

**Form I-9, Employment Eligibility Verification**

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.)

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

- A citizen of the United States
- A noncitizen national of the United States (see instructions)
- A lawful permanent resident (Alien #) \_\_\_\_\_
- An alien authorized to work (Alien # or Admission #) \_\_\_\_\_ until (expiration date, if applicable - month/day/year)

Employee's Signature \_\_\_\_\_ Date (month/day/year) \_\_\_\_\_

**Preparer and/or Translator Certification** (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

**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	OR	List B	AND	List C
Document title: _____	OR	_____	AND	_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
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 agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative	Print Name	Title
Business 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 employer.)

A. New Name (if applicable)	B. Date of Rehire (month/day/year) (if applicable)
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C. If employee'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) I have examined appear to be genuine and to relate to the individual.

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

## LISTS OF ACCEPTABLE DOCUMENTS

All documents must be unexpired

### LIST A

**Documents that Establish Both  
Identity and Employment  
Authorization**

### LIST B

**Documents that Establish  
Identity**

### LIST C

**Documents that Establish  
Employment Authorization**

OR

AND

1. U.S. Passport or U.S. Passport Card	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	1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa	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	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
4. Employment Authorization Document that contains a photograph (Form I-766)	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with Form I-94 or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form	4. Voter's registration card	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
	5. U.S. Military card or draft record	
	6. Military dependent's ID card	5. Native American tribal document
	7. U.S. Coast Guard Merchant Mariner Card	
	8. Native American tribal document	
9. Driver's license issued by a Canadian government authority	6. U.S. Citizen ID Card (Form I-197)	
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	<b>For persons under age 18 who are unable to present a document listed above:</b>	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	10. School record or report card	8. Employment authorization document issued by the Department of Homeland Security
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

**Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274)**

**Form I-9, Employment  
Eligibility Verification**Department of Homeland Security  
U.S. Citizenship and Immigration Services**Instructions****Read all instructions carefully before completing this form.**

**Anti-Discrimination Notice.** It is illegal to discriminate against any individual (other than an alien not authorized to work in the United States) in hiring, discharging, or recruiting or referring for a fee because of that individual's national origin or citizenship status. 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 presented have a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-8155.

**What Is the Purpose of This Form?**

The purpose of this form is to document that each new employee (both citizen and noncitizen) hired after November 6, 1986, is authorized to work in the United States.

**When Should Form I-9 Be Used?**

All employees (citizens and noncitizens) hired after November 6, 1986, and working in the United States must complete Form I-9.

**Filling Out Form I-9****Section 1, Employee**

This part of the form must be completed no later than the time of hire, which is the actual beginning of employment. Providing the Social Security Number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify). **The employer is responsible for ensuring that Section 1 is timely and properly completed.**

**Noncitizen nationals of the United States** are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

**Employers should note** the work authorization expiration date (if any) shown in **Section 1**. For employees who indicate an employment authorization expiration date in **Section 1**, employers are required to reverify employment authorization for employment on or before the date shown. Note that some employees may leave the expiration date blank if they are aliens whose work authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia or the Republic of the Marshall Islands). For such employees, reverification does not apply unless they choose to present

in Section 2 evidence of employment authorization that contains an expiration date (e.g., Employment Authorization Document (Form I-766)).

**Preparer/Translator Certification**

The Preparer/Translator Certification must be completed if **Section 1** is prepared by a person other than the employee. A preparer/translator may be used only when the employee is unable to complete **Section 1** on his or her own. However, the employee must still sign **Section 1** personally.

**Section 2, Employer**

For the purpose of completing this form, the term "employer" means all employers including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors. Employers must complete **Section 2** by examining evidence of identity and employment authorization within three business days of the date employment begins. However, if an employer hires an individual for less than three business days, **Section 2** must be completed at the time employment begins. Employers cannot specify which document(s) listed on the last page of Form I-9 employees present to establish identity and employment authorization. Employees may present any List A document **OR** a combination of a List B and a List C document.

If an employee is unable to present a required document (or documents), the employee must present an acceptable receipt in lieu of a document listed on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employees must present receipts within three business days of the date employment begins and must present valid replacement documents within 90 days or other specified time.

