

**VERIFICATION
DIVISION**



**U.S. Citizenship
and Immigration
Services**

Form I-9 and E-Verify

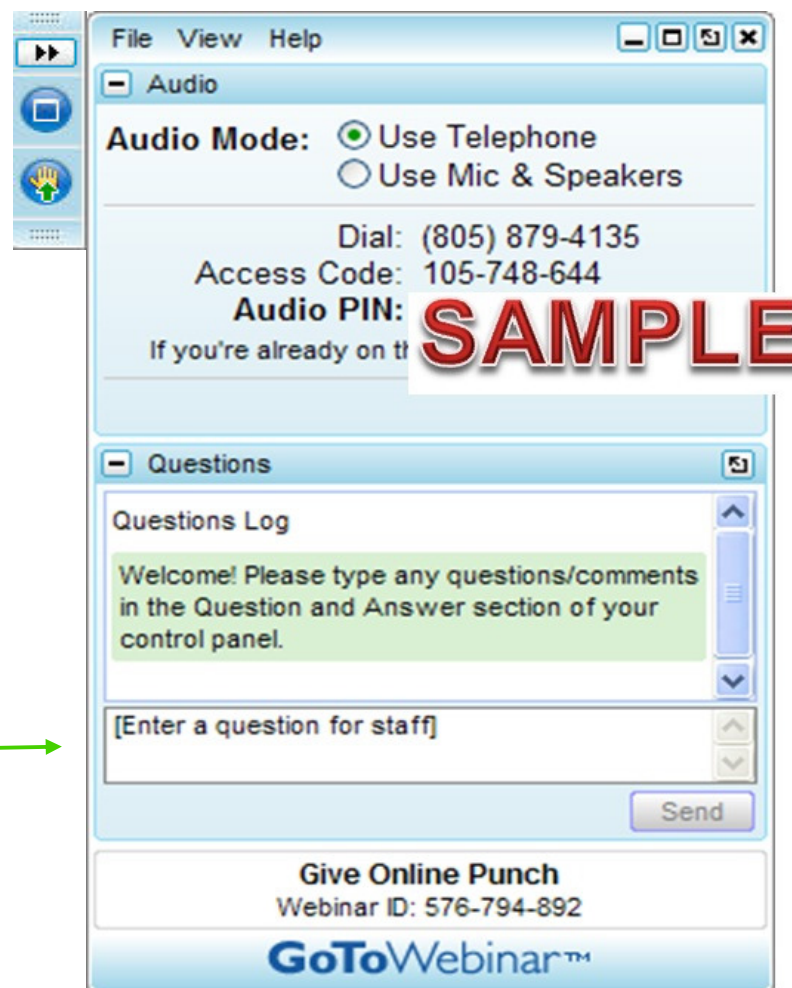
www.uscis.gov/I-9Central

www.dhs.gov/E-Verify

Harry W. Nash Jr, MPA, Outreach Branch

About the Webinar

- Lines Are Muted
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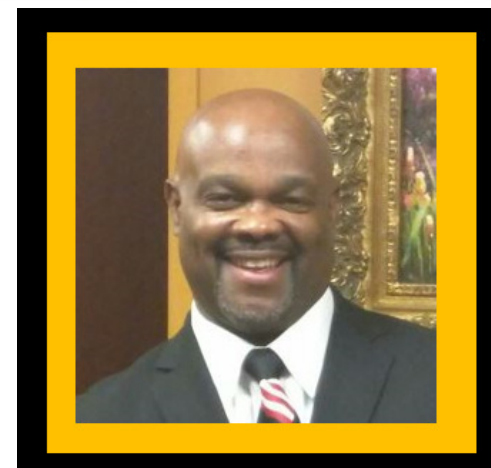


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About Our Speaker

HARRY W. NASH JR
Management and Program Analyst
Department of Homeland Security (DHS)
U.S. Citizenship and Immigration Services (USCIS)



Mr. Harry “JR” Nash joined the Department of Homeland Security, United States Citizenship and Immigration Services on August 29, 2011. Harry is assigned to the Public Relations and Education Section of the Outreach Branch which falls under The Immigration Records & Identity Services Directorate. Mr. Nash’s highly decorated and successful professional career also includes 28 years of honorable active military service in the United States Army. Harry served as a First Sergeant and the Senior Enlisted Advisor for five (5) U.S. Army medical headquarters command organizations before retiring in January 2007.

