



U.S. Citizenship  
and Immigration  
Services

Employer ID: \_\_\_\_\_

Reference Code(s): CE # \_\_\_\_\_, EV13 and EV27

DATE

Business Name

ATTN: Corporate Administrator or Program Administrator's Name

Street Address

City, State Zip Code

Dear E-Verify Participant:

E-Verify is an internet-based system administered by the U.S. Citizenship and Immigration Services within the U.S. Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees. Our records indicate you are enrolled as a participating employer in E-Verify.

A routine review of our records indicates that your company may have initiated an E-Verify employment eligibility verification case that was not within three days of the hire date. As a reminder, the earliest an employer may initiate a case is after an individual accepts an offer of employment and after the employee and employer complete the Form I-9. The latest an employer may initiate the case is three business days after the new hire's actual start date—the date on which the employee began work for pay.

The routine review of our records also indicates that your account has a number of cases that resulted in Tentative Nonconfirmations (TNCs) that were not contested. We would like to remind you that when a TNC response is provided, the employer must provide the employee with the Notice to Employee of Tentative Nonconfirmation, which is automatically generated by the E-Verify system. If the employee chooses to contest the TNC, then the employer must provide the SSA or DHS Referral Letter to the employee.

Following E-Verify policies and procedures is important for protecting both the employer and employee. Please review this information with your company's E-Verify authorized user(s) to ensure that those who initiate E-Verify cases know that they need to check the employment eligibility of new employees within three business days of their hire date. These procedures can be found in the *E-Verify User Manual for Employers* at <http://www.uscis.gov/USCIS/E-Verify/Customer%20Support/E-Verify%20User%20Manual%20for%20Employers%20R3%20-%20Final.pdf>. You may also find additional information about E-Verify at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

If you have any questions concerning this letter or have questions about E-Verify, please contact us at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov) or at 1-888-464-4218. Please reference the numbers listed at the top of this letter when either e-mailing or calling.

**E-Verify**

Addressee's Name

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Sincerely,

Verification Division,  
Enterprise Services Directorate,  
U.S. Citizenship and Immigration Services



U.S. Citizenship  
and Immigration  
Services

Employer ID: \_\_\_\_\_

Reference Code(s): CE # \_\_\_\_\_, EV13 and EV40

DATE

Business Name

ATTN: Corporate Administrator or Program Administrator's Name

Street Address

City, State Zip Code

Dear E-Verify Participant:

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Sincerely,

Verification Division,  
Enterprise Services Directorate,  
U.S. Citizenship and Immigration Services

**E-Verify**



U.S. Citizenship  
and Immigration  
Services

Employer ID: \_\_\_\_\_  
Reference Code(s): CE # \_\_\_\_\_, EV13

DATE

Business Name

ATTN: Corporate Administrator or Program Administrator's Name

Street Address

City, State Zip Code

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Following E-Verify policies and procedures is important for protecting both the employer and employee. Please review this information with your company's E-Verify Program Administrator and authorized user(s) to ensure that those who initiate E-Verify cases understand how to properly notify employees of a TNC and initiate the referral process if necessary. These procedures can be found in the *E-Verify User Manual for Employers* at <http://www.uscis.gov/USCIS/E-Verify/Customer%20Support/E-Verify%20User%20Manual%20for%20Employers%20R3%20-%20Final.pdf>. You may also find additional information about E-Verify at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

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Sincerely,

Verification Division,  
Enterprise Services Directorate,  
U.S. Citizenship and Immigration Services

**E-Verify**



U.S. Citizenship  
and Immigration  
Services

Employer ID: \_\_\_\_\_  
Reference Code(s): CE # \_\_\_\_, EV27 and EV40

DATE

Business Name

ATTN: Corporate Administrator or Program Administrator's Name

Street Address

City, State Zip Code

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Sincerely,

**E-Verify**

Addressee's Name

Page 2

Verification Division,  
Enterprise Services Directorate,  
U.S. Citizenship and Immigration Services



U.S. Citizenship  
and Immigration  
Services

Employer ID: \_\_\_\_\_

EV27

DATE

Business Name

ATTN: Corporate Administrator or Program Administrator's Name

Street Address

City, State Zip Code

Dear E-Verify Participant:

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Sincerely,

Verification Division,  
Enterprise Services Directorate,  
U.S. Citizenship and Immigration Services

**E-Verify**

U.S. Department of Homeland Security  
U.S. Citizenship and Immigration Services  
Enterprise Services Directorate (MS 2600)  
Washington, DC 20529-2600



U.S. Citizenship  
and Immigration  
Services

Employer ID: \_\_\_\_\_  
EV40

DATE

Business Name

ATTN: Corporate Administrator or Program Administrator's Name

Street Address

City, State Zip Code

Dear E-Verify Participant:

E-Verify is an internet-based system administered by the U.S. Citizenship and Immigration Services within the U.S. Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees. Our records indicate you are enrolled as a participating employer in E-Verify.