**Employers must record in Section 2:**

1. Document title;
2. Issuing authority;
3. Document number;
4. Expiration date, if any; and
5. The date employment begins.

Employers must sign and date the certification in **Section 2**. Employees must present original documents. Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they must be made for all new hires. Photocopies may only be used for the verification process and must be retained (with) Form I-9. **Employers are still responsible for completing and retaining Form I-9.**

For more detailed information, you may refer to the *USCIS Handbook for Employers (Form M-274)*. You may obtain the handbook using the contact information found under the header "USCIS Forms and Information."

### Section 3, Updating and Reverification

Employers must complete **Section 3** when updating and/or reverifying Form I-9. Employers must reverifiy employment authorization of their employees on or before the work authorization expiration date recorded in **Section 1** (if any). Employers **CANNOT** specify which document(s) they will accept from an employee.

- A. If an employee's name has changed at the time this form is being updated/reverified, complete Block A.
- B. If an employee is rehired within three years of the date this form was originally completed and the employee is still authorized to be employed on the same basis as previously indicated on this form (updating), complete Block B and the signature block.
- C. If an employee is rehired within three years of the date this form was originally completed and the employee's work authorization has expired **or** if a current employee's work authorization is about to expire (reverification), complete Block B; and:
  1. Examine any document that reflects the employee is authorized to work in the United States (see List A or C);
  2. Record the document title, document number, and expiration date (if any) in Block C; and
  3. Complete the signature block.

Note that for reverification purposes, employers have the option of completing a new Form I-9 instead of completing **Section 3**.

### What Is the Filing Fee?

There is no associated filing fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the Privacy Act Notice below.

### USCIS Forms and Information

To order USCIS forms, you can download them from our website at [www.uscis.gov/forms](http://www.uscis.gov/forms) or call our toll-free number at 1-800-870-3676. You can obtain information about Form I-9 from our website at [www.uscis.gov](http://www.uscis.gov) or by calling 1-888-464-4218.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from our website at [www.uscis.gov/e-verify](http://www.uscis.gov/e-verify) or by calling 1-888-464-4218.

General information on immigration laws, regulations, and procedures can be obtained by telephoning our National Customer Service Center at 1-800-375-5283 or visiting our Internet website at [www.uscis.gov](http://www.uscis.gov).

### Photocopying and Retaining Form I-9

A blank Form I-9 may be reproduced, provided both sides are copied. The Instructions must be available to all employees completing this form. Employers must retain completed Form I-9s for three years after the date of hire or one year after the date employment ends, whichever is later.

Form I-9 may be signed and retained electronically, as authorized in Department of Homeland Security regulations at 8 CFR 274a.2.

### Privacy Act Notice

The authority for collecting this information is the Immigration Reform and Control Act of 1986, Pub. L. 99-603 (8 USC 1324a).

This information is for employers to verify the eligibility of individuals for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The form will be kept by the employer and made available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

Submission of the information required in this form is voluntary. However, an individual may not begin employment unless this form is completed, since employers are subject to civil or criminal penalties if they do not comply with the Immigration Reform and Control Act of 1986.

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### **Paperwork Reduction Act**

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 12 minutes per response, including the time for reviewing instructions and completing and submitting the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Management Division, 111 Massachusetts Avenue, N.W., 3rd Floor, Suite 3008, Washington, DC 20529-2210. OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**



# U.S. Citizenship and Immigration Services

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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 check out What's New.

Employment Verification.



Last updated: 08/09/2010

### Start Here

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### Other USCIS Links

- Systematic Alien Verification for Entitlements (SAVE) Program



## U.S. Citizenship and Immigration Services

# The Verification Process

## Overview of the Verification Process



**Using E-Verify to verify the employment eligibility of employees is a three-step process.**

### Create a Case

Before an employer can create a case in E-Verify, both the employer and employee must complete the Employment Eligibility Verification form (Form I-9). All U.S. employers, regardless of whether they participate in E-Verify must complete Form I-9 no later than 3 business days after the employee begins work for pay. Information about the employee from Form I-9 then serves as the foundation for an E-Verify case, which must be created also no later than 3 business days after the employee begins work for pay.