He also served as a Senior Program Specialist for the Federal Emergency Management Agency (FEMA) from 2008 to 2011. Harry was born and raised in Willow Grove, Pennsylvania. He graduated from Abington Senior High School and also attended Penn State University where he became a member of Alpha Phi Alpha Fraternity Incorporated. Mr. Nash has two beautiful and talented daughters (Allanah and Imani). Harry currently resides in Manassas Park, Virginia.

Agenda

- Resource Service Information
- Background info
- Employer Verification Process
- Completing Form I-9 (Sections 1-3)
- Storage & Retention
- E-Verify Overview Process
- Resources

Services Info (Cont....)

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

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).



Employment Verification

Things employers must do:

- Verify the **identity** and **employment authorization** documents of employees hired after November 6, 1986
- **Complete** and **retain** a **Form I-9** for each employee hired after November 6, 1986
- **Refrain from discriminating against** individuals on the basis of actual or perceived national origin, citizenship or immigration status

Completing 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 08/31/2019

▶ **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
2. Form I-94 Admission Number: _____
OR
3. Foreign Passport Number: _____
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

Employer Completes Next Page



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

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

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)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
------------------------------	-------------------------	-------------------------	------	--------------------------------

List A Identity and Employment Authorization **OR** **List B** Identity **AND** **List C** Employment Authorization

Document Title	Document Title	Document Title
Issuing Authority	Issuing Authority	Issuing Authority
Document Number	Document Number	Document Number
Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)	Expiration Date (if any) (mm/dd/yyyy)
Document Title	Additional Information	
Issuing Authority	GR Code - Section 2 & 3 Do Not Write in This Space	
Document Number		
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): _____ (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

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)		B. Date of Rehire (if applicable)	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)

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.

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

Section One

Section 1. Employee Information and Attestation <i>(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.)</i>					
Last Name (Family Name) Washington		First Name (Given Name) George		Middle Initial A	Other Last Names Used (if any) N/A
Address (Street Number and Name) 123 Star Spangled Way		Apt. Number 1	City or Town Westmoreland		State VA
ZIP Code 20002		Date of Birth (mm/dd/yyyy) 02/02/1982		U.S. Social Security Number 123 - 45 - 6789	Employee's E-mail Address gWASHINGTON@email.com
				Employee's Telephone Number 202-123-4567	
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):					
<input checked="" 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 (Alien Registration Number/USCIS Number): _____ <input type="checkbox"/> 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: _____					
<div style="border: 1px solid black; padding: 5px; text-align: center;"> QR Code - Section 1 Do Not Write In This Space </div>					
Signature of Employee <i>George Washington</i>				Today's Date (mm/dd/yyyy) 01/22/2017	
Preparer and/or Translator Certification (check one):					
<input type="checkbox"/> I did not use a preparer or translator. <input checked="" type="checkbox"/> A preparer(s) and/or translator(s) assisted the employee in completing Section 1. <i>(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)</i>					
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 <i>Abigail Adams</i>				Today's Date (mm/dd/yyyy) 01/22/2017	
Last Name (Family Name) Adams		First Name (Given Name) Abigail			
Address (Street Number and Name) 123 American Way		City or Town Weymouth		State MA	ZIP Code 20001

Section 2: Employer Certification of Document Review

Completing Section 2

- Completed by EMPLOYER.
- MUST be completed no later than **3 business days** after the employee begins work for pay.
- EMPLOYER MUST examine **original documents**.
- Documents MUST be **UNEXPIRED**.

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 examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

LIST A Identity and Employment Authorization	OR	LIST B Identity	AND	LIST C Employment Authorization
Document Title:		Document Title:		Document Title:
Issuing Authority:		Issuing Authority:		Issuing Authority:
Document Number:		Document Number:		Document Number:
Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):		Expiration Date (if any)(mm/dd/yyyy):
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date (if any)(mm/dd/yyyy):				

3-D Barcode
Do Not Write in This Space

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): (See instructions for exemptions.)