A routine review of our records indicates that your company may have initiated an E-Verify employment eligibility verification case on an existing employee. As a valued E-Verify customer, we would like to remind you that the latest an employer may initiate a case is three business days after the new hire's actual start date—the date on which the employee began work for pay.

Following E-Verify policies and procedures is important for protecting both the employer and employee. Please review this information with your company's E-Verify authorized user(s) to ensure that those who initiate E-Verify cases know that they need to check the employment eligibility of new employees within three business days of their hire date. These procedures can be found in the *E-Verify User Manual for Employers* at <http://www.uscis.gov/USCIS/E-Verify/Customer%20Support/E-Verify%20User%20Manual%20for%20Employers%20R3%20-%20Final.pdf>. You may also find additional information about E-Verify at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

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Sincerely,

Verification Division,  
Enterprise Services Directorate,  
U.S. Citizenship and Immigration Services

**E-Verify**

[www.uscis.gov](http://www.uscis.gov)





**U.S. Citizenship  
and Immigration  
Services**

Employer ID: \_\_\_\_\_

EV01a

DATE

Business Name

ATTN: Corporate Administrator or Program Administrator's Name

Street Address

City, State Zip Code

Dear E-Verify Participant:

E-Verify is an internet-based system administered by the U.S. Citizenship and Immigration Services (USCIS) within the U.S. Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees. Our records indicate you are enrolled as a participating employer in E-Verify.

A routine review of our records shows that you have submitted multiple cases with the same Social Security Number that resulted in Employment Authorized resolutions. As a valued E-Verify customer, we would like to remind you that each employee should only be run through E-Verify one time. If your designated E-Verify user realizes a data entry error has occurred after the case has been submitted for initial verification, and/or when the initial verification results are returned, the user should choose the "Invalid Query" option to properly close the transaction. The user may then initiate a new case for the same employee.

Following E-Verify policies and procedures is essential to protect the rights of both the employer and employee. Please review this information with your company's designated users to ensure those who are responsible for initiating E-Verify cases follow the verification process correctly. These procedures can be found in the *E-Verify User Manual for Employers* at <http://www.uscis.gov/USCIS/E-Verify/Customer%20Support/E-Verify%20User%20Manual%20for%20Employers%20R3%20-%20Final.pdf>. You may also find additional information about E-Verify at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

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Sincerely,

Verification Division,  
Enterprise Services Directorate,  
U.S. Citizenship and Immigration Services

**E-Verify**



U.S. Citizenship  
and Immigration  
Services

Employer ID: \_\_\_\_\_  
EV10

DATE

Business Name

ATTN: Corporate Administrator or Program Administrator's Name

Street Address

City, State Zip Code

Dear E-Verify Participant:

E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, to determine the eligibility of that employee to work in the United States. A routine review of our records indicates that your company has initiated an E-Verify employment eligibility verification case on an employee hired before Nov. 7, 1986.

As a valued E-Verify customer, we would like to remind you that verifying employees hired before Nov. 7, 1986, is not allowed. Employers enrolled to use E-Verify must verify only *newly* hired employees' unless the employer has a federal contract or subcontract that contains the FAR E-Verify clause. While a Form I-9 does not need to be completed for those employees hired before Nov. 7, 1986, who are continuing in their employment and have a reasonable expectation of employment at all times, employers with a FAR E-Verify clause will need to begin using the E-Verify system to confirm that all of their new hires and their employees directly working on federal contracts are authorized to legally work in the United States.

We would like to take this opportunity to provide any assistance we can to your company with its E-Verify usage. Procedures for using the system can be found in the *E-Verify User Manual for Employers* at <http://www.uscis.gov/USCIS/E-Verify/Customer%20Support/E-Verify%20User%20Manual%20for%20Employers%20R3%20-%20Final.pdf>. You may find additional information about E-Verify at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify). You may also sign up for a free 1 1/2 hour E-Verify Webinar that includes a topic overview, demonstration of the E-Verify system, if applicable, and a question and answer session by clicking on "Sign up for a Webinar" at <http://www.uscis.gov/portal/site/uscis/e-verify>.

If you have any questions concerning this letter or have questions about E-Verify, please contact us at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov) or at 1-888-464-4218. Please reference the numbers listed at the top of this letter when either e-mailing or calling.

Sincerely,

Verification Division,  
Enterprise Services Directorate,  
U.S. Citizenship and Immigration Services

**E-Verify**



U.S. Citizenship  
and Immigration  
Services

Employer ID: \_\_\_\_\_  
EV12

DATE

Business Name

ATTN: Corporate Administrator or Program Administrator's Name

Street Address

City, State Zip Code

Dear E-Verify Participant:

E-Verify is an Internet-based system that allows an employer, using information reported on an employee's Form I-9, to determine the eligibility of that employee to work in the United States. A routine review of our records indicates that your company, while enrolled as a participating employer in E-Verify, has not used the system in the past two years.

