

NC Office of the State Controller Customized Content



Presenter: Scott Dittmore Co-Host: Philip Ginter

Working in the U.S.

- Citizens of the United States
- Noncitizen Nationals of the United States
- Lawful Permanent Residents
- Aliens Authorized to Work



Employment Verification

To comply with the employment eligibility verification provisions ALL employers must:

- For Employees hired after November 6, 1986
 - Verify the **identity** and **employment authorization** documents
 - **Complete** and **retain** a **Form I-9**
- **Employers MUST refrain from discriminating against** individuals on the basis of actual or perceived national origin, citizenship or immigration status


Form I-9 Requirements

- As of May 1, 2020 you can only use [Form I-9, Employment Eligibility Verification](#), with the 10/21/2019 revision date for all new hires and reverifications.
 - Employers are not required to have Forms I-9 for employees hired on or before November 6, 1986.
- You may delegate the authority to complete Form I-9 to an authorized representative, however, you will retain liability for any errors.

Visit [I-9 Central Related News](#) for updates.

Completing Form I-9

Instructions Start Over Print



Employment Eligibility Verification
 Department of Homeland Security
 U. S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

▶ START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)
Address (Street Number and Name)		Apt. Number	City or Town
		State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number

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 boxes):

1. A citizen of the United States

2. A noncitizen national of the United States (See instructions)

3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
 An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

OR Code: Section 1 (Do Not Write in This Space)

1. Alien Registration Number/USCIS Number: _____
 OR
 2. Form I-94 Admission Number: _____
 OR
 3. Foreign Passport Number: _____
 Country of Issuance: _____

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.


Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)
Last Name (Family Name)	First Name (Given Name)	
Address (Street Number and Name)		City or Town
		State
		ZIP Code

Click to Finish

STOP Employer Completes Next Page STOP

Form I-9 10/21/2019 Page 1 of 4

Instructions Start Over Print



Employment Eligibility Verification
 Department of Homeland Security
 U. S. Citizenship and Immigration Services

USCIS
Form I-9
 OMB No. 1615-0047
 Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I. (if Citizenship/Immigration Status)
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List A Identify and Employment Authorization	OR List B Identify	AND List C Employment Authorization
Document Title	Document Title	Document Title
Issuing Authority	Issuing Authority	Issuing Authority
Document Number	Document Number	Document Number
Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)
Document Title	Additional Information <small>OR Code: Sections 2 & 3 (Do Not Write in This Space)</small>	
Issuing Authority		
Document Number		
Expiration Date (if any) (mm/dd/yyyy)		
Document Title		
Issuing Authority		
Document Number		
Expiration Date (if any) (mm/dd/yyyy)		

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name)		City or Town
		State
		ZIP Code

Click to Finish

Form I-9 10/21/2019 Page 2 of 4

Form I-9 Exceptions

You are **NOT** required to complete **Form I-9** for:

- Casual domestic service employees working in a private household when work is sporadic, irregular or intermittent;
- Independent contractors for whom you do not set work hours or provide tools to do the job; or
- Employees working outside the United States.*

** This statement excludes the 50 States, District of Columbia, Guam, Puerto Rico, U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands*

Lists of Acceptable Documents

LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED			
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.			
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity AND LIST C Documents that Establish Employment Authorization	
1. U.S. Passport or U.S. Passport Card	OR	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph	
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card	
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record	2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
		6. Military dependent's ID card	3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
		7. U.S. Coast Guard Merchant Mariner Card	4. Native American tribal document
		8. Native American tribal document	5. U.S. Citizen ID Card (Form I-197)
		9. Driver's license issued by a Canadian government authority	6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		For persons under age 18 who are unable to present a document listed above:	
		10. School record or report card	7. Employment authorization document issued by the Department of Homeland Security
		11. Clinic, doctor, or hospital record	
		12. Day-care or nursery school record	

Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.

- Use the most current [Form I-9](#) version, 10/21/2019
- You must make the Lists of Acceptable Documents available to your EMPLOYEEs when they complete the Form I-9.

The EMPLOYEE MUST provide:

- One document from **List A** (document that establishes both identity and employment authorization); **or**
- One document from **List B** (document that establishes identity) **AND** one document from **List C** (document that establishes employment authorization).

