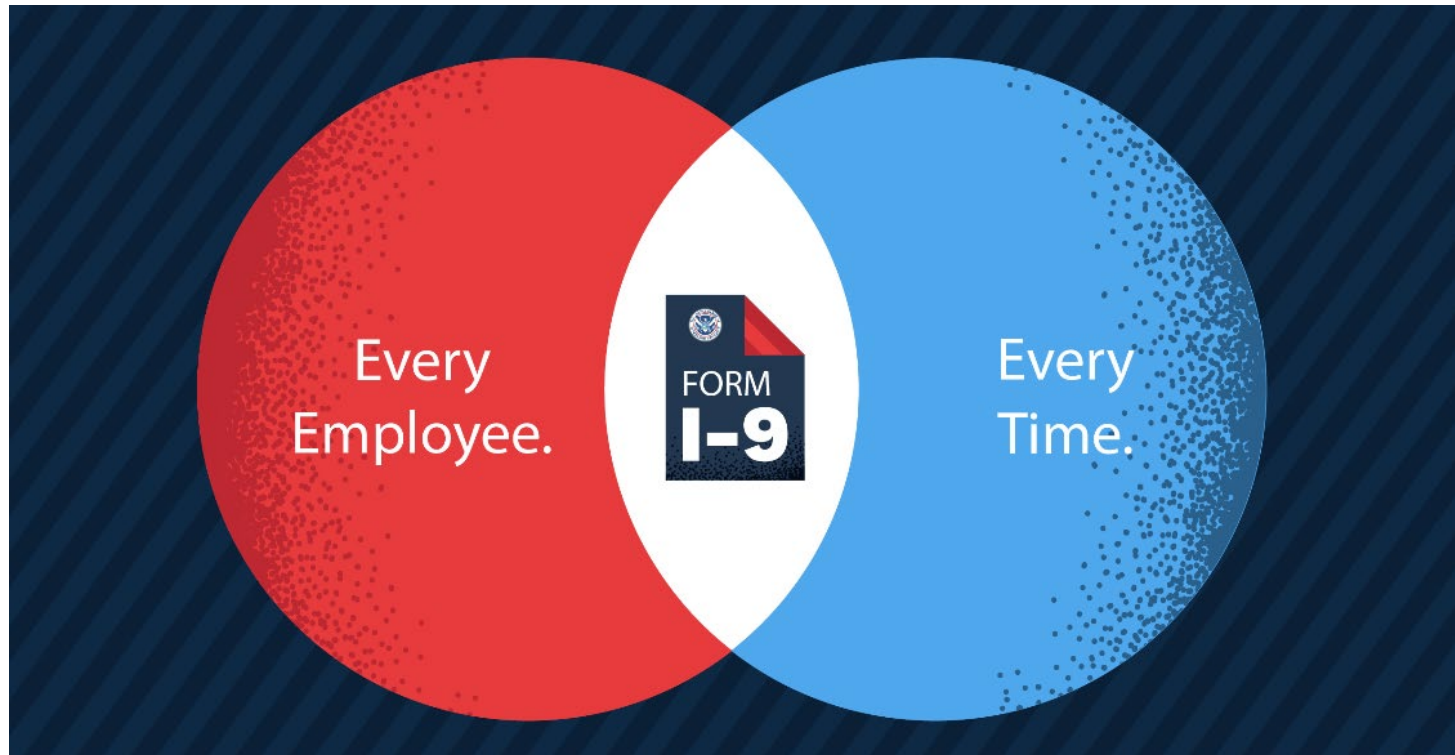


# Form I-9 Updates for CUPA with E-Verify tips



# 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. For more information visit the [I-9 Central](#) website.*

*This presentation is not intended for members of the media. For all media inquiries visit the [U.S. Citizenship and Immigration Services Media Contacts](#) webpage.*

# Agenda

- ✓ Background
- ✓ Form I-9 Process
- ✓ Form I-9 Updates
- ✓ Form I-9 and E-Verify
- ✓ Resources

The image shows two overlapping Form I-9, Employment Eligibility Verification, forms from the U.S. Citizenship and Immigration Services. The forms are white with black text and a blue seal of the U.S. Department of Homeland Security. The top form is partially obscured by the bottom one. The forms include sections for employer information, employee information, and a declaration of the employer's responsibility to verify the employee's identity and employment authorization. The forms are titled "Employment Eligibility Verification" and "U.S. Citizenship and Immigration Services".

