What is E-Verify?

E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

Instant Verification of Work Authorization

E-Verify's most impressive features are its speed and accuracy. E-Verify is the only service that verifies employees' data against millions of government records and provides results within seconds. There's no other program that provides the same peace of mind in such little time.

E-Verify compares the information an employee provides on Form I-9, Employment Eligibility Verification, against millions of government records and generally provides results in three to five seconds. If the information matches, that employee is eligible to work in the United States. If there's a mismatch, E-Verify will alert the employer and the employee will be allowed to work while he or she resolves the problem.

E-Verify works by comparing information entered from an employee's Form I-9 to:

- 455 million Social Security Administration (SSA) records
- 80 million U.S. Department of Homeland Security records

U.S. Department of Homeland Security databases contain records about employment-based visas, immigration and naturalization status, and U.S. passport issuance, which allow E-Verify to compare information against a wide variety of sources.

Companion to Form I-9

E-Verify is closely linked to Form I-9, Employment Eligibility Verification, and exists to strengthen the Form I-9 employment eligibility verification process that all employers, by law, must follow. While participation in E-Verify is voluntary for most employers, completion of Form I-9 is required of all employers.
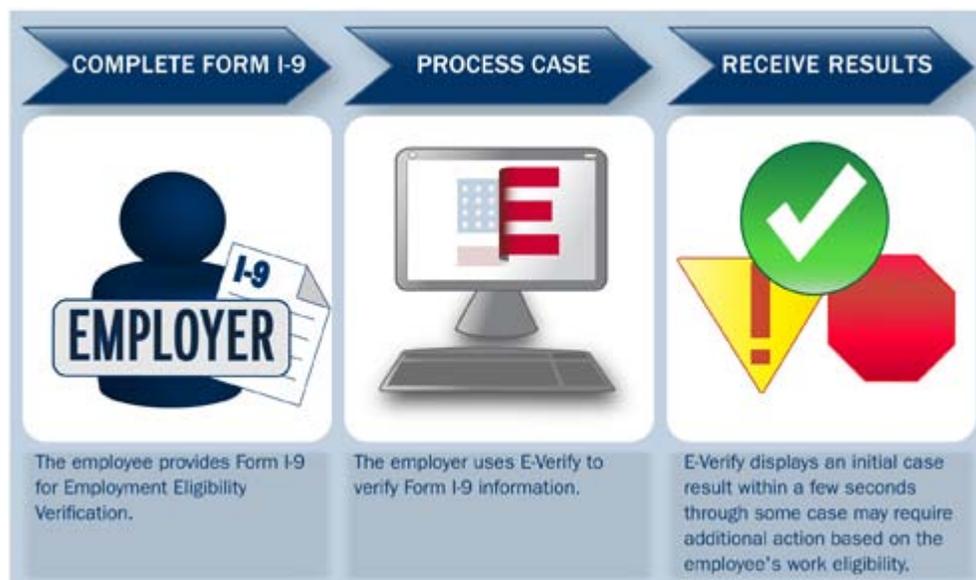
The Immigration Reform and Control Act (IRCA) of 1986 prohibits employers from knowingly hiring illegal workers. To comply with this law, employers must collect information regarding an employee's identity

and employment eligibility and document that information on Form I-9. An employee must provide certain information on the form, such as name and date of birth, as well as present supporting documents.

While Form I-9 requires employers to collect information, there was no way for employers to verify that the information employees provide is valid or that the documents presented are genuine—that is, until E-Verify. E-Verify offers employers a powerful tool in protecting themselves against those who try to cheat the system.

By adding E-Verify to the existing Form I-9 employment eligibility verification process, a company can benefit from the peace of mind of knowing that it maintains a legal workforce.

How It Works

COMPLETE FORM I-9	PROCESS CASE	RECEIVE RESULTS
The employee provides Form I-9 for Employment Eligibility Verification.	The employer uses E-Verify to verify Form I-9 information.	E-Verify displays an initial case result within a few seconds through some case may require additional action based on the employee's work eligibility.

Before a company can use E-Verify to verify the employment eligibility of its employees, the company and employee must first complete Form I-9. All of the Form I-9 rules that companies followed before signing up for E-Verify still apply with two exceptions.

- Employees must provide their Social Security numbers on Form I-9. (Providing a Social Security number on Form I-9 is voluntary unless the employer participates in E-Verify.)

- Any List B document that employees present must contain a photo. (Some List B documents without photos are acceptable unless the employer participates in E-Verify.)

Once Form I-9 is completed, the company enters the information from Form I-9 into E Verify. Depending on the documents an employee provides, the employer may have to compare a photo displayed on a computer screen to the photo on the employee's document. The photos should match, which ensures the document photo is genuine and hasn't been altered.

Once the information has been entered and submitted, E-Verify will compare it against millions of government records. If the information entered matches, E-Verify will return an 'Employment Authorized' result. This confirms the employee is authorized to work in the United States. After printing the results page and attaching it to the employee's Form I-9 (or recording the employee's E-Verify case verification number on the form itself), the employer simply closes the case to complete the E-Verify process.

If there's a mismatch, E-Verify will return a 'Tentative Nonconfirmation (TNC)' result. If this happens, the employer needs to print and review a notice with the employee that explains the cause of the mismatch and what it means for the employee.

If the employee decides to contest the mismatch, the employer will refer the case in E-Verify to the appropriate agency (either the U.S. Department of Homeland Security or Social Security Administration) and print a letter that it must give to the employee. The letter contains important instructions and contact information that the employee will need to resolve the mismatch. The employee then has eight federal government work days from the date the case was referred in E-Verify to resolve the problem.