*** If you are an E-Verify employer, you may only accept List B documents that contain a photograph.**

Form I-9 Section 1: Employee Information and Attestation

- The employee completes Section 1 no later than 1st day of work for pay
- Employees of E-Verify employers must provide their Social Security Number.
- The email address is optional
 - If provided, E-Verify employers must enter it in E-Verify
- Attestation
- Preparer or Translator

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)

Last Name (Family Name) ?		First Name (Given Name) ?		Middle Initial ?	Other Last Names Used (if any) ?	
Address (Street Number and Name) ?			Apt. Number ?	City or Town ?		State ? ZIP Code ?
Date of Birth (mm/dd/yyyy) ?	U.S. Social Security Number ?		Employee's E-mail Address ?		Employee's Telephone Number ?	

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 boxes):

1. A citizen of the United States ?

2. A noncitizen national of the United States (See instructions) ?

3. A lawful permanent resident ? (Alien Registration Number/USCIS Number): _____

4. An alien authorized to work ? until (expiration date, if applicable, mm/dd/yyyy): _____
Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: ? _____
OR

2. Form I-94 Admission Number: ? _____
OR

3. Foreign Passport Number: ? _____
Country of Issuance: ? _____

QR Code - Section 1
Do Not Write In This Space

Signature of Employee ?		Today's Date (mm/dd/yyyy) ?
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Preparer and/or Translator Certification (check one): ?

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator ?		Today's Date (mm/dd/yyyy) ?	
Last Name (Family Name) ?		First Name (Given Name) ?	
Address (Street Number and Name) ?		City or Town ?	State ? ZIP Code ?

Click to Finish



Section 1: Preparer/Translator Certification

Required when Section 1 is prepared by someone other than the employee.

Employees must:

- **Check the first box** if they **don't** use a preparer or translator. They should not enter anything in these fields, because the check box is equivalent to stating "N/A."
- **Check the second box** if they **use** a preparer or translator, then choose the number of preparers and translators used from the drop-down menu.

Preparer and/or Translator Certification (check one): ?			
<input type="checkbox"/> I did not use a preparer or translator.		<input type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1.	
<i>(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)</i>			
I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.			
Signature of Preparer or Translator ?		Date (mm/dd/yyyy) ?	
Last Name (Family Name) ?		First Name (Given Name) ?	
Address (Street Number and Name) ?		City or Town ?	State ? ZIP Code ?

Form I-9 Section 2: Employer Certification of Document Review

- You complete Section 2 no later than **3 business days** after the employee begins work for pay.
- The person that examines the **original, unexpired documents** in the presence of the employee **MUST** fill out, sign and date Section 2.
- Date fields
 - Today's date
 - First day of employment

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) Washington	First Name (Given Name) George	M.I. A	Citizenship/Immigration Status 1
List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title U.S. Passport		Document Title N/A		Document Title N/A
Issuing Authority U.S. Department of State		Issuing Authority N/A		Issuing Authority N/A
Document Number		Document Number N/A		Document Number N/A
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy) N/A		Expiration Date (if any)(mm/dd/yyyy) N/A
Document Title N/A		Additional Information		QR Code - Sections 2 & 3 Do Not Write in This Space
Issuing Authority N/A				
Document Number N/A				
Expiration Date (if any)(mm/dd/yyyy) N/A				
Document Title N/A				
Issuing Authority N/A				
Document Number N/A				
Expiration Date (if any)(mm/dd/yyyy) N/A				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date(mm/dd/yyyy)	Title of Employer or Authorized Representative
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name
Employer's Business or Organization Address (Street Number and Name)	City or Town	State ZIP Code



Click to Finish

Section 2 completion in progress.

COVID-19:

Temporary Policy for List B Identity Documents

Beginning on May 1, List B docs set to expire on or after March 1, 2020, and **not otherwise extended** by the issuing authority, may be treated the same as if the employee presented a valid receipt for an acceptable document for Form I-9 purposes.

When your employee provides a List B document not extended by the issuing authority you should:

- Record the document information in Section 2 under List B; and,
- Enter the word “COVID-19” in the **Additional Information Field**
- Within 90 days after DHS’s termination of this temporary policy, the employee will be required to present a valid unexpired document to replace the expired document presented when they were initially hired.

When the employee later presents an unexpired document, you should:

- In the **Additional Information Field**, record the number and other required document information from the actual document presented;
- Initial and date the change.

Notes:

**It is best if the employee can present the replacement of the actual document that was expired, but if necessary, the employee may choose to present a different List A or List B document or documents*

**E-Verify participating employers should use the employee’s expired List B document number from Section 2 of the Form I-9 to create an E-Verify case as usual within three days of the date of hire.*



COVID-19:

Temporary Policy for List B Identity Documents continued

If the employee's List B identity document expired on or after March 1, 2020, and the issuing authority **has extended** the document expiration date due to COVID-19, the document is acceptable as a List B document for Form I-9 (not as a receipt) during the extension timeframe specified by the issuing authority.