# Background



In 1986, in an effort to control illegal immigration, Congress passed the **Immigration Reform and Control Act (IRCA)**.

**IRCA** forbids employers from knowingly hiring individuals who do not have work authorization in the United States.

The employment eligibility verification provisions, and sanctions, of **[IRCA](#)** are found in **[Section 274A of the Immigration and Nationality Act \(INA\)](#)**.

# Working in the U.S.



- ✓ Citizens of the United States
- ✓ Noncitizen Nationals of the United States
- ✓ Lawful Permanent Residents
- ✓ Aliens (Noncitizens) 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** documents
  - Verify the **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



# Preventing Discrimination

The anti-discrimination provisions of the INA prohibit four types of [unlawful conduct](#):

- Citizenship or immigration status discrimination\*
- National origin discrimination\*
- Unfair documentary practices during Form I-9 process
- Retaliation

*\* Actual or perceived discrimination*

# 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.



# E-Verify NextGen

- What is NextGen
  - A fully integrated, portable, and electronic I-9 and E-Verify employment experience that will increase efficiencies for employers and employees.
- When is NextGen coming?
  - Unveiling is at least a year out.
- Will NextGen replace E-Verify or myE-Verify
  - No, NextGen will operate alongside E-Verify and myE-Verify.

[YouTube NextGen Overview](#)

# 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
- 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.*

# Completing Form I-9

## Lists of Acceptable Documents

## Form I-9

**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		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. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
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		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
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		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
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
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		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
		For persons under age 18 who are unable to present a document listed above:		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		
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				

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.

Instructions    Start Over    Print

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

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

▶ **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.

1. Alien Registration Number/USCIS Number:    OR    Today's Date (mm/dd/yyyy)

2. Form I-94 Admission Number:    OR    Today's Date (mm/dd/yyyy)

3. Foreign Passport Number:    OR    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

# Section 1: Employee Information and Attestation

-  EMPLOYEE completes no later than **1<sup>st</sup> day of work for pay**
-  Social Security Number is required for E-Verify
-  E-mail address is optional for employee
  -  If provided, it **MUST** be entered 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) ?
-------------------------	--	-----------------------------

**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 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 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 A
------------------------------	--	---------------------------------------	-----------------------------------	-----------	-------------------------------------

List A	OR	List B	AND	List C
Identity and Employment Authorization		Identity	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)		Expiration Date (if any)(mm/dd/yyyy)
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)				
Document Title N/A				
Issuing Authority N/A				
Document Number N/A				
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): 11/16/22 (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.



# 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.



# Section 2:

## Receipt Rule

You may accept 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 original replacement document or another acceptable document (or documents) 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
- 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:

- US Passport or Passport Card
- I-551 Lawful Permanent Resident Card
- I-766 Employment Authorization Document

# Section 3: Reverification

<b>Employee Name from Section 1:</b>			
Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?	
<b>Section 3. Reverification and Rehires</b> (To be completed and signed by employer or authorized representative.)			
<b>A. New Name (if applicable)</b> ?			<b>B. Date of Rehire (if applicable)</b>
Last Name (Family Name) ?	First Name (Given Name) ?	Middle Initial ?	Date (mm/dd/yyyy) ?
<b>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.</b>			
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

## [Storage and Retention](#)



# Retention

**Calculate how long to retain an employee's Form I-9 once they end employment:**

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.

## 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

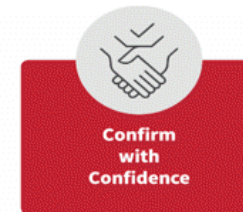
## Form I-9 and E-Verify

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)



# E-Verify Case Processing

**Date of Birth**

**U.S. Social Security Number**

**Employee's E-mail Address**

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

No email address provided.

**Continue**

**Modernization Highlights**  
Enter employee's e-mail address or select "No email address provided" before continuing

# 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
--------------------------------	--	------------------------------------	-----------------------------

### 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) ▾

**Modernization Highlights**  
Selected "Citizenship Status" determines available List A, or B and C options.



# E-Verify Case Processing

## Helper Text

### Alien Number

A458744555

Must be exactly 9 digits [0-9]. Leading zeroes will be added if number on document is less than 9 digits.

### Document Number

AAA0123456789

The first 3 digits must be alphabetic characters followed by 10 numeric characters.

[Where can I find this number?](#)

No Document Number Was Provided

Continue

**Modernization Highlights**  
Helper text and pictures available to support document number entry



number, birth date and card expiration date.

