Special Webinar for CUPA-HR
This presentation is intended for employers and their authorized representatives. This presentation provides basic guidance about the rules and responsibilities during the employment eligibility verification process. This guidance may change. For up-to-date information, visit the uscis.gov/i-9-central website.

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Agenda

✔️ Current Events
✔️ Form I-9 Reminders
✔️ Form I-9 Overview
✔️ Form I-9 and E-Verify
✔️ Resources
As of August 1, 2023:

- New Form I-9, that Includes Alternative Procedure for E-Verify Employers to Remotely Examine Employee Documents, is Now Available for Use
- E-Verify Employers May Use Alternative Procedure for Form I-9 Documents Examined Remotely During COVID-19 Temporary Flexibilities
Form I-9 Reminders

Employers:

☑️ Ensure employees complete Section 1 no later than the first day of work for pay

☑️ Do not use Form I-9 or E-Verify to prescreen employees.

☑️ Retain Form I-9 for all current employees (hired after November 6, 1986)

☑️ Start using the new revision of the Form I-9 revision date August 1, 2023, now, if you choose* (You may continue using the older version dated 10/21/2019 until October 31, 2023) Starting Nov 1 it is required to use the new revision

☑️ Complete Form I-9, Section 2 by third business day after first day of work for pay.

*Find current Form I-9 version at Form I-9, Employment Eligibility Verification. Visit I-9 Central What’s New.
Completing Form I-9

Form I-9

Employment Eligibility Verification
U.S. Citizenship and Immigration Services

Section 1. Employee Information and Attestation

1. Full name (including maiden name if applicable):

2. Address (complete street address)

3. City or Town

4. State or Province

5. Zip Code

6. SSN (Social Security Number)

7. Home Telephone Number

8. Work Telephone Number

9. Father’s Name

10. Mother’s Name

11. Citizenship or Immigration Status

12. Date of Birth

13. Date of Arrival in U.S.

14. U.S. Social Security Number

15. Employment Authorization
e.

16. Signature of Employee

17. Date (DD/MM/YYYY)

Section 2. Employer Information and Attestation

18. Employer Name

19. Employer Contact Information

20. Employer Identification Number

21. Address (complete street address)

22. City or Town

23. State or Province

24. Zip Code

25. Telephone Number

26. Nature of Business (e.g., retail, manufacturing, banking, etc.)

27. Relationship to Employee

28. Date of Establishment

29. End Date

30. Certification of Business

31. Certification of Bank

32. Certification of Legal Representative

33. Certification of Passport or Visa

34. Certification of Transcript

35. Certification of Employment

36. Certification of Access to Social Security Number

37. Certification of Employment Authorization

38. Certification of Citizenship or Immigration Status

39. Certification of Eligibility for Employment

40. Signature of Employer

41. Date (DD/MM/YYYY)

Lists of Acceptable Documents

LISITG OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date 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.

Examples of many of these documents appear in the Handbook for Employers (M-274).
Section 1: Employee Information and Attestation

EMPLOYEE completes no later than **first day of work for pay**

- Social Security Number is required for E-Verify
- Email address is optional for employee
  - If provided, it MUST be entered in E-Verify
- Attestation
Preparer/Translator must complete Supplement A

Preparer/Translator should enter their home address, not the company address.
EMPLOYER completes 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: Examining Documents

✔️ You must accept a document presented by an employee if it reasonably appears to be:

- Genuine
- AND
- Relates to the individual presenting it

✔️ The document must be original – photocopies are NOT acceptable, except for a certified copy of a birth certificate.
Employers who were enrolled in E-Verify during the period of COVID temporary flexibilities (March 20, 2020 - July 31, 2023) which permitted remote document examinations, do not need to subsequently complete physical examination of documents.

Employers not enrolled in E-Verify (at the time of the remote examinations during COVID flexibilities) are required to physically examine all documents including those virtually examined during the pandemic. These employers may use an authorized representative to complete physical examinations at remote hiring sites.

After the expiration of COVID flexibilities, only EVerify enrolled employers may remotely examine documents (beginning August 1, 2023).

Examples of remote examination documentation on Form I-9
Optional Remote Document Examination

- E-Verify enrolled employers may remotely examine documents
- To participate, employers must:
  - Review and retain copies of all documents
  - Conduct a live video interaction with new hire
  - Indicate use of the alternative procedure on the Form I-9

Optional Alternative 1 to the Physical Document Examination Associated with Employment Eligibility Verification (Form I-9)
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
- Be consistent and copy **all** documents employees provide

**E-Verify employers** must photocopy the following documents if voluntarily provided by the employee for Form I-9 Section 2:

- U.S. Passport or Passport Card
- I-551 Lawful Permanent Resident Card
- I-766 Employment Authorization Document
Supplement B
Reverification and Rehires

Employers MUST reverify an employee using Form I-9, Supplement B, if their temporary employment authorization status or temporary employment authorization document has expired.