When your employee provides a List B document extended by the issuing authority you should:

- Enter the document's expiration date in Section 2; and,
- Enter "COVID-19 EXT" in the Additional Information Field.

Employers may also attach a copy of a webpage or other notice indicating that the issuing authority has extended the documents. Employers can confirm that their state has auto-extended the expiration date of state IDs and driver's licenses by checking the state Motor Vehicle Administration or Department of Motor Vehicles' website.

Note:

**For extended documents, the employee is not required to later present a valid unexpired List B document.*

**E-Verify participating employers should use the employee's expired List B document number from Section 2 of the Form I-9 to create an E-Verify case as usual within three days of the date of hire.*



COVID-19:

Form I-9 Physical Document Review Flexibility

On January 27th, the Department of Homeland Security (DHS) and U.S. Immigration and Customs Enforcement (ICE) announced flexibility in complying with requirements related to Form I-9, due to COVID-19. These provisions have been extended through **Aug 31st, 2021**.

- Applies only to employers and workplaces that are operating remotely and employers must provide written documentation of their remote onboarding and telework policy for each employee. This burden rests solely with the employers.
- Employers must inspect the Section 2 documents remotely and obtain, inspect, and retain copies of the documents, within three business days of the employee's start date.
- Enter "Remote Inspection completed on MM/DD/YYYY" in the Section 2 Additional Information field.
- **Within 3 business days of resuming normal operations, physically inspect documents with the employee present.**
- Write "COVID-19 - Documents physically examined on MM/DD/YYYY" as well as the initials of the person who performed the physical inspection to the Section 2 Additional Information field on the Form I-9, or to section 3 as appropriate.

See [Form I-9 completion examples](#) and [the ICE news release](#) for additional information.

Section 2: Examining Documents

You are not required to be a document expert

- You MUST accept a document your employee presents if it:
 - Reasonably appears to be genuine; and
 - Relates to the individual presenting it.
- The document must be original document(s) provided by the employee – photocopies are NOT acceptable, except for a [certified](#) copy of a birth certificate.



Section 2: Receipt Rule

A receipt showing that your employee has applied to replace a document that was **lost, stolen** or **damaged**.

- The receipt must be issued by the originating agency.
- Employee must present a replacement document within 90 days of the hire date.

*Receipts are never acceptable if employment will last less than 3 business days.

E-Verify cases should be delayed until the replacement receipt is provided.

Section 2: Copying Documents

You may choose to make copies of documents employees present for Section 2.

- If you choose to photocopy documents:
 - You must do so for **all** employees; and
 - Be consistent and copy **all** documents employees provide.



*** If you are an E-Verify employer; you must photocopy the following documents if your employee voluntarily provides them for Section 2:**

- Form I-551, Permanent Resident Card (commonly called a Green Card);
- Form I-766, Employment Authorization Document; or
- A U.S. passport or passport card

Form I-9 Section 3: Reverification

Employee Name from Section 1:		Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?
Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)				
A. New Name (if applicable) ?			B. Date of Rehire (if applicable)	
Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?	Date (mm/dd/yyyy) ?	
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.				
Document Title ?		Document Number ?	Expiration Date (if any) (mm/dd/yyyy) ?	
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) I have examined appear to be genuine and to relate to the individual.				
Signature of Employer or Authorized Representative ?		Today's Date (mm/dd/yyyy) ?	Name of Employer or Authorized Representative ?	

- Employers **MUST** reverify an employee using Form I-9 [Section 3](#) if their temporary employment authorization or temporary employment authorization document has expired.
- You **MAY** also complete Section 3 if you:
 - **Rehire** the employee within 3 years of the date you first completed Form I-9*; or
 - Update the employee's **biographic information**

* Do not create a new **E-Verify** case for an existing employee you are reverifying.



Section 3: When to Reverify on Form I-9

Reverify

- An Employment Authorization Document (Form I-766) with an expiration date
- Form I-94 with temporary I-551 stamp
- Unexpired foreign passport with temporary I-551 stamp
- Expired Permanent Resident Card presented with Form I-797

Do not Reverify

- U.S. citizens and noncitizen nationals
- U.S. passports or passport cards
- Permanent Residents who present an unexpired Permanent Resident or Alien Registration Receipt card (Form I-551)
- [List B](#) documents



Correcting Form I-9

Correcting Mistakes

If you discover a mistake on Form I-9, correct the existing form **OR** prepare a new Form I-9:

- If you choose to correct the existing Form I-9, line out the incorrect portions, enter the correct information, and initial and date the correction.
- If you do a new Form I-9, keep the old form with the new form. You should also attach a short memo to both the new and old Forms I-9 stating the reason for your action.