E-Verify guides the employer through a series of questions, which follow Form I-9, beginning with the employee's citizenship attestation, document type(s), then biographical information including name, date of birth, Social Security number and Alien or I-94 number (if a noncitizen). In some cases, the document number and expiration date are also required.

If E-Verify cannot initially match the information, the employer will be prompted to review and correct the information if necessary. Otherwise, E-Verify will display an initial response within three to five seconds.

### Get Results

In most cases, E-Verify will instantly verify the employee's work authorization. If E-Verify returns an "Employment Authorized" response, the employer can continue to the last step in the verification process and close the case.

Sometimes, E-Verify cannot immediately confirm the employee's work authorization and may require the employer or the employee to take action. In these cases, the employer will see one of the following responses on the employee's verification results screen:

- **DHS Verification in Process:** Sometimes, E-Verify's automated search of government records cannot immediately verify employment authorization, and a manual search is required. In this case, E-Verify will return a "DHS Verification in Process" response. The employer must check E-Verify until the employee's case is updated, which usually happens within 24 hours, though it may take as long as three business days. When the employee's case is updated, E-Verify will return either an "Employment Authorized" or "Tentative Nonconfirmation" response.
- **Tentative Nonconfirmation:** If the employee information does not match government records, the employer will see a tentative nonconfirmation (TNC) response. Visit the "Tentative Nonconfirmation" page in this section for more information.

To prevent unnecessary TNCs, the employer must carefully review all entered information for accuracy. Should the employer have made a typographical error or entered incorrect data, the employer should close the case and create a new case for the employee with the correct information.

## Close the Case

All E-Verify cases must be closed by the user in E-Verify when a final verification result is received, regardless of the result. Closing cases is very important because it helps E-Verify maintain statistics on program usage and outcomes.

E-Verify will ask if the employee is still working for the employer and will then instruct the employer to choose the reason why the case is being closed. Once the case is closed, the employer must either record the case verification number on the employee's Form I-9 or print the case details and keep it on file with the employee's Form I-9.

Last updated: 06/16/2010



## U.S. Citizenship and Immigration Services

# Three-Day Rule

An E-Verify case is considered late if you create it later than the third business day after the employee first started work for pay. If the case you create is late, the redesigned E-Verify will ask why, and you can either select one of the reasons provided or enter your own. The reasons provided are:

- Awaiting Social Security Number
- Technical Problems
- Audit Revealed that New Hire Was Not Run
- Federal Contractor with FAR E-Verify Clause verifying an existing employee (*see note*)
- Other

*Note:* This reason is displayed only to an organization enrolled in E-Verify as a “Federal Contractor with FAR E-Verify Clause.”

If you select “Other,” you must enter a reason. The reason you enter must be 200 or fewer characters and should not include any personally identifiable or sensitive information (such as Social Security numbers).

We added this screen because recent evaluations of E-Verify found that employers often created cases late. While we could previously identify cases created late (as E-Verify requires the hire date to be provided), we couldn’t tell why a case was created late.

For information on what date you should select as the hire date, read [What’s the Hire Date](#).

### What if a case is created late?

The E-Verify Memorandum of Understanding (MOU) specifies the acceptable reasons for creating a case late, which are:

- E-Verify was temporarily unavailable because of a technical outage and after subtracting the time period of the outage, the case wouldn’t have been considered late.
- The employee applied for, but did not yet have a Social Security number, and the case was created as soon as the employee was issued the Social Security number.

We realize there are other reasons why an employer might create a case late, but the above reasons are the only reasons considered acceptable in the MOU. While we are committed to identifying and taking action against employers that consistently don’t follow the rules, our primary goal here is to educate employers so that they *do* follow the rules.

### How can I see why my organization’s cases are created late?

The three-day rule screen was added so that we could identify why a case was created late. We have since received feedback from E-Verify users who would like to be able to see this information included on the case details screen.

While the E-Verify redesign does not include this feature, we recognize that it would be helpful to E-Verify users. We're happy to announce that we will add this information to the User Audit Report in our next software release scheduled for later this year. (We are able to add this feature because we were already making changes to the User Audit Report, but weren't able to make any changes to the case details screen.)