Signature of Employer or Authorized Representative		Date (mm/dd/yyyy)	Title of Employer or Authorized Representative	
Last Name (Family Name)		First Name (Given Name)	Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)			City or Town	State Zip Code

Question #1

- What is the time frame that the employer must complete Section 2 of the I-9 and sign the certification piece?
 - a. Within 3 days of the employee signing the I-9 Form
 - b. Within 3 days after the employee begins work for pay
 - c. Within 7 days of the employee signing the I-9 Form
 - d. Within 10 days after the employee begins work for pay

Answer #1

- What is the time frame that the employer must complete Section 2 of the I-9 and sign the certification piece?
 - a. Within 3 days of the employee signing the I-9 Form
 - b. Within 3 days after the employee begins work for pay**
 - c. Within 7 days of the employee signing the I-9 Form
 - d. Within 10 days after the employee begins work for pay
- **Answer is b. Within 3 days after the employee begins work for pay**

Section 2: Copying Documents

You may choose to make copies of employee documentation presented to you for Section 2.

- If you choose to photocopy documents, you must do so for **ALL** employees, regardless of actual or perceived national origin, immigration or citizenship status, or you may be in violation of anti-discrimination laws.

Question #2

- Does the employer have to maintain proof, such as photocopies of license, passports, etc., for verification purposes?
 - a. No, the employer does not need to maintain proof, but if they choose to do so, they must do so for all employees
 - b. Yes, the employer need to maintain proof if they provide a US Passport
 - c. No, the employer does not need to maintain proof
 - d. Yes, the employer needs to maintain proof

Answer #2

- Does the employer have to maintain proof, such as photocopies of license, passports, etc., for verification purposes?
 - a. No, the employer does not need to maintain proof, but if they choose to do so, they must do so for all employees
 - b. Yes, the employer need to maintain proof if they provide a US Passport
 - c. No, the employer does not need to maintain proof
 - d. Yes, the employer needs to maintain proof
- Answer is a. No, the employer does not need to maintain proof, but if they choose to do so, they must do so for all employees

Section 3: When to Reverify

Do Not Reverify

- U.S. Passport or Passport Card
- Permanent Resident Card (Form I-551)
- List B documents

Permanent Resident Reverification Exceptions

- Reverify only if employee presents a Form I-94 with a temporary I-551 stamp, or
- A foreign passport with a temporary I-551 stamp (on a machine readable immigrant visa (MRIV))

Usually Reverify

- When employment authorization document (List A or C) has an expiration date

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, retain the old 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:

- Immediately provide the employee with a Form I-9.
- Allow employee 3 business days to provide acceptable documents.
- DO NOT backdate the Form I-9.

Question #3

- If you discover a mistake on the original I-9 for, you should
 - a. Correct the existing form by whiting out the incorrect sections, enter correct info and then enter your initials and date
 - b. Complete a new form and retain the old one
 - c. Correct the existing form by lining out the incorrect sections, enter correct info and then enter your initials and date
 - d. Either b or c

Answer #3

- If you discover a mistake on the original I-9 for, you should
 - a. Correct the existing form by whiting out the incorrect sections, enter correct info and then enter your initials and date
 - b. Complete a new form and retain the old one
 - c. Correct the existing form by lining out the incorrect sections, enter correct info and then enter your initials and date
 - d. Either b or c
- Answer is d. Either b or c

Storage

- **Form I-9 MUST be 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 or electronically.
- Store Forms I-9 and document copies together.
- 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.

Retention

Forms I-9 must be retained for:

3 years after the date you **hire** an employee

or

1 year after the date employment **terminates**, whichever is later.

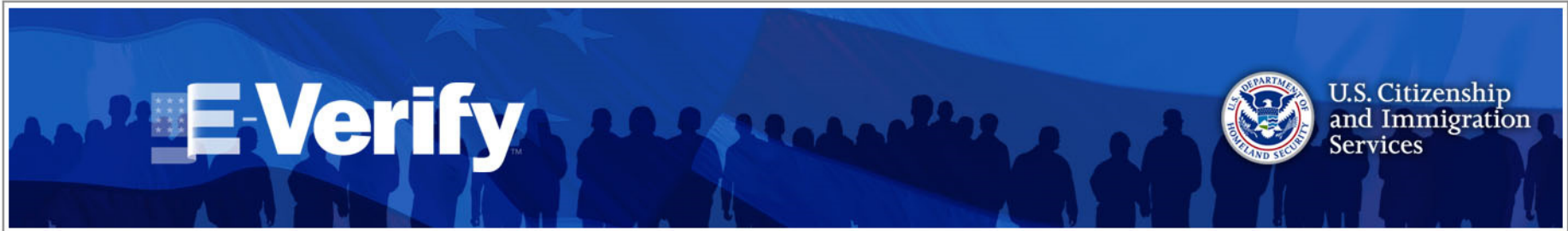
Example:

John Smith was hired on November 1, 1993, and on July 5, 1994, employment was terminated.