Missing Forms

If you discover you are missing the Form I-9 for an employee:

- Give the employee the current version of the Form I-9;
- Complete the form as soon as possible;
- Do not backdate the form; and
- Attach a signed and dated explanation of the corrective action.

Guidance for Conducting Internal Audits

Storage

- **You must have a Form I-9 on file for all current employees.**
- [Store Forms I-9](#) securely in a way that meets your business needs— on site, off-site, storage facility.
- Store copies of documents with the Form I-9 or with the employee's records.
- Ensure that only authorized personnel have access to stored Forms I-9.
- Make Forms I-9 available within 3 days of an official request for inspection.

Retention

Calculate how much longer you must keep an employee's Form I-9 once they stop working for you:

If they worked for less than two years, retain their form for three years after the date you entered in the First Day of Employment field.

OR

If they worked for more than two years, retain their form for one more year after the date they stop working for you.

[Storage and Retention](#)

EXAMPLES:

John Smith (Hired Nov. 1, 2019, terminated May 5, 2020): John worked for less than 2 years, keep his form for 3 years, until 11/01/2022

Betsy Ross (Hired Nov. 1, 2002, terminated May 5, 2020): Betsy worked for more than 2 years, keep her form for one more year, until 05/05/2021

Form I-9 and E-Verify

Form I-9 and E-Verify

You must complete Form I-9 before you create a case in E-Verify.



What is E-Verify?

- ✔ Free web-based service that's fast and easy to use
- ✔ Electronically verifies the employment eligibility of:
 - ✔ Newly hired employees
 - ✔ Existing employees assigned to work on a qualifying federal contract *
- ✔ Partnership between the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA)

*Contract that includes the [E-Verify Federal Acquisition Regulation \(FAR\) clause](#).



What Does E-Verify Not Do?

E-Verify is not...

- ✓ ...a system that provides immigration status
- ✓ ...used for prescreening
- ✓ ...a safe harbor from worksite enforcement

Form I-9 Process with E-Verify

All employees of E-Verify employers MUST

- ✔ Provide Social Security number (SSN) on Form I-9
- ✔ Select List B documents with photo, if provided for Form I-9

All E-Verify employers MUST

- ✔ Use completed Form I-9
- ✔ Create E-Verify case by 3rd business day after 1st day of work for pay
- ✔ Enter employee e-mail address into E-Verify, if provided for Form I-9
- ✔ Keep copy of photo matching document, if provided
- ✔ Reverify in Section 3 of Form I-9 only; do not create additional E-Verify case

User Roles

User Role	Permissions
Program Administrator (at least one required)	The program administrator is responsible for following all E-Verify program rules and staying informed of changes to E-Verify policies and procedures.
General User	Employers can have as many or no general users as they desire. The general user is responsible for following all E-Verify program rules and staying informed of changes to E-Verify policies and procedures.

Display Posters

Employers Must

- ✓ Display E-Verify participation poster
- ✓ Display You Have Rights posters
- ✓ Contact Immigrant and Employee Rights (IER) with questions regarding discrimination:
1-800-255-8155 (TDD: 1-800-362-2735)

IF YOU HAVE THE RIGHT TO WORK

This Organization Participates in E-Verify | **Esta Organización Participa en E-Verify**

E-Verify

Sample Only | Sólo muestra

E-Verify Works for Everyone

E-Verify Funciona Para Todos

KEEP IT AWAY


A TRABAJAR

888-897-7781
dhs.gov/e-verify

Form I-9 & E-Verify Work Together



 Employment Authorized

 Tentative Nonconfirmation

 Verification in Process

E-Verify Case Processing

Biographic

Verify Employee

Enter Form I-9 Information

- Enter Form I-9 Information
- Review Case
- Case Results

Enter Form I-9 Information

Employee Information and Attestation

Last Name ⓘ <input type="text" value="Looney"/> <small>Family name or surname</small>	First Name <input type="text" value="Tunes"/> <small>Given name</small>	Middle Initial <input type="text" value="MI"/>
--	--	--

Other Last Names Used

If multiple last names, type each one and hit 'Enter' to submit and 'Backspace' to remove

Date of Birth

U.S. Social Security Number

E-Verify Case Processing

E-mail Address

Date of Birth

01/31/1958

U.S. Social Security Number

123-45-6789

Employee's E-mail Address

looneytunes@gmail.com

If the employee provided an e-mail address, you MUST enter that address here.