**Document Number:** The document number, also called a card number, is printed on the back of the current version of the card. The document number is exactly 13 alphanumeric characters (letters and numbers).

Do not enter any special characters.

### Document Number

Enter the document number exactly as it appears on the document your employee provided you. The first 3 digits must be alphabetic characters followed by 10 numeric characters.

Continue

Cancel

### Other Versions





# 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?

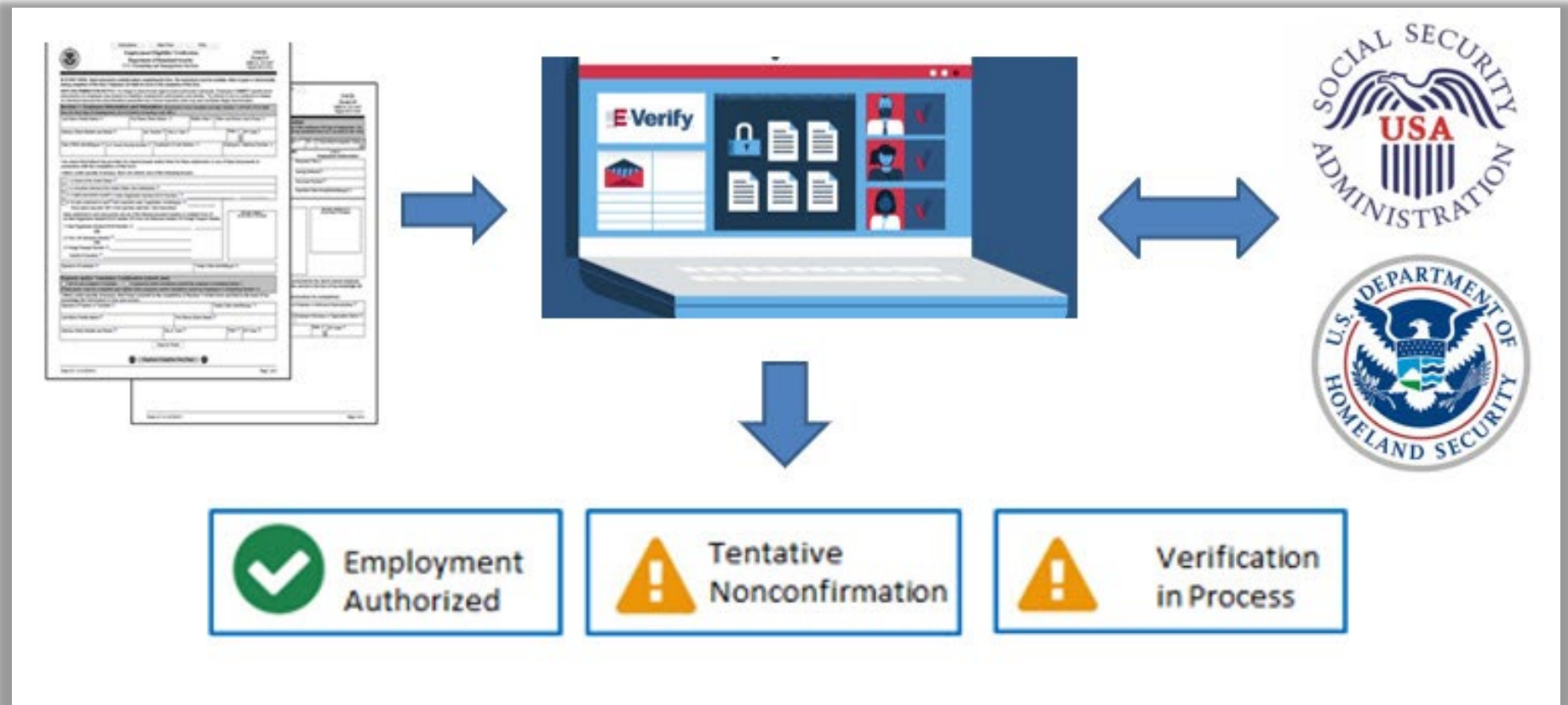
- Yes, this photo matches
- No, this photo does not match
- No photo displayed

[Continue to Case Results](#) [Save & Exit](#)

### Reminder

To help reduce document fraud, when Photo Matching is activated, employers must compare the photo on the document provided by the employee to the photo that appears in E-Verify.