E-Verify will alert the employer of an update in the employee's case. If the employee successfully resolves the mismatch, E-Verify will return a result of employment authorized. If the employee doesn't resolve the mismatch, E-Verify will return a final nonconfirmation result. Only after an employee receives a final nonconfirmation may an employer terminate an employee based on E-Verify.

In rare cases, the U.S. Department of Homeland Security or the Social Security Administration might need more time to verify the employee's employment eligibility.

When this happens, E-Verify will return a case in continuance result. When an employee's case is in continuance the employer must allow the employee to continue to work until E-Verify gives a final result of 'Employment Authorized' or a 'Final Nonconfirmation.'

The Enrollment Process

When you enroll your company in E-Verify, you need to provide some basic information about your company and agree to the rules of the program. During the enrollment process, you will:

- Answer four yes/no questions to determine your access method
- Select your organization designation if your company is a federal contractor or other special category
- Review, acknowledge, and agree to the memorandum of understanding (MOU)
- Enter your company details
- Enter your North American Industry Classification System (NAICS) Code
- Provide hiring site information
- Register E-Verify program administrator(s)
- Review and certify the information you entered

- Print your electronically signed MOU

1. Visit Enrollment Website and Accept Terms

You can enroll in E-Verify through the enrollment website. You must read and agree to the terms explained before you may continue. Then review the enrollment checklist and be sure you have all of the required information before you click "Begin E-Verify Enrollment."

2. Determine Your Access Method

An access method provides companies with different functions within E-Verify. The four access methods are employer, E-Verify employer agent, corporate administrator, and Web services.

E-Verify will guide you through four questions to help determine which access method is right for your company. Read the questions carefully because errors can delay us from approving your company's enrollment. Each access method includes an explanation and a question for you to answer. You'll need to answer all four questions in order to continue.

3. Review and Confirm Access Method

E-Verify gives you an opportunity to review your enrollment answers and to confirm that the access method selected fits your company's needs.

4. Select Your Organization Designation

Certain types of organizations have unique E-Verify requirements so it's important for E-Verify to know if your company is a federal contractor with or without the Federal Acquisition Regulation (FAR) E-Verify clause or a federal, state or local government organization. If you select one of those categories, you may be asked additional questions related to that category. If none of those categories applies to your company, you should select 'None of these categories apply.'

5. Review and Agree to the Memorandum of Understanding (MOU)

Review your company's obligations as explained in the MOU and indicate whether that you agree with the terms. You will be given the opportunity to download a copy of your electronically signed MOU at the end of the enrollment process.

6. Enter MOU Signatory Information

Enter the contact information of the person who electronically signed the MOU on the preceding page. You're also given the opportunity to designate this person as an E-Verify program administrator.

7. Enter Company Information

Enter your company details, including your company's name, parent organization, physical verification location, mailing address, employer identification number and total number of employees. If you are enrolling your company in E-Verify employer access and you would like to link this account to an existing corporate administrator account, you may do so.

8. Enter or Select North American Industry Classification System (NAICS) Code

Enter the first three digits of your company's NAICS code if you know it. If you do not know your company's NAICS code, you can leave the NAICS code field blank and click "Generate NAICS code."

9. Provide Hiring Site Information

Enter the number of hiring sites that will participate in E-Verify for each state. Do not include sites that will not participate in E-Verify. Remember, while you are free to choose E-Verify participation on a site-by-site basis, your company must use E-Verify for all newly hired employees at each participating site.

10. Register E-Verify Program Administrators

During enrollment, you can register as many program administrators as you would like, however, you must register at least one. If you indicated earlier that your MOU signatory should also be a program administrator, that person is listed though you can choose to add more. After enrollment, your program administrator(s) can register general users and additional program administrators.

11. Review and Certify Information

Please review the information you've provided because errors can cause delays in approving your enrollment. If you need to change any information, you can do so before you certify and submit your enrollment.

12. Print Signed Memorandum of Understanding (MOU)

The enrollment confirmation page confirms that E-Verify has received your enrollment information. Before you go, be sure to print a copy of the Memorandum of Understanding (MOU) you electronically signed. You should share it with your human resources manager, legal counsel and other appropriate staff.

Enroll in E-Verify

Click here to enroll in E-Verify:
https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES

Review the Employer's E-Verify Manual

Click here to access the E-Verify User Manual for Employers (September 2010)

About Webinar Training Opportunities

E-Verify offers live Internet-based seminars called webinars that you can attend without ever leaving the office. The free 90-minute webinars often include a demonstration of E-Verify and offer an opportunity to ask questions or submit ones to be answered later. Webinars are perfect for anyone seeking information about the program. By the end of the webinar, you'll have a general understanding of E-Verify as well as information on how to enroll your company.

To participate in an E-Verify webinar, you'll need a computer with Internet access for the video portion and a telephone for the audio portion. You may even be able to view the presentation from your mobile phone.

Webinars are several times a week. For more information please visit the "Sign up for a Webinar" page.

System Requirements

E-Verify is an Internet-based system, so you will need a computer with Internet access to use it.

E-Verify also requires the use of a Web browser. It has been tested and verified to work with the following Web browsers.

- Microsoft Internet Explorer 5.5 or higher

- Mozilla Firefox 1.0 or higher

- Netscape 4.79 or higher (with the exception of Netscape 7.0)

As an E-Verify participant, you will need to print various forms, notices, and publications, so you will also need access to a printer. These documents are available in E-Verify as Portable Document Format (PDF) files. If you do not have a program installed on your computer that enables you to view PDF files, you can download the free Adobe Acrobat Reader software.

E-Verify and related resources are in compliance with the Section 508 Amendment to the Rehabilitation Act of 1973.