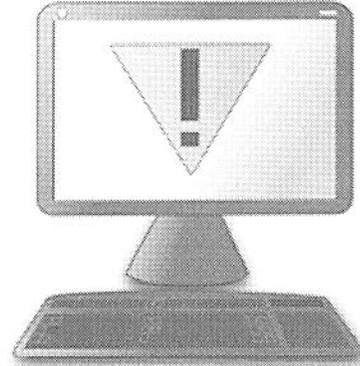
Last updated:06/16/2010



## U.S. Citizenship and Immigration Services

# Tentative Nonconfirmations

E-Verify works by comparing the information employees provide on the Employment Eligibility Verification form (Form I-9) against millions of government records. Generally, if the information matches, the employee receives an "Employment Authorized" response in E-Verify. If the information does not match, the employee is given an opportunity to resolve the problem. The employers must understand and follow the proper procedures in E-Verify, which are designed to ensure fair treatment and due process for all employees.



Most employees have their employment authorization confirmed during the E-Verify initial verification process. Occasionally, E-Verify cannot instantly confirm employment authorization because a manual review of the records in government databases is necessary. For those cases requiring manual review, E-Verify will first return a "DHS Verification in Process" response, and will then usually provide an initial verification result within 24 to 48 hours.

In some cases, the information from an employee's Form I-9 does not match government records and E-Verify will display a temporary case status that may require additional action. In these cases, E-Verify will return a response called a "Tentative Nonconfirmation (TNC)." A TNC response means that the Social Security Administration (SSA) and/or the U.S. Department of Homeland Security (DHS) could not confirm that the employee's information matches government records. It does not mean an employee is unauthorized to work or is an illegal immigrant as there are legitimate reasons why an employee may receive this result.

There are several types of TNCs, and the type displayed in E-Verify depends on which government agency is involved and the cause for the mismatch:

- **SSA Tentative Nonconfirmation:** This response indicates that the employee's information could not be verified by SSA. The employee must be notified of the TNC response and referred to SSA.
- **DHS Tentative Nonconfirmation:** There are two types of "DHS TNCs." The first type means that DHS was unable to verify employment eligibility and the employee is instructed to call DHS to find out how to resolve the discrepancy.

The second type is caused by a photographic mismatch, meaning the employer indicated that the photograph displayed by E-Verify did not match the photograph on the employee's

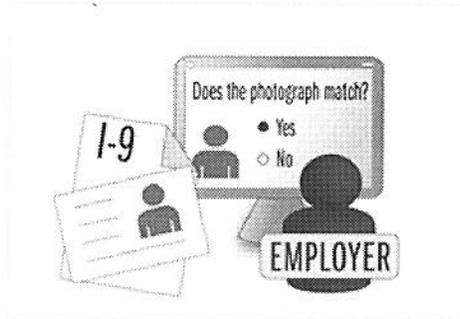
document. If the employee contests this type of TNC, the employer must either scan and upload an image of the document or send a copy of the document via express mail at the employer's expense.

Last updated: 04/15/2010



## U.S. Citizenship and Immigration Services

# Photo Matching



E-Verify's photo matching is an important part of the employment eligibility verification process. It requires the employer to verify that the photo displayed in E-Verify is identical to the photo on the document that the employee presented for section 2 of Form I-9.

Reminder: A photo displayed in E-Verify should be compared with the photo in the document that the employee has presented

and not with the face of the employee.

Photo matching is activated automatically if an employee has presented Form I-551, Permanent Resident Card, or Form I-766, Employment Authorization Document, with his or her Form I-9. Other documents with photos (such as a driver's license) will not activate photo matching. Also, the photo might not display if E-Verify is unable to locate it in U.S. Department of Homeland Security (DHS) records. In that situation, the case will automatically continue as normal and skip photo matching.