# How Does E-Verify Work?



# Tentative Nonconfirmation (Mismatch)

## Types of Mismatches

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

OR

- ✔ DHS and SSA Dual Mismatch

**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 mismatch, until the mismatch becomes a Final Nonconfirmation.

[E-Verify Updates the SSA Mismatch Process](#)

# Tentative Nonconfirmation (Mismatch)

## Action Required

- ✓ Employers must notify the employee and complete the referral process within [10 federal gov workdays](#).
- ✓ 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.
- ✓ Employee visits SSA or calls DHS. See [E-Verify What's New](#) for mismatch 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 (Mismatch)

## Further Action Notice



### Further Action Notice



#### Why You Received This Notice

Your employer, <<employer name>>, uses E-Verify to confirm work eligibility in the United States. E-Verify compares the information you provided on your Form I-9, Employment Eligibility Verification, to official government records. The information your employer entered into E-Verify from your Form I-9 does not match records available to the Department of Homeland Security (DHS), resulting in a mismatch, also called a Tentative Nonconfirmation (TNC).

#### Reason for Your Mismatch

Mismatch Date: \_\_\_\_\_ E-Verify Case Number: \_\_\_\_\_

This does not necessarily mean that you are not authorized to work in the United States.

There are many possible reasons why E-Verify could not match your information to available records, listed at <http://www.E-Verify.gov/mismatch>.

#### Take Action to Resolve the Mismatch

**Step 1:** Review your information to make sure it was entered correctly.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
Month and Year of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_  
A-Number or USCIS Number: \_\_\_\_\_

If your information is correct, proceed to Step 2. If there are errors, show your employer so they can create a new E-Verify case using the correct information. You do not need to take any further action.

**Step 2:** Decide if you want to resolve your E-Verify case and mark your decision:

I will take action to resolve this mismatch by following the instructions on this notice.

OR

I will not take action to resolve this mismatch. I understand this decision means that E-Verify will not confirm my work authorization and my employer may terminate my employment.

**IMPORTANT:** If you fail to notify your employer of your decision by <<date>> your employer may terminate your employment and close your case.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Further Action Notice



#### Resolve Your Mismatch by Contacting DHS

You must begin resolving the mismatch by the date listed on the Referral Date Confirmation document given to you by your employer.

Submit documents online that show your employment authorization:

1. Create or login to a myE-Verify account at <https://myeverify.uscis.gov>
2. Select "myUploads" and enter your E-Verify case number
3. Upload your documents as a jpg, jpeg, png, or pdf. Your files cannot exceed 4MB.

In some cases, after submitting your documents online, we may instruct you to call us.

OR

If you are unable to use our website, call 888-897-7781 (TTY: 877-875-6028) and speak with a DHS representative. If you need help in another language, you may ask for an interpreter. Have this notice available when you call.

Check the status of your case at <https://myeverify.uscis.gov>.

#### Your Rights in This Process

Employers may not take an adverse action against you solely because you chose to resolve a mismatch or have a pending E-Verify case. Learn more at <https://www.E-Verify.gov/employeeights> or call us at 888-897-7781 (TTY: 877-875-6028).

Employers cannot ...	For assistance, contact...
Use E-Verify to unlawfully discriminate against employees. It is illegal to discriminate based on citizenship, immigration status, or national origin, including in the Form I-9 or E-Verify process.	US Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section Worker Hotline at 800-255-7688 (TTY: 800-237-2515) or visit <a href="https://www.justice.gov/ier">https://www.justice.gov/ier</a> .
Discriminate against employees because of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information.	US Equal Employment Opportunity Commission at 800-669-4000 (TTY: 844-234-5122) or visit <a href="http://www.eeoc.gov">www.eeoc.gov</a> .

#### Instructions for Employers

If the employee did not choose to take action to resolve the mismatch by the 10th federal government working day after E-Verify issued this notice, E-Verify cannot confirm the employee is authorized to work in the United States and you may terminate employment and close this case.





# Tentative Nonconfirmation (Mismatch)

## Referral Date Confirmation



### Referral Date Confirmation

E-Verify Case Number:  Employee Name:

#### Why You Received This Document

As part of the E-Verify process, your employer gave you a Further Action Notice explaining that E-Verify could not confirm your employment eligibility in the United States.

You chose to take action, so your employer notified E-Verify, setting a deadline for you to begin resolving the mismatch. If your employer did not provide you with the Further Action Notice, contact them immediately.

