

# Special Webinar for CUPA-HR




# Disclaimer

*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](https://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

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

USCIS  
**Form I-9**  
OMB No 1615-0047  
Expires 08/31/2026

**START HERE:** Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

**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 (if any)	Other Last Names Used (if any)
Address (Street Number and Name)		Apt. Number (if any)	City or Town
State		ZIP Code	
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number

I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.

Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):

- 1. A citizen of the United States
- 2. A noncitizen national of the United States (See Instructions.)
- 3. A lawful permanent resident (Enter USCIS or A-Number.)
- 4. A noncitizen (other than item Numbers 2, and 3, above) authorized to work until (exp. date, if any)

If you check item Number 4, enter one of these:

USCIS A-Number OR Form I-94 Admission Number OR Foreign Passport Number and Country of Issuance

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

If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the [Preparer and/or Translator Certification](#) on Page 3.

**Section 2. Employer Review and Verification:** Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	Additional Information				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

Check here if you used an alternative procedure authorized by DHS to examine documents.

**Certification:** I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.

Last Name, First Name and Title of Employer or Authorized Representative \_\_\_\_\_ Signature of Employer or Authorized Representative \_\_\_\_\_ Today's Date (mm/dd/yyyy) \_\_\_\_\_

Employer's Business or Organization Name \_\_\_\_\_ Employer's Business or Organization Address, City or Town, State, ZIP Code \_\_\_\_\_

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

Form I-9 Edition 08/01/23 Page 1 of 4

# Current Events

As of August 1, 2023:

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- ✓ 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  
Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9  
OMB No. 1615-0047  
Expires 08/31/2026



**START HERE:** Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [instructions](#).

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1, or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

**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 (if any)	Other Last Names Used (if any)
Address (Street Number and Name)			
Apt. Number (if any)		City or Town	State
ZIP Code			
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's Email Address	Employee's Telephone Number
<p>I am aware that federal law provides for imprisonment and fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</p>			
<p>Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):</p> <p><input type="checkbox"/> 1. A citizen of the United States</p> <p><input type="checkbox"/> 2. A noncitizen national of the United States (See instructions.)</p> <p><input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)</p> <p><input type="checkbox"/> 4. A noncitizen (other than item Numbers 2. and 3. above) authorized to work until (exp. date, if any)</p>			
<p>If you check item Number 4., enter one of these:</p> <p>USCIS A-Number OR Form I-94 Admission Number OR Foreign Passport Number and Country of Issuance</p>			
Signature of Employee			Today's Date (mm/dd/yyyy)

If a preparer and/or translator assisted you in completing Section 1, that person **MUST** complete the [Preparer and/or Translator Certification](#) on Page 3.

**Section 2. Employer Review and Verification:** Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box, see instructions.

Document Title 1	List A	OR	List B	AND	List C
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	Additional Information				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					

Check here if you used an alternative procedure authorized by DHS to examine documents.

**Certification:** I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.

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

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

## Lists of Acceptable Documents

### LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.  
 Documents extended by the issuing authority are considered 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).

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
<ol style="list-style-type: none"> <li>U.S. Passport or U.S. Passport Card</li> <li>Permanent Resident Card or Alien Registration Receipt Card (Form I-551)</li> <li>Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa</li> <li>Employment Authorization Document that contains a photograph (Form I-766)</li> <li>For an individual temporarily authorized to work for a specific employer because of his or her status or parole:                             <ol style="list-style-type: none"> <li>Foreign passport; and</li> <li>Form I-94 or Form I-94A that has the following:                                     <ol style="list-style-type: none"> <li>The same name as the passport; and</li> <li>An endorsement of the individual's status or parole 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.</li> </ol> </li> </ol> </li> <li>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</li> </ol>		<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>School ID card with a photograph</li> <li> Voter's registration card</li> <li>U.S. Military card or draft record</li> <li>Military dependent's ID card</li> <li>U.S. Coast Guard Merchant Mariner Card</li> <li>Native American tribal document</li> <li>Driver's license issued by a Canadian government authority</li> </ol> <p><b>For persons under age 18 who are unable to present a document listed above:</b></p> <ol style="list-style-type: none"> <li>School record or report card</li> <li>Clinic, doctor, or hospital record</li> <li>Day-care or nursery school record</li> </ol>		<ol style="list-style-type: none"> <li>A Social Security Account Number card, unless the card includes one of the following restrictions:                             <ol style="list-style-type: none"> <li>NOT VALID FOR EMPLOYMENT</li> <li>VALID FOR WORK ONLY WITH INS AUTHORIZATION</li> <li>VALID FOR WORK ONLY WITH DHS AUTHORIZATION</li> </ol> </li> <li>Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)</li> <li>Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal</li> <li>Native American tribal document</li> <li>U.S. Citizen ID Card (Form I-197)</li> <li>Identification Card for Use of Resident Citizen in the United States (Form I-179)</li> <li>Employment authorization document issued by the Department of Homeland Security</li> </ol> <p>For examples, see <a href="#">Section 7</a> and <a href="#">Section 13</a> of the M-274 on <a href="https://uscis.gov/i-9-central">uscis.gov/i-9-central</a>.</p> <p>The Form I-766, Employment Authorization Document, is a List A, item Number 4. document, not a List C document.</p>
<p><b>Acceptable Receipts</b></p> <p>May be presented in lieu of a document listed above for a temporary period.</p> <p>For receipt validity dates, see the M-274.</p>				
<ul style="list-style-type: none"> <li>Receipt for a replacement of a lost, stolen, or damaged List A document.</li> <li>Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual.</li> <li>Form I-94 with "RE" notation or refugee stamp issued to a refugee.</li> </ul>	OR	<ul style="list-style-type: none"> <li>Receipt for a replacement of a lost, stolen, or damaged List B document.</li> </ul>	OR	<ul style="list-style-type: none"> <li>Receipt for a replacement of a lost, stolen, or damaged List C document.</li> </ul>

\*Refer to the Employment Authorization Extensions page on [I-9 Central](#) for more information.