- Employees have the right to present any acceptable documentation to complete Form I-9. Photo matching does not require new employees who are noncitizens to present Permanent Resident Cards or Employment Authorization Documents during the Form I-9 process. Employers must accept the documents the new employee chooses to present as long as they appear to be genuine and relate to the person presenting them. Otherwise, employers may violate federal law prohibiting verification-related discrimination.
- E-Verify users may not resubmit cases for existing employees who were hired before photo matching was implemented, even if those employees presented Permanent Resident Cards or Employment Authorization Documents during their Form I-9 completion process.
- If an employee presents a Permanent Resident Card or Employment Authorization Document as the verification document, the employer must make a copy of that document and keep it on file with Form I-9.
- If the photo displayed on the E-Verify screen does not match the photo on the employee's document, the employee will receive a "DHS Tentative Nonconfirmation" (TNC) and must be given the opportunity to correct the problem. If the employee chooses to contest the TNC, the employer must either attach and submit electronically a copy of the employee's photo document or mail a copy of the employee's document to DHS via express mail at the employer's expense.

Last updated: 08/12/2010



## U.S. Citizenship and Immigration Services

# Publications

Welcome to the publications section of the E-Verify website. Use the links in the right column to access E-Verify publications. By clicking links on the right you will find:

- **Participation Posters:** Employers that participate in E-Verify must display posters that inform current and prospective employees about the employer's participation in E-Verify.
- **Notices and Letters:** E-Verify notices and letters provide employees with detailed information on tentative nonconfirmations and how to resolve them.
- **Manuals and Guides:** A variety of E-Verify manuals and guides are available to help employers learn about E-Verify and use the program.
- **Foreign Language Resources:** A variety of E-Verify brochures, fliers and presentations are available in various foreign languages to help employers and employees learn about E-Verify and use the program.

Last updated: 08/05/2010

## Using E-Verify Reports October 2010

There is a great deal of information available to you from the E-Verify Home page. You can access it by typing in [www.uscis.gov](http://www.uscis.gov), then click on E-Verify Homepage on the bottom right hand side. It will bring you to this screen. I use it to access the manuals/guides under publications. These reference materials are also available after you login to E-Verify, however you are continually prompted about being timed out. You may wish to load this site as a favorite. To begin, click on "log in to E-Verify" in the upper right hand corner.

USCIS - E-Verify - Windows Internet Explorer

http://www.uscis.gov/portal/site/uscis/menuitem.eb1d4c2a3e5b9ac89243c6a7543f6d1a?vgnextoid=75bce2e261405110Vgn...

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**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 check out What's New.

Employment Verification Done. Last updated: 08/09/2010

**Start Here**

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**Other USCIS Links**

- Systematic Alien Verification for Entitlements (SAVE) Program

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For Federal Contractors  
Publications

This is the beginning of the log in process. Since you are about to access a federal agency database, you are required to read and agree to the terms of security and confidentiality. You may wish to load this screen as a favorite for quick access. Click on "I agree", and click on "Continue".

# E-Verify

Employment Eligibility Verification



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By clicking "I agree" below or by using this system, you consent to the terms set forth in this notice.

I agree

Continue

You are now at the sign on page. Enter your User ID, your password, and click on “Log In” to gain access to the E-Verify system.



This is the main menu. There are many things you can access and accomplish from this page. For now, our focus is on reports. Click on “View Reports” under My Reports on the left hand side of the page.



As you can see from the screen below, three reports are available for your use: Corporate Overview of Pilot Usage, User Audit Report and User Report.



The first report option, “The Corporate Overview of Pilot Usage”, displays the number of cases initiated by your agency within a federal fiscal year. The user selects the report format (pdf or excel) and federal fiscal year (currently the fiscal year defaults to FY 2010, which includes October 1, 2009 to September 30, 2010, or up to the current date if prior to September 30<sup>th</sup>), followed by “Run Report”.



I've attached a sample of the results of this report below. If you see that there is a difference between the number of queries versus the number of cases closed, then you know that your agency has open queries and you may need to consider additional action.