No email address provided.

Continue

E-Verify Case Processing

Attestation and Documents

Citizenship Status

A citizen of the United States	A noncitizen national of the United States	A lawful permanent resident	An alien authorized to work
--------------------------------	--	------------------------------------	-----------------------------

Employer or Authorized Representative Review and Verification

What document types are on Tunes Looney's Form I-9?

List A Document	List B & C Document
------------------------	---------------------

List A Document

Permanent Resident Card or Alien Registration Receipt Card (Form I-55) ▾

E-Verify Case Processing

First Day of Employment

Additional Case Details

Select the Employee's First Day of Employment

Today

1 Day Ago

2 Days Ago

Employee's First Day of Employment [?](#)

02/11/2019

Employees must be verified within three business days of their first day of employment.

Employee ID (Optional)

An optional, 40-character field that you may create to easily identify and locate your employee's E-Verify case.

Continue

Photo Match

Verify Employee

Enter Form I-9 Information

Review Case

Case Results

Review Case

Photo Match

Does the photo displayed match the photo displayed on Test Test's U.S. Passport or Passport Card?

Yes, this photo matches

No, this photo does not match

No photo displayed

Continue to Case Results

Save & Exit

Allows you to match the photo on a document to the photo that DHS has on file for that employee, and is activated automatically if an employee has presented:

- I-551, (Permanent Resident Card)
- Form I-766, (Employment Authorization Document), or
- U.S. passport or passport card

E-Verify Case Processing

Submit Case

Additional Case Details

Employee's First Day of Employment
12/02/2020

[Edit Case Details](#)

By clicking 'Submit Case' I confirm that the case information accurately reflects the information on the employee's Form I-9.

Clicking 'Close Case' will result in the case automatically closing without being submitted.

[Submit Case](#)

[Save & Exit](#)

[Close Case](#)

Verify Employee	Case Results	Print Case Details
<p>Enter Form I-9 Information</p> <p>Review Case</p> <p>Case Results</p>	<p>Employment authorized - Case 2018123162 Closed</p> <p>is authorized to work in the United States and the case has been automatically closed.</p> <p>View/Print Case Details</p> <hr/> <p>View All Cases</p>	

Tentative Nonconfirmation (TNC)

Types of TNCs

- ✔ Social Security Administration (SSA) TNC,
- ✔ Department of Homeland Security (DHS) TNC,

OR

- ✔ DHS and SSA Dual TNC

IMPORTANT: Employers may not terminate, suspend, delay training, withhold or lower pay, or take any other adverse action against an employee because the employee received a TNC, until the TNC becomes a Final Nonconfirmation.

Tentative Nonconfirmation

Common Reasons for a TNC

A TNC does not necessarily mean employees are not authorized to work; employees may receive a TNC when:

- ✓ Social Security number (SSN) does not match
- ✓ Citizenship or immigration status change is not reported
- ✓ Name change is not reported
- ✓ Information is not entered correctly

Tentative Nonconfirmation

Action Required

- ✓ Employers must notify the employee and complete the referral process within [10 federal gov workdays](#).
- ✓ Employer prints the TNC Further Action Notice and reviews it with the employee promptly and privately.
- ✓ Employee decides whether or not to take action on the TNC.
- ✓ Employer refers case and provides the Referral Date Confirmation for employees who take action.
- ✓ Employee visits SSA or calls DHS. See [E-Verify What's New](#) for TNC extensions due to public office closures.
- ✓ Employer receives updated results in E-Verify and closes the case.

Chooses to Takes Action	Chooses Not to Take Action
Employer refers employee to appropriate agency.	Employer may terminate employee and close the E-Verify case.

Tentative Nonconfirmation Further Action Notice



Further Action Notice Tentative Nonconfirmation (TNC) (U.S. Department of Homeland Security (DHS))

Employee's Last Name, First Name		Employee's Social Security Number	
Employee's A-Number		Employee's Document Number	
Date of DHS Tentative Nonconfirmation		Case Verification Number	
Reason for this Notice:			

Your employer, [EMPLOYER NAME], participates in E-Verify. E-Verify compares the information that you provided on your Form I-9 (Employment Eligibility Verification) with Social Security Administration (SSA) and Department of Homeland Security (DHS) records to confirm that you are authorized to work in the United States.

