

WHY VERIFY?

With virtually one click, E-Verify can match your new hire's Social Security Number and other Form I-9 information.

E-Verify reduces unauthorized employment, minimizes verification-related discrimination, is quick and non-burdensome to employers, and protects civil liberties and employee privacy.

Initial verification returns results in seconds.

WHAT IS THE PHOTO TOOL?

The Photo Screening Tool feature allows an employer to check the photo on his or her new hire's Employment Authorization Document (EAD) or Permanent Resident Card ("Green Card") against the 14.8 million images stored in DHS immigration databases.

WHO USES E-VERIFY?

The top industries using E-Verify include:

- Professional, scientific, and technical services
- Administrative and support services
- Food services and drinking places
- Clothing and clothing accessories stores



www.dhs.gov/E-Verify

fast • free • simple • secure
(888) 464-4218

Verifying New Hires Just Got Easier



Employment Verification.  Done.



E-Verify is a service of DHS and SSA

Understanding E-Verify

WHAT IS E-VERIFY?

E-Verify is an Internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of their newly hired employees.

HOW DOES E-VERIFY WORK?

E-Verify works by allowing participating employers to electronically compare employee information taken from the Form I-9 (the paper-based employment eligibility verification form used for all new hires) against more than 425 million records in SSA's database and more than 60 million records in DHS' immigration databases.

Results are returned in seconds.

WHAT ARE MY RESPONSIBILITIES?

- Employers must post a notice informing employees of their use of E-Verify as well as anti-discrimination posters.
- E-Verify must be used for new hires only. It cannot be used to verify the employment eligibility of current employees.
- E-Verify must be used for all new hires regardless of national origin or citizenship status.
- E-Verify must be used only after hire and after completion of the Form I-9.
- Employers may not pre-screen applicants through E-Verify.

HOW DO I REGISTER?

Registration is completed online. Visit www.dhs.gov/E-Verify for more information.

To participate, an employer must register online and accept the electronic Memorandum of Understanding (MOU) that sets forth the responsibilities of the DHS, SSA and the employer.



How much does E-Verify cost? E-Verify is FREE

WHAT TYPE OF RESPONSE WILL I GET?

The system will generate one of three possible results:

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

WHAT DO I DO IF MY EMPLOYEE RECEIVES A TNC?

- If an employee receives an information mismatch from their Form I-9 and SSA and DHS databases, the employer must promptly provide the employee with information about how to resolve the information mismatch, including a written notice generated by E-Verify.
- If an employee decides to resolve the information mismatch, the employer must provide the person with a referral letter issued by E-Verify that contains specific instructions and contact information.

CAN AN EMPLOYEE CONTINUE TO WORK WHILE THEY RESOLVE A TNC?

- Employers may not take any adverse action against an employee because he/she contests the information mismatch. This includes firing, suspending, withholding pay or training, or otherwise infringing upon his/her employment.
- The employee must be given eight federal government work days to contact the appropriate federal agency to resolve the information mismatch.