

Electronic Form I-9

&



Completion Process

PREPARER - TRANSLATOR

Rev. 03/2014

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TUTORIAL OVERVIEW

This System Tutorial provides the user with easy to use, step-by-step instructions to complete the necessary steps required for the successful completion of an **Electronic Form I-9 (eForm I-9) and E-Verify** submission.

SYSTEM REQUIREMENTS

The Electronic I-9 and E-Verify application is fully compatible with Internet Explorer 10 and 11, Firefox and Google Chrome. If using IE 10, "Compatibility View" should be turned on. In order to ensure the best possible performance, it is important to periodically update Internet Explorer versions with all service pack updates.

NOTE: Please turn off your pop-up blocker or add resultslogin.com and FormI9.com to your approved pop-up list.

Other Requirements

- Current version of Adobe Reader
- Mouse and Keyboard
- 1024 x 768 Monitor Resolution or higher
- Internet Connection of at least **1 Mbps**
- Scanning: images can be: JPG, JPE, JPEG, GIF, PNG, PDF, TIF, BMP. Document settings must be approximately 2200 by 1700 pixel resolution and scanners at standard 96 dpi settings.

MENU OPTIONS – ELECTRONIC FORM I-9

To access the full list of I-9 menu options, click on the I-9/E-Verify banner:

The screenshot shows the 'online ordering system' home page. At the top, there is a navigation bar with links: HOME, ADMIN, REQUEST, RESULTS, STATUS, and LOGOUT. Below this, a welcome message states: 'Welcome to our online ordering and retrieval system. This page provides you with the ability to submit new requests, retrieve results, and view the status of pending requests.' On the left side, there are several sections: 'Online Apps' with a link to 'MVR Express'; 'Messages and Notifications' with links to 'View Messages', 'New Messages (0) / Previously Read (0)', and 'View Orders In Draft Mode'; 'Results Quick-Search' with input fields for Last Name, First Name, SSN, Reference, and Requestor, and a 'Find' button; and 'User Information' with a link to 'Edit Profile'. On the right side, there is a section titled 'Form I-9 & E-Verify processing' with a 'Click here' button. A red arrow points to this button. Below this section, there is a 'General Information' section with a 'Court Closings' notice: 'California courts will be closed on Monday, April 1, for Cesar Chavez Day.' and a link to 'Questions? Contact Us'.

1) **New eForm I-9** – CLICK to create a NEW eForm I-9

(NOTE: Please see Page 10 for instructions on accessing and completing the Form I-9)

2) **View Pending** – CLICK to access an eForm I-9 that has been SAVED, but NOT COMPLETED

3) **View Archived** – CLICK to access a COMPLETED and ARCHIVED eForm I-9

The screenshot shows the 'E-Verify / Form I-9 Processing' page. At the top, there is a navigation bar with links: ? Help and Main. Below this, there is a section titled 'Electronic Form I-9' with links: 'New eForm I-9', 'View Pending', 'View Archived', 'Scanned Form I-9's', and 'Section 1 Management'. A red arrow points to the 'New eForm I-9' link. To the right of this section, there is a 'Legal Right to Work' section with links: 'New EVP', 'View Pending', and 'View Archived'. Further right, there is a 'Reports' section with links: 'Company Reports' and 'Division Reports'. At the bottom right, there is a 'Download (I-9) Form' link. Below the navigation bar, there is a text block that reads: 'Now you can utilize our electronic error-detecting Form I-9 and conduct electronic "right to work" employment verifications on newly hired employees. The Immigration Reform and Control Act (IRCA) legally mandates that U.S. employers verify the employment eligibility status of newly-hired employees and makes it unlawful for employers to knowingly hire or continue to employ unauthorized workers. This proprietary system and software integration with the federal government's Employment Verification Program (EVP) allows employers to electronically complete and store the Form I-9 and verify new employees' legal "right to work" in the United States. You are able to check Department of Homeland Security (DHS) and Social Security Administration (SSA) databases and receive a unique DHS-issued verification number. Our secure and accurate Form I-9 services will:'. Below this text, there is a list of bullet points: 'Virtually eliminate technical errors on the Form I-9.', 'Help you ensure that your workforce is legally authorized to work in the United States.', 'Simplify and improve the efficiency of your Form I-9 employment verification process.', 'Provide you with access to the Social Security Number Verification Service (SSNVS), which will improve the accuracy of your payroll and tax reporting and virtually eliminate SSA inquiries concerning "no-match" Social Security letters.', and 'Cost-effectively reduce your exposure to government audits, financial penalties and negative publicity resulting from non-compliance.'

MENU OPTIONS – I-9 VIEW PENDING

For cases when the eForm I-9 for an Employee has been **SAVED**, but not completed & archived, the Pending eForm I-9 will be stored in the **View Pending** folder.

Click **View Pending** to access a partially completed eForm I-9.

1. Find by **EMPLOYEE LAST NAME** or **FULL/PARTIAL SSN** and click “Search”.
2. Select the specific eForm I-9 by clicking on the hyperlinked Employee Name, and then the previously started eForm I-9 can be completed.

Pending Electronic I-9 Forms (2)

Find by Last Name or Full/Partial SSN:

To sort the list below, click on the title of the column you'd like to sort by.

| Name | Status | SSN | Hire Date | CompanyID |
|--------------------------|--|------|-----------|-----------|
| DOE, TOM | eForm I-9 has been saved. Currently invalid for PDF printing and E-Verify. | 6789 | 8/5/2012 | DMA003 |
| Doe, Tom | eForm I-9 has been saved. Valid for E-Verify. | 6789 | 7/25/2012 | DMA003 |

2 Reports in 1 Page(s) Display 12 Reports per Page Go

Page 1 of 1 Go Previous | Next

Or just display all records: Display All



= I-9 was NOT completed within the required 3 DAYS

IMMEDIATE ACTION IS REQUIRED

MENU OPTIONS – I-9 VIEW ARCHIVED

Click [View Archived](#) to access a COMPLETED and ARCHIVED eForm I-9.