Why you received this notice:

You received this Further Action Notice from [EMPLOYER NAME] because it appears that some of the information that your employer entered into E-Verify does not match the records that DHS currently has for you. This does not necessarily mean you gave incorrect information to your employer, or that you are not authorized to work in the United States. There are several reasons why your information may not have matched – you can read more about those reasons online (<https://www.uscis.gov/e-verify/employees/tentative-nonconfirmation-overview>).

Next, you will need to take a few steps before E-Verify can let your employer know that you are authorized to work in the United States.

What you need to do:

1. **Review your information at the top of this page.** Let [EMPLOYER NAME] know if there are any errors. Your employer will be able to close this case and input your information in E-Verify again with the correct information, hopefully resolving this case. If your information is correct, move to step 2.
2. **Decide if you want to take action to resolve this case.** If your information above is correct, then you can choose to take action to correct your record so that DHS records reflect that you are authorized to work in the United States.

If you decide not to take action to resolve this case, E-Verify will be unable to confirm that you are authorized to work in the United States and your employer can terminate your employment.

For information on employee rights and responsibilities visit www.uscis.gov/e-verify/employees/employee-rights-and-responsibilities.



Taking action to resolve a case:

You have **8 Federal Government working days** to contact DHS from the date your employer sends your case in E-Verify. Your employer must give you a Referral Date Confirmation, which will tell you the date by which you must contact DHS.

Contact DHS:

To take action to resolve this case, call DHS at 888-897-7781 (TTY: 800-877-8339). A representative will help you work through the details of your case.

Have this Further Action Notice open when you call DHS, so that you can refer to it. The DHS representative may ask you for additional information or documents to resolve your case. If you need help in another language, be sure to ask for an interpreter.

To check on the status of your case, visit myE-Verify at <https://selfcheck.uscis.gov/SelfCheckUI/CaseTracker>

Please indicate below whether or not you intend to dispute this case.

I choose to: (check one)	
<input type="checkbox"/>	I will take action to resolve this E-Verify case. I understand that I have until ____ to take action.
<input type="checkbox"/>	I will not take action to resolve this E-Verify case. I understand that if I do not take action E-Verify will be unable to confirm that I am authorized to work in the United States and my employer may terminate my employment.
Employee's Signature	Date

Tentative Nonconfirmation Dual Referral Date Confirmation



Referral Date Confirmation

Social Security Administration Tentative Nonconfirmation (SSA TNC)

E-Verify Case Verification Number: 2016278124852RC

Employee Name: [REDACTED]

Your employer referred your E-Verify case to SSA after you decided to contest (take action to resolve) an SSA Tentative Nonconfirmation (SSA TNC). This document confirms that your case was referred to SSA.

What you should do

Visit an SSA field office **within 8 Federal Government working days**, by 10/17/2016 (MM/DD/YYYY), to begin to resolve the SSA TNC. If you have not received the SSA TNC Further Action Notice from your employer, contact your employer immediately to obtain this notice.

The SSA TNC Further Action Notice includes information about your E-Verify case and which documents you need when you visit SSA. You must have the SSA TNC Further Action Notice when you visit SSA.

If you do not take action **within 8 Federal Government working days**, by 10/17/2016 (MM/DD/YYYY), a Final Nonconfirmation will be issued and your employer may terminate your employment. Employers must allow you to contest an SSA TNC and may not take adverse action against you because of the SSA TNC while you are contesting the SSA TNC and your E-Verify case is pending.

For More Information

If you have questions about what to do, contact E-Verify at 888-897-7781 (TTY: 877-875-6028) or email E-Verify@dhs.gov. If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter. For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at www.dhs.gov/E-Verify.



Referral Date Confirmation

Tentative Nonconfirmation (TNC)

(Social Security Administration (SSA) and U.S. Department of Homeland Security (DHS))

E-Verify Case Verification Number: 2018064194603WZ

Employee Name: Doe, John

Your employer referred your E-Verify case to SSA and DHS after you decided to take action to resolve a Tentative Nonconfirmation. This document confirms that your case was referred to SSA and DHS.

What you should do

Visit an SSA field office and call DHS **within 8 Federal Government working days**, by 03/15/2018 (MM/DD/YYYY), to begin to resolve the TNC. If you have not received the E-Verify Further Action Notice from your employer, contact your employer immediately to obtain this notice.

The E-Verify Further Action Notice includes information about your E-Verify case and which documents you need when you visit SSA and contact DHS. Have the E-Verify Further Action Notice when you visit an SSA field office and contact DHS.