November 1, 1993 + 3 years = November 1, 1996

July 5, 1994 + 1 year = July 5, 1995

The retention date is November 1, 1996



Question #4

- How many pages are currently in the **complete** I-9 packet (packet would include the I-9 form and I-9 instructions)
 - a. 3
 - b. 7
 - c. 9
 - d. 15



Answer #4

- How many pages are currently in the **complete** I-9 packet (packet would include the I-9 form and I-9 instructions)
 - a. 3
 - b. 7
 - c. 9
 - d. 15
- Answer is d. 15



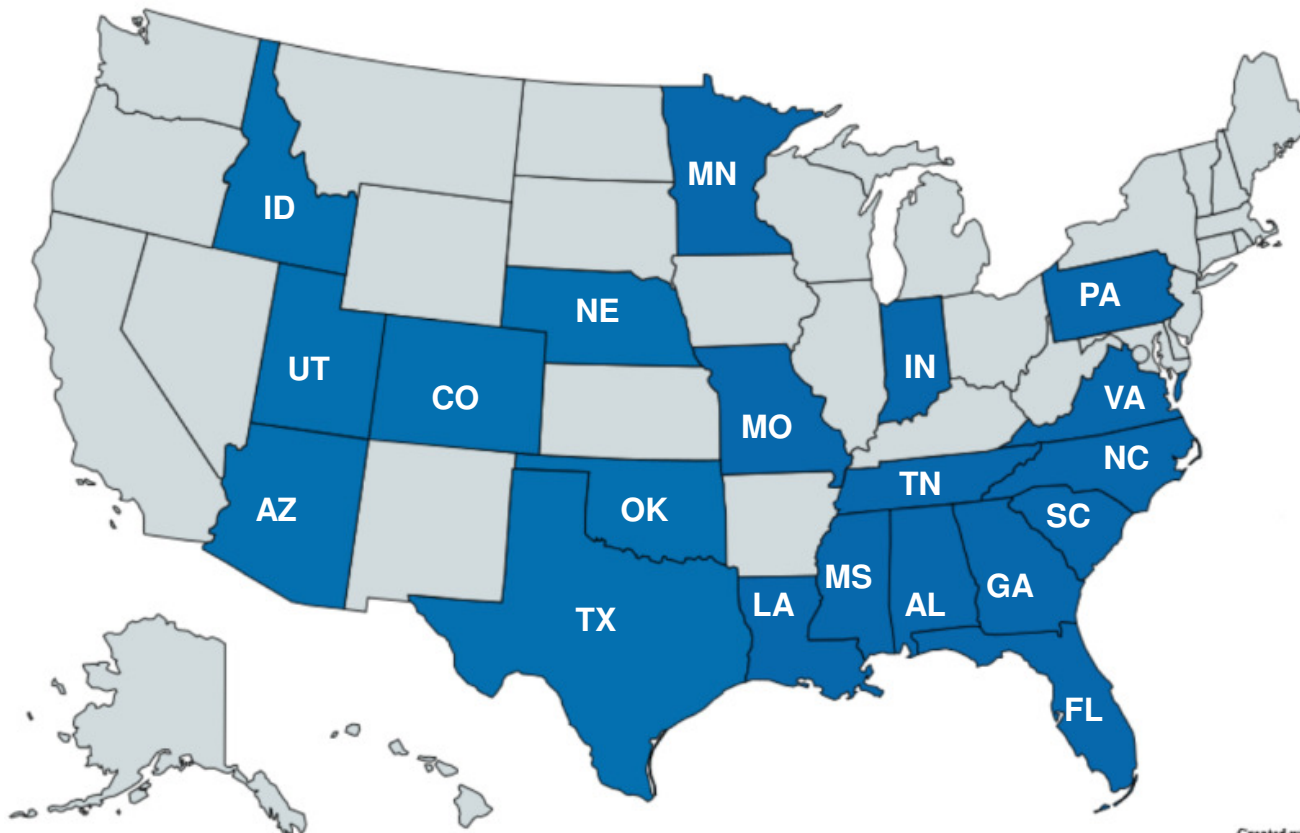
E-VERIFY

What is E-Verify?