The screenshot shows a web browser window with the URL <https://e-verify.uscis.gov/emp/reportlauncher.aspx>. The page content includes:

- Department of Homeland Security
- E-Verify
- Report Prepared: 06/19/2010
- Page: 1 of 1
- SENSITIVE BUT UNCLASSIFIED
- Corporate Overview of Pilot Usage for Fiscal Year 2010
- PILOT: STATE:
- PARENT COMPANY: COMPANY NAME:

Pilot	Company Name	City	State	Number of Queries	Number of Cases Closed
WEB-BP	Missouri Office of Administration	Jefferson City	MO	104	104
Sub-Total:				1	104

Summary statistics:

- Total Number of Companies: 1
- Total Number of Queries for All Companies: 104
- Total Number of Closed Cases for All Companies: 104

The second report option, "User Report", provides summary data about each user that indicates user name, telephone and fax number, and last date used system. The user needs to indicate which type of user, either General User or Program Administrator, and click "Run Report".

The screenshot shows the E-Verify 'Enter Report Parameters' page. The page includes a navigation menu on the left with sections like 'My Cases', 'My Profile', 'My Company', 'My Reports', and 'My Resources'. The main content area is titled 'Enter Report Parameters' and contains the following information:

- Report: **User Report**
- Description: This report displays a detailed list of your company's users that access Web-BP
- Report Format:  PDF  Excel
- User Role:
- Buttons: **Run Report** and **Cancel**

At the top right, there is a user profile section with the following details:

- Username: Cara Edgar-Well...
- User ID: CEG0787R
- Last Login: 01:18 PM - 02/16/2010
- Log Out

This is an excellent tool for monitoring who has access to a secured federal database. If you find someone on the list who has resigned, transferred or changed duties, this would be a good time to remove them from the system.

https://e-verify.uscis.gov/emp/reportlauncher.aspx - Windows Internet Explorer

https://e-verify.uscis.gov/emp/reportlauncher.aspx

SENSITIVE BUT UNCLASSIFIED

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### User Report

COMPANY ID NUMBER	PILOT	WEB-EP	USER ROLE	Program Administrator
CITY:	STATE:			
COMPANY NAME:				
Company Name: Missouri Office of Administration	Company ID Number: 3450	Pilot: W25-EP		
City: Jefferson City	State: MO			
User Name	User Role	Phone w/ Ext	FAX	Last Date Used System
JACK BOHRN	Program Administrator	873-251-1544	873-626-1534	09-29-2009
Case Edge Work	Program Administrator	873-622-1255	873-626-8362	08-15-2010
Sub Total Users	2			
Total Users	2			

SENSITIVE BUT UNCLASSIFIED

Unknown Zone

https://e-verify.uscis.gov/emp/reportlauncher.aspx - Windows Internet Explorer

https://e-verify.uscis.gov/emp/reportlauncher.aspx

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### User Report

COMPANY ID NUMBER	PILOT	WEB-EP	USER ROLE	General User
CITY:	STATE:			
COMPANY NAME:				
Company Name: Missouri Office of Administration	Company ID Number: 3450	Pilot: W25-EP		
City: Jefferson City	State: MO			
User Name	User Role	Phone w/ Ext	FAX	Last Date Used System
JASON TROT	General User	873-227-4279	873-526-1534	10-17-2009
MICHELLE LOETHEN	General User	873-781-2320	873-526-1534	08-11-2010
LEANN MAYKE	General User	873-622-4168	873-626-1534	08-17-2010
Sub Total Users	3			
Total Users	3			