IMPORTANT: If you are a naturalized U.S. citizen and the reason for this notice on Page 1 is "SSA is unable to confirm U.S. citizenship," you do **not** need to visit an SSA field office to resolve the SSA TNC. Instead, call DHS at 888-897-7781 **within 8 Federal Government working days** from the date your employer refers your case (TTY: 800-877-8339) to confirm your status as a U.S. citizen. Provide DHS the following information:

- The **case verification number** from this Referral Date Confirmation; **AND**
- Your **Naturalization Certificate Number** or **Alien Number**. If you do not have your Naturalization Certificate Number or your Alien Number, visit an SSA field office with your proof of U.S. citizenship to resolve the SSA TNC.

If you do not take action **within 8 Federal Government working days**, by 03/15/2018 (MM/DD/YYYY), a Final Nonconfirmation will be issued and your employer may terminate your employment. Employers must allow you to take action to resolve a TNC and may not take adverse action against you because of the TNC while you are contesting the DHS TNC and your E-Verify case is pending.

For More Information

If you have questions about what to do, contact E-Verify at 888-897-7781 (TTY: 877-875-6028) or email E-Verify@dhs.gov. If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter. For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at www.e-verify.gov.

Best Practices

Case Status Updates

Check E-Verify periodically for one of the following responses:

<u>Employment Authorized</u>	The employee's information matched records available to SSA and/or DHS.
<u>Verification In Process</u>	This case was referred to DHS for further verification.
<u>Case in Continuance</u>	The employee has visited an SSA field office or contacted DHS, but more time is needed to determine a final case result.
<u>Final Nonconfirmation</u>	E-Verify cannot confirm the employee's employment eligibility after the employee visited SSA or contacted DHS.
<u>Close Case and Resubmit</u>	SSA or DHS requires that you close the case and create a new case for this employee. This result may be issued when the employee's U.S. passport, passport card, or driver's license information is incorrect.

Best Practices

Case Alerts

Official Website of the Department of Homeland Security

E-Verify Welcome Company User ID

HOME CASES PROFILE COMPANY REPORTS WEB SERVICES RESOURCES LOG OUT

Visit the **E-Verify Message Center** to get the latest E-Verify News and Information