- **Electronically verifies the employment eligibility of**
 - Newly hired employees
 - Existing employees assigned to work on a qualifying federal contract *
- **Free web-based service**
- **Fast and easy to use**
- **Partnership between the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA)**



State E-Verify Requirements



Enacted
legislation
requiring
mandatory use of
E-Verify that may
include most
employers,
various public
entities /
contractors

Created with mapchart.net ®



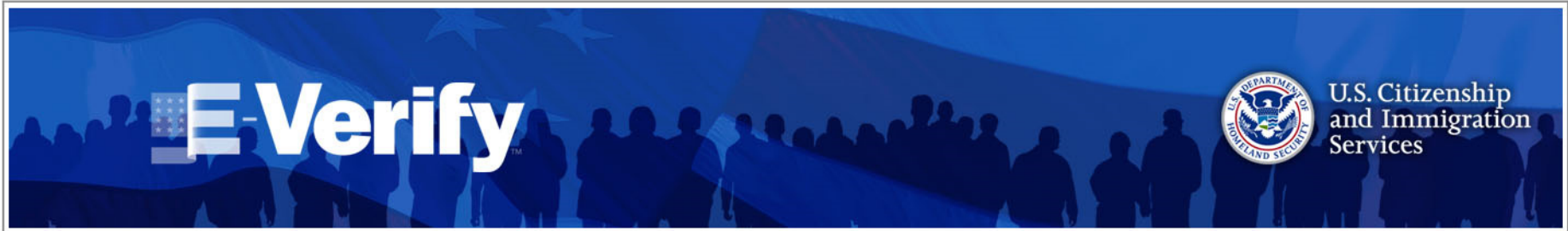
Question #5

- True or False:
 - Employers are going to be mandated to start using the State E-verify system by 7/1/2017, regardless of employer size.



Answer #5

- True or **False**:
 - Employers are going to be mandated to start using the State E-verify system by 7/1/2017, regardless of employer size.
- **Answer is FALSE**



How to Enroll

Official Website of the Department of Homeland Security

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FORMS | NEWS | CITIZENSHIP

U.S. Citizenship and Immigration Services

GREEN CARD | TOOLS | LAWS

Home > E-Verify

E-Verify

What is E-Verify?

 Enroll in E-Verify

 About the Program

 E-Verify Webinars

 Customer Support

 For Employers

 For Employees

 For Federal Contractors

 Publications

 Questions and Answers

U.S. law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. This diverse workforce contributes greatly to the vibrancy and strength of our economy, but that same strength also attracts unauthorized employment.

 E-Verify is an Internet-based system that allows businesses to determine the eligibility of their employees to work in the United States. E-Verify is fast, free and easy to use – and it's the best way employers can ensure a legal workforce.

[How to Enroll](#)

[Free Webinars](#)

[Subscribe to this page](#)

What is E-Verify?

 A fast, easy way to maintain a legal workforce.

Enroll

 Resources to Get Started

About

 About the Program

 Learn about program enhancements, Trademarks and logos

What's New

 Read the latest news about E-Verify and Form I-9

Start Here

 E-Verify (Verification Information System)

- **Enroll in E-Verify**
- Log in to E-Verify
- E-Verify Employer Agent Log in

USCIS Links



U.S. Citizenship
and Immigration
Services

Required Posters – Must Be Visible to Prospective Employees

This Organization Participates in E-Verify



This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, this employer is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to pre-screen job applicants and may not limit or influence the choice of documents you present for use on the Form I-9.

To determine whether Form I-9 documentation is valid, this employer uses E-Verify's photo matching tool to match the photograph appearing on some permanent resident cards, employment authorization cards, and U.S. passports with the official U.S. government photograph. E-Verify also checks data from driver's licenses and identification cards issued by some states.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the employment eligibility verification process based upon your national origin or citizenship status, please call the Office of Special Counsel at 800-255-7688, 800-237-2515 (TDD) or at www.justice.gov/crt/osc.

E-Verify Works for Everyone

For more information on E-Verify, please contact DHS:

888-897-7781

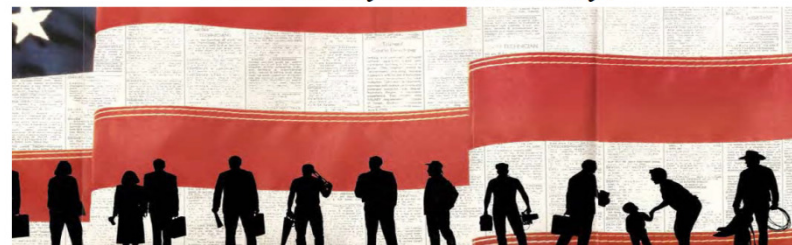
www.dhs.gov/E-Verify

NOTICE:
Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.