SENSITIVE BUT UNCLASSIFIED

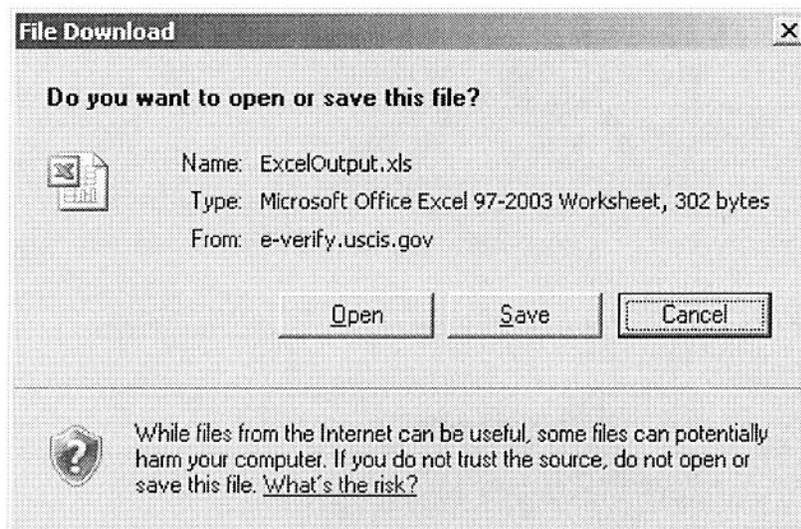
Unknown Zone

The third report option, "User Audit Report", provides summary level data about each case that matches the user entered case criteria. It includes fields such as case verification number, case initiated date, and the employee's last and first names, social security number, verification eligibility, and employer resolution code.

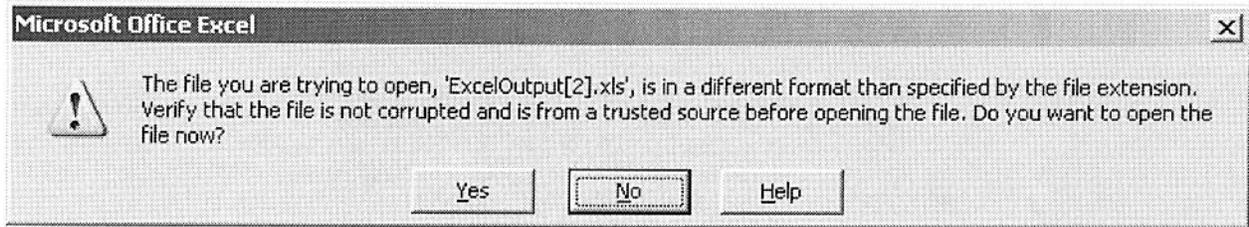


The user selects the report format (pdf or excel, I prefer the excel format here so I can sort and research the data easily), initiated by (either a single user or all users in your agency), reporting date (either the start of the federal fiscal year to present date, start and end date of the month, or any series of start and end dates you wish to review), and click on "Run Report".

I usually see this dialog box when the report is ready. I click on "Open" to review the data file.



Followed closely by this dialog box, where I click on “Yes” to obtain the data.



Once it is open, I select “File, Save As” and store my reports in a secured area accessible only to staff members who have access and perform E-Verify duties. Now you have downloaded the report and can begin to review the data.

Due to confidentiality issues, I did not include a copy of this type of file for the handouts. However, I did include a list of all the header information that you will see in this report.

COMPANY_ID_NUMBER	INITIATED_BY	FIRST_NAME
COMPANY_NAME	INITIATED_DATE	SSN
PARENT_COMPANY_ID	CASE_VERIFICATION_NUMBE	HIRE_DATE
USER_ID	R	INITIAL_RESOLUTION
ACCESS_CODE	CARD_NUMBER	ADDITIONAL_RESOLUTION
CITY	ALIEN_NUMBER	THIRD_RESOLUTION
STATE	I94_NUMBER	CASE_CLOSURE_DATE
PILOT	LAST_NAME	CLOSURE_DESCR

#### 4.1.2 Password Requirements

Passwords must be at least eight characters but no more than 14 characters in length and must include at least three of the following characters:

1. At least one uppercase or lowercase letter and be between 8-14 characters long;
2. At least one number;
3. At least one special character (Special characters include: ! @ \$ % \* ( ) < > ? ; ; { } + - ~);
4. Contain no more than two identical consecutive characters in any position from the previous password;
5. Contain a non-numeric in the first and last positions;
6. Not be appended with a single digit or with a two-digit "year" string, such as "Welcome98"; and,
7. Not be identical to the User ID.

Additionally, as a policy, passwords shall not:

1. Contain any dictionary word;
2. Contain any proper noun or the name of any person, pet, child, or fictional character, nor any employee serial number, Social Security Number, birth date, phone number, or any information that could be readily guessed about the creator of the password;
3. Contain any simple pattern of letters or numbers, such as "qwerty" or "xyz123"; and,
4. Be any word, noun, or name spelled backwards.

IL!keH2O is an example of a password that is eight characters in length with three of the four required characteristics (an uppercase letter, a lowercase letter, and a number).

Passwords are case-sensitive.