You may also complete Supplement B if you:

- Rehire the employee within 3 years of the date you 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 re-verifying.
## Supplement B: 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

### Do not Reverify
- U.S. citizens and noncitizen nationals
- U.S. passports or passport cards
- Unexpired Permanent Resident or Alien Registration Receipt card (Form I-551)
- Expired Permanent Resident Card presented with Form I-797
- [List B](#) documents
Storage

✔ Store Forms I-9 securely in a way that meets your business needs
  ▪ On-site or at an off-site facility
  ▪ Microfilm or Microfiche
  ▪ Electronically

✔ Ensure that only authorized personnel have access to stored Forms I-9

✔ Store copies of documents with the Form I-9 or with the employee’s records

✔ Forms I-9 must be available within 3 days of an official request for inspection

** RELEVANT LINK **

Form I-9 Retention and Storage

E-Verify
What is E-Verify?

✔️ Free web-based service that’s fast and easy to use

✔️ Electronically confirms 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)
How E-Verify Works

E-Verify compares information from an employee’s Form I-9 to records available to the U.S. Department of Homeland Security and the Social Security Administration. Case creation is as easy as data entry and initial case results are produced within seconds.
Employee Information and Attestation

Last Name: Looney
First Name: Tunis
Middle Initial: MI

Other Last Names Used:
- Smith
- Platt
- Heart

Date of Birth: 01/31/1958

U.S. Social Security Number: 556-88-7741
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-551)
Additional Case Details

Select the Employee's First Day of Employment

- Today
- 1 Day Ago
- 2 Days Ago

Employee's First Day of Employment

10/04/2021

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

Visa Number

SEVIS ID Number

N1234567891

Employee ID (Optional)

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

Continue
E-Verify Case Processing

Photo Match

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
### Tentative Nonconfirmation (Mismatch)

**Action Required**

- Employers must notify the employee and complete the referral process within **10 federal government working days**
- Employer prints the Further Action Notice and reviews it with the employee promptly and privately
- Employee decides whether or not to take action to resolve the mismatch.
- Employer refers case and provides the Referral Date Confirmation for employees who take action
- Employer receives updated results in E-Verify and closes the case

<table>
<thead>
<tr>
<th>Employee Chooses to Take Action</th>
<th>Employee Chooses Not to Take Action</th>
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</thead>
<tbody>
<tr>
<td>Employer refers employee to appropriate agency</td>
<td>Employer may terminate employee and close the case in E-Verify</td>
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</tbody>
</table>
NextGen is an exciting new product that modernizes and streamlines the Form I-9 and verification process for employees and employers.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Benefits for Employee</th>
<th>Benefits for Employer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will allow employees to enter their own personal information and documents</td>
<td>More privacy and security for your personal information.</td>
<td>Improves efficiency and reduces data entry errors.</td>
</tr>
<tr>
<td>Direct notification of employment status</td>
<td>Immediate notification, in most cases, if further action is needed to determine employment eligibility, including next steps.</td>
<td>Eliminates the need, in most cases, for employers to deliver Further Action Notices to employees.</td>
</tr>
<tr>
<td>Will carry verification status over to new employment</td>
<td>Update and share your employment eligibility status with new employers.</td>
<td>Seamless integration with E-Verify, allowing you to manage all cases in one place.</td>
</tr>
</tbody>
</table>

E-Verify NextGen – COMING SOON

E-Verify NextGen Overview Video

August 31, 2023
The anti-discrimination provisions of the INA are enforced by:

Department of Justice Civil Rights Division

Immigrant and Employee Rights Section

Employee hotline: 1-800-255-7688 (TDD: 1-800-616-5525)

Employer hotline: 1-800-255-8155 (TDD: 1-800-362-2735)

IER’s “Employer Dos and Don’ts.”
# Form I-9 and E-Verify Resources

## FORM I-9 & E-VERIFY LINKS

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<tr>
<td><strong>I-9 Central</strong></td>
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<tr>
<td><strong>Handbook for Employers</strong></td>
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<tr>
<td><strong>E-Verify</strong></td>
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<td><strong>E-Verify User Manual</strong></td>
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<td><strong>Webinars Calendar</strong></td>
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<td><strong>Employer Resources</strong></td>
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<td><strong>Federal Register Notice</strong></td>
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</table>

## Stay Connected...

Follow us on social media for Form I-9, E-Verify, myE-Verify, Self Check, employee rights and more

Visit [Remote Examination](#) webpage for more information
E-Verify Engagement

Take advantage of our FREE Engagement services:

✔ Take additional public webinars

✔ Request event speakers, customized webinars, or content for your publications

✔ Seek approval for E-Verify® Logo Authorization

You can use logos on websites, job announcements/ applications, or company broadcasts to further advertise your company’s commitment to a legal workforce.

August 31, 2023
E-Verify received the highest rating for customer service of all federal agencies in the American Customer Satisfaction Survey!

- Form I-9 Email: i-9Central@uscis.dhs.gov
- E-Verify Email: E-Verify@uscis.dhs.gov
- Employer Hotline: (888) 464-4218
- Employee Hotline: (888) 897-7781
THANK YOU!