employees after they have completed the I-9 Form
- Promptly provide and review with the employee the notice of tentative nonconfirmation
- Promptly provide the referral notice from the Social Security Administration (SSA) or Department of Homeland Security (DHS) to the employee who chooses to contest a tentative nonconfirmation
- Allow an employee who is contesting a tentative nonconfirmation to continue to work during that period
- Check E-Verify daily for updates in connection with the tentative nonconfirmation
- Contact E-Verify if you believe an employee has received a final nonconfirmation in error
- Display the required E-Verify participation poster (available from E-Verify) and the required antidiscrimination poster issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC)
- Accept any Form I-9 List B document with a photo from an employee who chooses to provide a List B document
- Safeguard the password used to access the E-Verify program in order to ensure the privacy of employees' personal information
- Delay running an E-Verify query for an employee who has not yet been issued a Social Security number until the Social Security number is issued
- Allow an employee who has not been issued a Social Security number to work throughout the period that the employee is waiting for his or her Social Security number to be issued

Employer Hotline 1-800-255-8155



Employee Hotline 1-800-255-7688

Office of Special Counsel for Immigration Related Unfair Employment Practices

Top E-Verify Don'ts

- Use program to verify any employee hired on or before November 6, 1986
- Use program to verify current employees, unless permitted as a federal contractor
- Use program for an existing employee previously verified through E-Verify at the time of hire, even as a federal contractor
- • Use program selectively based on a “suspicion” that an employee may not be authorized to work in the
 - U.S. or based on national origin
- Use program to pre-screen employment applicants unless you are a State Workforce Agency
- Influence or coerce an employee’s decision whether to contest a tentative nonconfirmation
- Terminate or take adverse action against an employee who is contesting a tentative nonconfirmation, including denying or reducing scheduled hours, delaying or preventing training, mistreating the employee, requiring the employee to work longer hours, requiring the employee to work in poorer conditions, refusing to assign the employee to work on a federal contract or other job, or subjecting the employee to any assumption that s/he is unauthorized to work during this period, unless and until receiving a final nonconfirmation or no show response
- Ask an employee to obtain a printout or other written verification from SSA or DHS when referring that employee to either agency
- Ask an employee to provide additional documentation of his or her employment eligibility after obtaining a tentative nonconfirmation for that employee
- Request specific documents in order to activate E-Verify’s photo tool feature
- Run an E-Verify query for an employee who is waiting for his or her Social Security number to be issued until the employee is issued a Social Security number
- Require an employee to use Self Check or present any Self Check documentation

Employer Hotline 1-800-255-8155



Employee Hotline 1-800-255-7688

Office of Special Counsel for Immigration Related Unfair Employment Practices



Things to remember

Ensure your contract has the **FAR E-Verify Clause** before verifying existing employees

Note your contract award and enrollment dates

Remember -

- ✓ **30 calendar days** from contract award date to enroll/update
- ✓ **90 calendar days** from enrolling or updating your company profile to enter Form I-9 information for new & existing employees
- ✓ **180 calendar days** from choosing **Entire Workforce** to verify entire workforce



Things to remember

- Ensure you are using the current **Form I-9**
- Print the E-Verify MOU and review it with your E-Verify users
- If you have a question about your contract and the FAR E-Verify clause, contact your contracting officials and/or legal advisors
- Use the OSC employer hotline if you have questions about a potential employment action – you can call anonymously and receive information to help you prevent discrimination



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 the rules procedures

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



Comments on Our Webinar?

Send to:

Francine.Hill@dhs.gov

***Include date, time and topic of the Webinar**