Message Center

QUICK LINKS

- Verify Employee
- Search Cases
- View Resources
- Contact Us

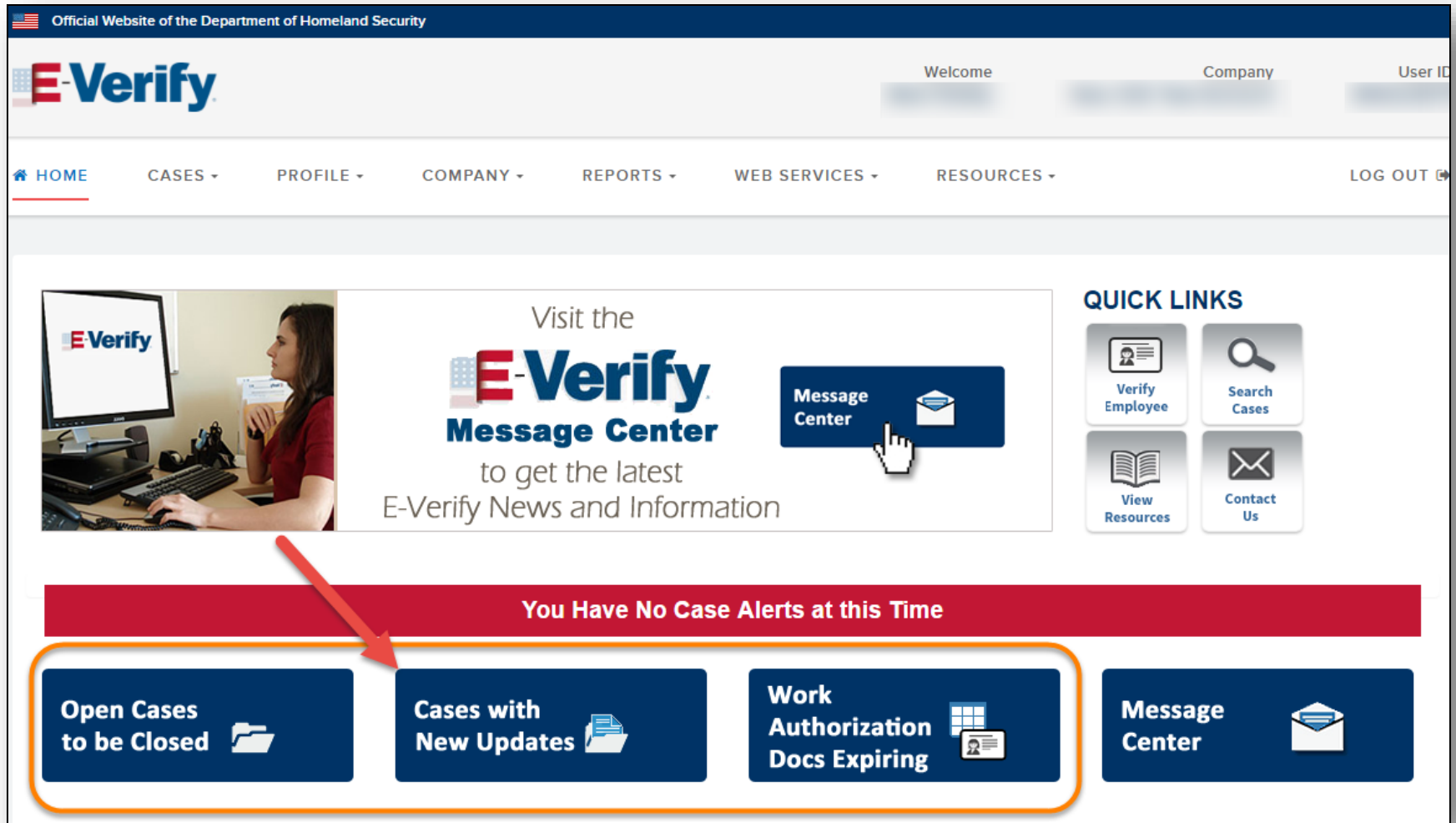
You Have No Case Alerts at this Time

Open Cases to be Closed

Cases with New Updates

Work Authorization Docs Expiring

Message Center



Employee Rights

- The employee has 8 federal government workdays from the referral date to visit or call the appropriate agency to start to resolve the discrepancy. *See [E-Verify What's New](#) for extensions
- The employee continues to work during the TNC resolution process.
- Federal law prohibits employers from terminating employment of an employee because of an interim case result until the TNC becomes a Final Nonconfirmation.
- [Know Your Rights Quiz](#)



**DOES YOUR EMPLOYER USE E-VERIFY?
YOU SHOULD KNOW YOUR RIGHTS**

Employers who use E-Verify to confirm your work eligibility must follow the rules

- Employers must not use E-Verify before you accept a job offer
- Employers must use E-Verify for all new hires
- If E-Verify finds an information mismatch in your government records, your employer must let you try to resolve it
- You can keep your job while resolving a mismatch

Learn more at www.dhs.gov/E-Verify

Questions? Email E-Verify@dhs.gov Call E-Verify Employee Hotline 888-897-3787.



Employer Responsibilities

Employers must not:

- ❌ Use E-Verify to pre-screen employment applicants
- ❌ Use E-Verify selectively; E-Verify must be used for all new hires
- ❌ Influence or coerce an employee's decision whether to contest a TNC
- ❌ Terminate or take adverse action against an employee who is contesting a TNC
- ❌ Ask for additional documentation after obtaining a TNC for an employee

Additional Resources

Engage with us online and through Social Media

- ✔ Visit www.E-Verify.gov
- ✔ Visit our **new** [E-Verify Video Page](#)
- ✔ [Check out our E-Verify User Manual, Job Aids, Fact Sheets, Reports and more on the Employer Resources page](#)
- ✔ Check out our additional websites [I-9Central](#), [myE-Verify](#)
- ✔ Follow #EVerify on www.Twitter.com/EVerify
- ✔ Follow us at [E-Verify LinkedIn](#) to stay in-the-know

Additional Resources

Engagement Services

Take advantage of our FREE Engagement services

- ✔ Take additional [public webinars](#)
- ✔ Request event speakers or customized webinar training:
E-VerifyOutreach@uscis.dhs.gov
- ✔ [Seek approval for E-Verify® Logo Authorization](#)

Customer Support

E-Verify received one of the highest customer service ratings among federal agencies according to the American Customer Satisfaction Survey.

- **Form I-9 Website:** www.uscis.gov/I-9Central
- **E-Verify Website:** www.e-verify.gov
- **Form I-9 E-Mail:** I-9Central@uscis.dhs.gov
- **E-Verify E-Mail:** E-Verify@uscis.dhs.gov
- **Employer Hotline:** (888) 464-4218
- **Employee Hotline:** (888) 897-7781

THANK YOU!