E-VERIFY IS A SERVICE OF DHS AND SSA
The E-Verify logo and text are registered trademarks of Department of Homeland Security. Other marks are the property of their respective owners.

IF YOU HAVE THE RIGHT TO WORK, Don't let anyone take it away.



If you have the legal right to work in the United States, there are laws to protect you against discrimination in the workplace.

You should know that –

- In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.
- Employers cannot reject documents because they have a future expiration date.

- Employers cannot terminate you because of E-Verify without giving you an opportunity to resolve the problem.
- In most cases, employers cannot require you to be a U.S. citizen or a lawful permanent resident.

If any of these things have happened to you, contact the Office of Special Counsel (OSC).

For assistance in your own language:
Phone: 1-800-255-7688 or (202) 616-5594
For the hearing impaired:
TTY: 1-800-237-2515 or (202) 616-5525

E-mail: oscrt@dhs.gov

Or write to:
U.S. Department of Justice – CRT
Office of Special Counsel – NYA
950 Pennsylvania Ave., NW
Washington, DC 20530

U.S. Department of Justice
Civil Rights Division
Office of Special Counsel for
Immigration-Related Unfair
Employment Practices



www.justice.gov/crt/about/osc



U.S. Citizenship
and Immigration
Services

How does E-Verify work?

START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work authorized individuals. Employers CANNOT specify which documents they will accept from an employee. The refusal to hire 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 (Last of 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 _____ E-mail Address _____ Telephone Number _____

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

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

☐ A citizen of the United States.
☐ A non-citizen national of the United States (See instructions).
☐ A lawful permanent resident (Alien Registration Number/USCIS Number) _____
☐ An alien authorized to work until separation date, if applicable. (mm/dd/yyyy) _____ Some aliens may write "N/A" in this field. (See instructions).

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number.

1. Alien Registration Number/USCIS Number _____
OR
2. Form I-94 Admission Number _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:
Foreign Passport Number _____
Country of Issuance _____
Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions).

Signature of Employee _____ Date (mm/dd/yyyy) _____

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.)

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator _____ Date (mm/dd/yyyy) _____
Last Name (Family Name) _____ First Name (Given Name) _____
Address (Street Number and Name) _____ City or Town _____ State _____ Zip Code _____
Signature of Employer or Authorized Representative _____ Date (mm/dd/yyyy) _____ Title of Employer or Authorized Representative _____
Last Name (Family Name) _____ First Name (Given Name) _____ Employer's Business or Organization Name _____
Employer's Business or Organization Address (Street Number and Name) _____ City or Town _____ State _____ Zip Code _____

Section 3. Reverification and Rehire (To be completed and signed by employer or authorized representative.)

A. New Name of appointee: Last Name (Family Name) _____ First Name (Given Name) _____ Middle Initial (Last of any) _____
B. Date of Birth of appointee: (mm/dd/yyyy) _____

C. If an employer's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below:

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 documents, the documents I have examined appear to be genuine and to relate to the individual.

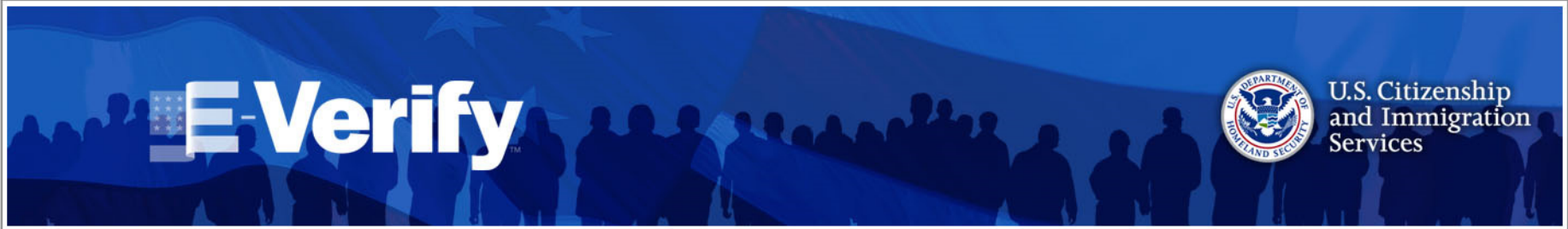
Signature of Employer or Authorized Representative _____ Date (mm/dd/yyyy) _____ Print Name of Employer or Authorized Representative _____