We would like to take this opportunity to provide any assistance we can to your company with its use of E-Verify. Procedures for using the system can be found in the *E-Verify User Manual for Employers* at <http://www.uscis.gov/USCIS/E-Verify/Customer%20Support/E-Verify%20User%20Manual%20for%20Employers%20R3%200-%20Final.pdf>. You can find additional information about E-Verify at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify). You may also sign up for a free 1 1/2 hour E-Verify Webinar that includes a topic overview, demonstration of the E-Verify system, if applicable, and a question and answer session by going to [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) and clicking on "Sign up for a Webinar" in the box at the upper right side of the screen.

Upon receipt of this letter, please contact us at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). You will need to provide the following information:

- Your company's Employer ID number and the reference code found at the top right corner of this letter. This information should be included in the email subject.
- The reason your company has not been using E-Verify
- If your company is no longer interested in participating in E-Verify, you should request that your company's participation be terminated along with the reason for termination.
- If your company intends to use E-Verify in the future, you should first review and update the company's user contact information which can be found in the My Company page in E-Verify. After you have reviewed and updated this information, please notify us that you intend to use E-Verify and have updated your contact information.

If you have any questions or concerns you may contact us at the above e-mail or at 1-888-464-4218. You should reference the numbers listed at the top of this letter when either e-mailing or calling.

Sincerely,

Verification Division,  
Enterprise Services Directorate  
U.S. Citizenship and Immigration Services

**E-Verify**



## U.S. Citizenship and Immigration Services

Employer ID: \_\_\_\_\_

Reference Code(s): CE # \_\_\_\_, EV13, EV27, and EV40

DATE

Business Name

ATTN: Corporate Administrator or Program Administrator's Name

Street Address

City, State Zip Code

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Addressee's Name

Page 2

%20Final.pdf. You may also find additional information about E-Verify at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

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Verification Division,  
Enterprise Services Directorate,  
U.S. Citizenship and Immigration Services



U.S. Citizenship  
and Immigration  
Services

# E-Verify™

**E-Verify Verification Division**  
**Monitoring & Compliance Branch**

Employer ID(s): 1234; 3254; 6589

Monday, March 21, 2011

Dear \_\_\_\_\_,

Our records show that your company has not verified a new hire in the past two years even though you are registered as a participating E-Verify employer.

Please contact us at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov) within 14 federal government workdays of the date of this email and provide us with the following information:

- The reason your company has not used E-Verify (e.g., no new hires, registered and verifying new hires under a different Employer ID, using a E-Verify Employer Agent (EEA) to perform your company's verifications)
- Whether your company intends to use E-Verify in the future
  - If your company intends to use E-Verify in the future, review and update your company's profile and designated user contact information in the "My Company" page of the E-Verify web site
  - If your company no longer intends to use E-Verify, you must contact us at 1-888-464-4218 to properly terminate your participation and provide the reason for termination

If you have any questions concerning this letter or have questions about E-Verify, you may contact us at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov) or 1-888-464-4218.

Please use the Employer ID number listed at the top of this email when contacting us.

Sincerely,

Verification Division  
Enterprise Services Directorate  
U.S. Citizenship and Immigration Services

E-Verify User Manual for Employers hyperlink: <http://www.uscis.gov/USCIS/E-Verify/Customer%20Support/E-Verify%20User%20Manual%20for%20Employers%20R3%20-%20Final.pdf>

## **Overview of USCIS E-Verify Monitoring and Compliance**

The USCIS Verification Division's Monitoring and Compliance (M&C) Branch is responsible for ensuring the integrity of the E-Verify program by detecting and deterring improper use of the system; identifying and reporting discriminatory practices and safeguarding privacy interests. The mission of the M&C Branch is to assure the proper and nondiscriminatory use of the E-Verify Program by identifying, assessing and resolving compliance issues, offering compliance assistance, and referring significant unresolved incidents to other entities for enforcement.

The M&C Branch uses algorithms to detect patterns of potential program misuse. For example, the M&C Branch monitors and commences compliance actions in response to the following behaviors: multiple uses of a Social Security number; aberrant non-use of E-Verify; failure to contest TNCs; failure to verify within three days of hire, and impermissible verification of existing employees.

The M&C Branch uses different compliance assistance tools such as letters, emails, telephone calls, and beginning in June 2011 site visits. During Fiscal Year (FY) 2010, 16,514 compliance assistance activities, consisting of 15,794 letters and 720 telephone calls, were used in response to potential system misuse. As of June 10, 2011, the M&C Branch has issued 22,191 compliance assistance actions in FY 2011, consisting of 13,113 letters, 661 compliance calls and 8,417 emails. Additionally, the M&C Branch also refers instances of egregious noncompliance to Immigration and Customs Enforcement or the Department of Justice's Office of Special Counsel for Immigration-Related Unfair Employment Practices.