#### Begin Resolving the Mismatch by <<Date>>

You must begin resolving the mismatch by following the steps on your Further Action Notice.

Employers must allow you to contest a mismatch, also called a Tentative Nonconfirmation. They may not take adverse action against you because of the mismatch while you are contesting it and your E-Verify case is pending.

If you do not act by <<Date>>, E-Verify will issue a final nonconfirmation and your employer may terminate your employment.

# Form I-9 Resources

## I-9 Central

[I-9 Central](#)

[Revised I-9 Table of Changes](#)

[I-9Central/Espanol \(Spanish\)](#)

[Form I-9 DACA Guidance](#)

[Updated Receipts Guidance](#)

[Form I-9 and E-Verify Natural](#)

[Disaster Fact Sheet](#)

[M-274, Handbook for Employers](#)

[M-274 Summary of Changes](#)

[Mergers & Acquisitions](#)

Examples of documents:

[Acceptable Documents](#)

[Automatic Extensions](#)

[Combination Documents](#)

[I-9 Webinar on Demand & Vignettes](#)

USCIS Response to Coronavirus (COVID-19)

An official website of the United States government [Here's how you know](#) ▼

Español [Multilingual Resources](#)

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## I-9 Central

Form I-9 Related News

- Temporary Policies Related to COVID-19 ▼
- Complete & Correct Form I-9 ▼
- Form I-9 Acceptable Documents ▼
- Employee Rights and Resources ▼
- Legal Requirements and Enforcement ▼

Federal law requires that every employer\* who recruits, refers for a fee, or hires an individual for employment in the U.S. must complete Form I-9, Employment Eligibility Verification. Form I-9 will help you verify your employee's identity and employment authorization.

\*NOTE: We will refer to both employers and agricultural recruiters and referrers for a fee collectively as "employers" throughout I-9 Central.

### Latest Headlines

**FINAL REMINDER: DHS Ended COVID-19 Temporary Policy for Expired List B Identity Documents**  
July 22, 2022

# Temporary Policies Related to COVID-19



## COVID-19 TEMPORARY POLICIES

See Changes to E-Verify and Form I-9 Related to  
COVID-19

[COVID-19 Temporary Policies](#)

**Please visit our COVID-19 Temporary Policy page for a full list and details regarding temporary policies related to Form I-9 and E-Verify.**

**Go to [E-Verify.gov](https://www.dhs.gov/e-verify) and click on the 'COVID-19 Temporary Policies' link.**

# COVID-19 Temporary Policy Resources

## **Form I-9 Physical Document Review for Section 2**

Because of ongoing precautions related to COVID-19, DHS has [extended the Form I-9 requirement flexibilities to July 31, 2023](#).

## **Expired List B Identity Documents**

DHS has ended the COVID-19 Temporary Policy for List B Identity Documents. As of May 1, [employers may no longer accept expired List B documents](#). If an employee presented an expired List B document between May 1, 2020, and April 30, 2022, employers are required to update their Forms I-9 by July 31, 2022.

## **Social Security Administration Resumes E-Verify Operations**

Starting July 15, 2022, employees whose E-Verify cases are referred to SSA on or after July 15, 2022, will have the normal 8 federal working days to contact their local SSA office to begin resolving the mismatch. E-Verify cases referred between March 2, 2020, to July 14, 2022, with a SSA mismatch will still have an extended timeframe to be resolved. See the [E-Verify User Manual](#) or [e-verify.gov](https://www.dhs.gov/e-verify.gov) for more information.

See the [COVID-19 temporary policies page](#) and [Q&A](#) for the most up-to-date information related to any of these policies.

# E-Verify Engagement

## Take advantage of our FREE Engagement services:

Join another [public webinar](#) or [request a speaker](#) for your event or customized training.

Topics include: Form I-9 E-Verify Overview, E-Verify for Federal Contractors, Employee Rights, myE-Verify

[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 Website: [www.uscis.gov/i-9Central](http://www.uscis.gov/i-9Central)
- ✓ E-Verify Website: [www.E-Verify.gov](http://www.E-Verify.gov)
- ✓ Employer Hotline: (888) 464-4218
- ✓ Employee Hotline: (888) 897-7781
- ✓ Form I-9 E-Mail: [i-9Central@uscis.dhs.gov](mailto:i-9Central@uscis.dhs.gov)
- ✓ E-Verify E-Mail: [E-Verify@uscis.dhs.gov](mailto:E-Verify@uscis.dhs.gov)



# Thank You!