Employment
Authorized

TNC

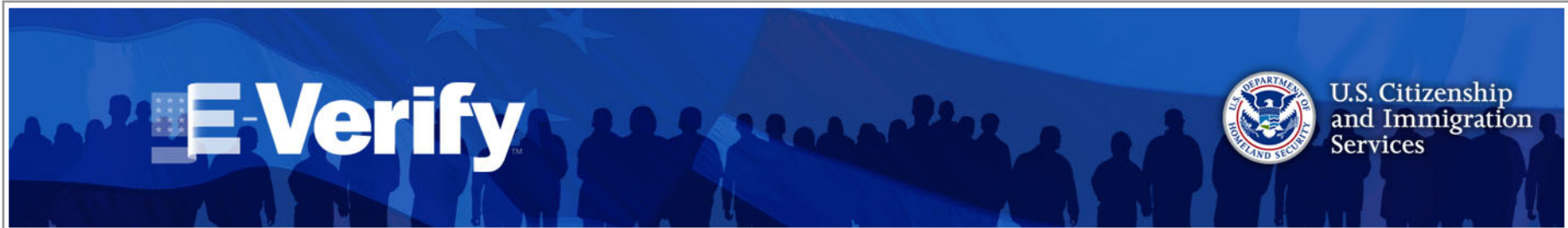
DHS
Verification
in Process



Initial Results

Initial verification will return one of three results in just seconds.

Employment Authorized	Tentative Nonconfirmation	DHS Verification in Process
The employee is authorized to work.	There is an information mismatch.	DHS will usually respond within 24 hours with either: Employment Authorized or DHS Tentative Nonconfirmation



Creating an E-Verify Case

Click on “New Case” or “Verify Employee”

From Section One of the employee’s Form I-9, choose the correct option

E-Verify
Employment Eligibility Verification

Welcome [User ID] Last Login: 10:22 AM - 02/24/2014 Log Out

Click any ? for help

- Home
- My Cases**
 - New Case**
 - View Cases
 - Search Cases
- My Profile**
 - Edit Profile
 - Change Password
 - Change Security Questions
- My Company**
 - Edit Company Profile
 - Add New User
 - View Existing Users
 - Close Company Account
- My Reports**
 - View Reports
- My Web Services**
 - Manage Web Services
- My Resources**
 - View Essential Resources
 - Take Tutorial
 - View User Manual
 - Share Ideas
 - Contact Us

Welcome to E-Verify

E-Verify News

E-Verify News

E-Verify and Form I-9 Customer Support Enhancement: 02/22/2014
Starting February 24, 2014 callers to the E-Verify Customer Support ... [read more](#)

E-Verify is Available: 10/17/2013
E-Verify has resumed operations following the federal government ... [read more](#)

E-Verify Enhancements: 09/08/2013
As of September 8, 2013, new enhancements are available to improv ... [read more](#)

Employees from Honduras and Nicaragua with Expiring EADs May Still Be Authorized to Work: 04/03/2013
USCIS has announced that employees from Honduras ...

Need Help?
Click any ? icon for more information or contact us at 888-464-4218 or E-Verify@dhs.gov.

Case Alerts: You Must Take Action!

Open Cases to be Closed: 5

Cases with New Updates: 3

Work Authorization Docs Expiring

U.S. Department of Homeland Security - www.dhs.gov U.S. Citizenship and Immigration Services - www.uscis.gov Accessibility Download Viewers

E-Verify
Employment Eligibility Verification

Welcome [User ID] Last Login: 10:42 AM - 02/24/2014 Log Out

Click any ? for help

- Home
- My Cases**
 - New Case**
 - View Cases
 - Search Cases
- My Profile**
 - Edit Profile
 - Change Password
 - Change Security Questions
- My Company**
 - Edit Company Profile
 - Add New User
 - View Existing Users
 - Close Company Account
- My Reports**
 - View Reports
- My Web Services**
 - Manage Web Services
- My Resources**
 - View Essential Resources
 - Take Tutorial
 - View User Manual
 - Share Ideas
 - Contact Us

Verify Employee

Enter Form I-9 Information Verification Results Close Case

What citizenship status did the employee choose in Section 1 of Form I-9? ?
Select one, then click **Continue**.