# Section 1: Employee Information and Attestation


**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 (if any)	Other Last Names Used (if any)				
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State	ZIP Code		
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number		Employee's Email Address			Employee's Telephone Number			
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):							
		<input type="checkbox"/> 1. A citizen of the United States							
		<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions.)							
<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)									
<input type="checkbox"/> 4. A noncitizen (other than item numbers 2. and 3. above) authorized to work until (exp. date, if any)									
If you check item number 4., enter one of these:									
USCIS A-Number		OR		Form I-84 Admission Number		OR		Foreign Passport Number and Country of Issuance	
Signature of Employee						Today's Date (mm/dd/yyyy)			
If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the <a href="#">Preparer and/or Translator Certification</a> on Page 3.									

- ✓ 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

# Supplement A

## Preparer/Translator

Supplement A, Preparer and/or Translator Certification for Section 1		USCIS Form I-9 Supplement A OMB No. 1615-0047 Expires 08/31/2026	
			
Department of Homeland Security U.S. Citizenship and Immigration Services			
Last Name (Family Name) from Section 1.		First Name (Given Name) from Section 1.	Middle Initial (if any) from Section 1.
<p>Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.</p> <p>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.</p>			
Signature of Preparer or Translator		Date (mm/dd/yyyy)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial (if any)	
Address (Street Number and Name)	City or Town	State	ZIP Code

- ✔ **Preparer/Translator must complete Supplement A**
- ✔ Preparer/Translator should enter their home address, not the company address.



# Section 2: Employer Certification of Document Review

- ✓ 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. Employer Review and Verification:** Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional information box; see instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)	Additional Information				
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.					
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.					First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name			Employer's Business or Organization Address, City or Town, State, ZIP Code		

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

# 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

# Remotely Examining Documents Continues for E-Verify Employers

- ✓ 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 E-Verify 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

**Section 2. Employer Review and Verification:** Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see instructions.

	List A	OR	List B	AND	List C
Document Title 1					
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 2 (if any)		Additional Information			
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Document Title 3 (if any)		<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.			
Issuing Authority					
Document Number (if any)					
Expiration Date (if any)					
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears 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.					First Day of Employment (mm/dd/yyyy):
Last Name, First Name and Title of Employer or Authorized Representative			Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)
Employer's Business or Organization Name			Employer's Business or Organization Address, City or Town, State, ZIP Code		

For reverification or rehire, complete [Supplement B, Reverification and Rehire](#) on Page 4.

## 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

Supplement B, Reverification and Rehire (formerly Section 3)		USCIS Form I-9 Supplement B	
Department of Homeland Security U.S. Citizenship and Immigration Services		OMB No. 1615-0047 Expires 08/31/2026	
Last Name (Family Name) from Section 1.		First Name (Given Name) from Section 1.	
		Middle Initial (If any) from Section 1.	
<p>Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the <a href="#">Handbook for Employers: Guidance for Completing Form I-9 (M-274)</a></p>			
Date of Rehire (If applicable) Date (mm/dd/yyyy)	New Name (If applicable) Last Name (Family Name)		Middle Initial
<p>Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.</p>			
Document Title	Document Number (If any)	Expiration Date (if any) (mm/dd/yyyy)	
<p>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 documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.</p>			
Name of Employer or Authorized Representative	Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	
Additional Information (Initial and date each notation.)			<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.

- ✓ 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 reverifying

# 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](#)**



# 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.



# E-Verify Case Processing

## Biographic

### Verify Employee

Enter Form I-9 Information

Review Case

Case Results

### Enter Form I-9 Information

## Employee Information and Attestation

**Last Name** ?   
*Family name or surname*

**First Name**   
*Given name*

**Middle Initial**

**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

## Attestation and Documents

### Citizenship Status

A citizen of the United States	A noncitizen national of the United States	<b>A lawful permanent resident</b>	An alien authorized to work
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## Employer or Authorized Representative Review and Verification

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

<b>List A Document</b>	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 [?](#)

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

**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

# 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

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

# E-Verify NextGen – COMING SOON

NextGen is an exciting new product that modernizes and streamlines the Form I-9 and verification process for employees and employers.

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

[E-Verify NextGen Overview Video](#)

# Immigrant and Employee Rights (IER)



— U.S. DEPARTMENT OF JUSTICE —  
**IMMIGRANT & EMPLOYEE RIGHTS SECTION**  
— CIVIL RIGHTS DIVISION —

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

[Form I-9](#)

[I-9 Central](#)

[Handbook for Employers](#)

[E-Verify](#)

[E-Verify User Manual](#)

[Webinars Calendar](#)

[Employer Resources](#)

[Federal Register Notice](#)

*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

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- ✔ [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.



# Customer Service Contact Center

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](mailto:i-9Central@uscis.dhs.gov)
- ✓ E-Verify Email: [E-Verify@uscis.dhs.gov](mailto:E-Verify@uscis.dhs.gov)
- ✓ Employer Hotline: (888) 464-4218
- ✓ Employee Hotline: (888) 897-7781



# THANK YOU!

