E-Verify Checklist

Enter E-Verify Case Details

☐ After the Form I-9 is completed the I-9 creator must complete the E-Verify.
☐ Review the case details from the Form I-9.
☐ Click “Verify and Submit to E-Verify”.

Employment Authorized

☐ The “Employment Authorized” response verifies the information provided on the Form I-9 matches the information found in the DHS and SSA databases. Approximately 98% of all cases will result as Employment Authorized.
☐ The I-9 creator will select the employee’s employment status (if the employee is still an employee or not and to add their termination date if they are no longer employed).
☐ The I-9 creator must provide closure details:
  - The employee continues to work for the employer after receiving an Employment Authorized result.
  - OR-
  - The case is invalid because another case with the same data already exists.
  - OR-
  - The case is invalid because the data entered is incorrect.

Tentative Nonconfirmation (TNC)

☐ A DHS/SSA Tentative Nonconfirmation (TNC) is issued when the information provided on the I-9 does not match the information in the DHS or SSA databases. When this happens this must be reviewed with the employee (in private) as soon as possible.

☐ Important: Employers may not terminate, suspend, delay training, withhold or lower pay, or take any other adverse action against an employee based on the employee’s decision to contest the TNC or while the case is still pending with the SSA or DHS.

☐ The I-9 creator will review the Further Action Notice with the employee and print the notice (available languages: English and Spanish).
☐ The employee must indicate whether or not they choose to contest the TNC by selecting the appropriate radio button and electronically sign the form.
☐ If the employee chooses to contest, click the box to refer case.
☐ The I-9 creator will review the Referral Date Confirmation Letter with the employee and print the notice (available languages: English and Spanish).

Referral Process
Important: Employees that choose to contest a TNC have eight federal government work days to visit an SSA office or contact DHS.

- Print the DHS/SSA Referral Date Confirmation Letter by clicking on the Print Notice button (available languages in Spanish and English).
- Provide the DHS/SSA Referral Date Confirmation Letter to the employee who has contested this DHS/SSA TNC.
- Inform the employee that he or she has until the date indicated on the Referral Date Confirmation letter to contact DHS/SSA.
- Check the E-Verify case periodically for case status updates. E-Verify will let you know the date that they will update the case by.
- Click “Close Case” if you have created the case in error.
- Click “Exit E-Verify” to continue.

Final Results

- DHS or SSA will report one of four final case results: Employment Authorized, DHS or SSA Final Nonconfirmation, DHS No Show, or Error: Close Case and Resubmit.
  - Employment Authorized: Employee’s information matched DHS and/or SSA records.
  - DHS or SSA Final Nonconfirmation: E-Verify cannot verify an employee’s employment eligibility after the employee has visited SSA or contacted DHS.
  - DHS No Show: Employee did not contact DHS within the required 8 federal government work days.
  - Error: Close Case and Resubmit: The case cannot continue due to an error. This case must be closed and Section 2 must be updated. The I-9 creator will resubmit E-Verify.