☒ A citizen of the United States

☐ A noncitizen national of the United States

☐ A lawful permanent resident

☐ An alien authorized to work

Continue

U.S. Department of Homeland Security - www.dhs.gov U.S. Citizenship and Immigration Services - www.uscis.gov Accessibility Download Viewers

What is myE-Verify?

[myE-Verify](#) is a new, web-based free service for employees to participate in the E-Verify process.

- Confirm your work eligibility
- Create a myE-Verify account
- Self Lock
- Learn about your rights



I-9 Central

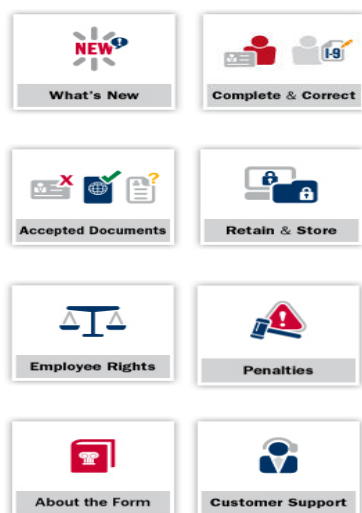
I-9 Central: www.uscis.gov/I-9Central

I-9 Central

Federal law requires that every employer* and agricultural recruiter/referrer-for-a-fee hiring, or recruiting/referring for a fee, an individual for employment in the United States complete a Form I-9, Employment Eligibility Verification. Form I-9 will help you verify your employee's identity and employment authorization. You may click on the links to the left or on one of the icons below to find out more information about Form I-9.

**[NOTE: We will refer to both employers and agricultural recruiters and referrers for a fee collectively as "employers" for ease of reference throughout the I-9 Central.]*

On March 8, 2013, a new version of the **Form I-9** was released. Beginning May 7, 2013, employers must only use the new Form I-9.



This page can be found at: <http://www.uscis.gov/I-9Central>

I-9 Central Spanish: www.uscis.gov/i-9Central/Espanol

Bienvenido a la Central I-9

Alerta: E-Verify está disponible. Para más información, haga clic aquí.

La ley federal exige que cada empleador* ,reclutador o agente que refiere trabajadores agrícolas a cambio de honorarios y que contrate a un individuo para trabajar en los Estados Unidos, complete un Formulario "I-9, Verificación de Elegibilidad de Empleo". El Formulario I-9 le ayudará a verificar la identidad de su empleado y su autorización de empleo. Para obtener más información sobre el Formulario I-9, haga clic en los íconos que se encuentran a continuación.

**[NOTA: Para facilitar la referencia, en el Central I-9 nos referiremos de manera colectiva tanto a los empleadores como a los reclutadores y agentes que refieren trabajadores agrícolas a cambio de honorarios como "empleadores".]*

El 8 de marzo de 2013 se publicó una nueva versión del Formulario "I-9, Verificación de Elegibilidad de Empleo". Comenzando el 7 de mayo de 2013, los empleadores deberán utilizar sólo este nuevo Formulario I-9.



This page can be found at: <http://www.uscis.gov/i-9Central/Espanol>

Form I-9 Multimedia Resources

- [Section 1 Vignette](#)
- [Section 2 Vignette](#)
- [Section 3 Vignette](#)
- [I-9 Webinar on Demand](#)



Immigrant & Employee Rights (IER)

The anti-discrimination provisions of the INA are enforced by:

Department of Justice

Civil Rights Division

Immigrant and Employee Rights for

Immigration Related Unfair Employment Practices



- Employees may contact the Immigrant & Employee Rights to obtain additional information regarding employment discrimination and employee rights and responsibilities*
1-800-255-7688 (TDD: 1-800-616-5525)
- Employers may also contact OSC*
1-800-255-8155 (TDD: 1-800-362-2735)

*callers may remain anonymous

E-Verify Outreach

- Free Webinars
- Content for your newsletters
- Authorization to use the E-Verify® Logo and Name and I E-Verify Seal
- Add E-Verify to your job announcements
 - Example: “Our company uses E-Verify to confirm the employment eligibility of all newly hired employees. To learn more about E-Verify, including your rights and responsibilities, please visit www.dhs.gov/E-Verify.”



For more information on the law and regulations please see our Web site:
www.dhs.gov/E-Verify.

QUESTIONS??????