1. Find by **EMPLOYEE LAST NAME** or **FULL/PARTIAL SSN** and click “Search”.
2. To access the eForm I-9 click on the hyperlinked Employee Name.

Archived Electronic I-9 Forms (3)

[Search](#) [Clear Search](#)

You can search by last name or full/partial SSN

To sort the list below, click on the title of the column you'd like to sort by.

| Name | Status | SSN | Hire Date | CompanyID |
|----------------------------|-------------------|------|-----------|-----------|
| Doe, Tom | Cancelled Request | 6789 | 7/25/2012 | DMA003 |
| Doe, Tom | Active | 6789 | 7/23/2012 | DMA003 |
| TEST, TEST | Active | 6789 | 1/20/2012 | DMA003 |

3 Reports in 1 Page(s) Display 12 Reports per Page [Go](#)

Page of 1 [Go](#) [◀ Previous](#) | [Next ▶](#)

Show records with the following status: [All](#) ▼

Or just display all records: [Display All](#)

MENU OPTIONS – E-VERIFY

To access the full list of E-Verify menu options, click on the I-9/E-Verify banner:

The screenshot shows the 'online ordering system' interface. At the top, there's a navigation bar with links: HOME, ADMIN, REQUEST, RESULTS, STATUS, and LOGOUT. Below this is a welcome message. On the left, there are sections for 'Online Apps' (MVR Express), 'Messages and Notifications' (View Messages, New Messages (0) / Previously Read (0), View Orders In Draft Mode), 'Results Quick-Search' (Last Name, First Name, SSN, Reference, Requestor, Find), and 'User Information' (Edit Profile). On the right, there's a section for 'Form I-9 & E-Verify processing' with a 'Click here' button, which is highlighted by a red arrow. Below this is 'General Information' and 'Court Closings'.

Legal Right to Work = E-Verify

- 1) **New EVP/E-Verify** – CLICK to create a separate new E-Verify
(NOTE: Please see Page 20 for instructions on accessing and completing E-Verify)
- 2) **View Pending** – CLICK to access an E-Verify that has been SUBMITTED, but NOT RESOLVED/CLOSED
- 3) **View Archived** – CLICK to access a RESOLVED and ARCHIVED E-Verify

The screenshot shows the 'E-Verify / Form I-9 Processing' page. At the top, there's a navigation bar with links: ? Help, Main. Below this is a section for 'E-Verify & Form I-9 Processing' with links: New eForm I-9, View Pending, View Archived, Scanned Form I-9's, Section 1 Management. To the right of this is the 'Legal Right to Work' section, which is circled in red and has a red arrow pointing to it. It contains links: New EVP, View Pending, View Archived. Further right is the 'Reports' section with links: Company Reports, Division Reports, Super User Access. At the bottom, there's a 'Down-Load I-9 Form' link. Below the navigation bar, there's a welcome message and a description of the system.

Now you can utilize our electronic error-detecting Form I-9 and conduct electronic "right to work" employment verifications on newly hired employees. The Immigration Reform and Control Act (IRCA) legally mandates that U.S. employers verify the employment eligibility status of newly-hired employees and makes it unlawful for employers to knowingly hire or continue to employ unauthorized workers.

This proprietary system and software integration with the federal government's Employment Verification Program (EVP) allows employers to electronically complete and store the Form I-9 and verify new employees' legal "right to work" in the United States. You are able to check Department of Homeland Security (DHS) and Social Security Administration (SSA) databases and receive a unique DHS-issued verification number.

Our secure and accurate Form I-9 services will:

- Virtually eliminate technical errors on the Form I-9.
- Help you ensure that your workforce is legally authorized to work in the United States.
- Simplify and improve the efficiency of your Form I-9 employment verification process.
- Provide you with access to the Social Security Number Verification Service (SSNVS), which will improve the accuracy of your payroll and tax reporting and virtually eliminate SSA inquiries concerning "no-match" Social Security letters.
- Cost-effectively reduce your exposure to government audits, financial penalties and negative publicity resulting from non-compliance.

MENU OPTIONS – E-VERIFY VIEW PENDING

For cases when the E-Verify for an Employee has been **SUBMITTED AND IS “IN PROCESS” (NOT YET RESOLVED/CLOSED)**, the PENDING E-Verify Result Page is stored in the **View Pending** folder.

Click **View Pending** to access a PENDING E-Verify.

1. Find by **EMPLOYEE LAST NAME** or **FULL/PARTIAL SSN** and click “Search”.
2. View the PENDING E-Verify Result Page by clicking on the hyperlinked Employee Name.

The screenshot shows the 'Pending E-Verify Checks (1)' interface. A red box with the number '1' and an arrow points to the search input field. Another red box with the number '2' and an arrow points to the 'Public, John' link in the table. The table has columns: Name, Status, SSN, Hire Date, and CompanyID. Below the table is a pagination section showing '1 Reports in 1 Page(s)', a 'Display' button, a page size selector set to '15', and a 'Go' button. At the bottom, there is a 'Page 1 of 1' indicator and a 'Display All' button.

| Name | Status | SSN | Hire Date | CompanyID |
|------------------------------|--------------------------------|------|-----------|-----------|
| Public, John | SSA Tentative Non-confirmation | 9999 | 9/22/2011 | DMA003 |

1 Reports in 1 Page(s) Display 15 Reports per Page Go

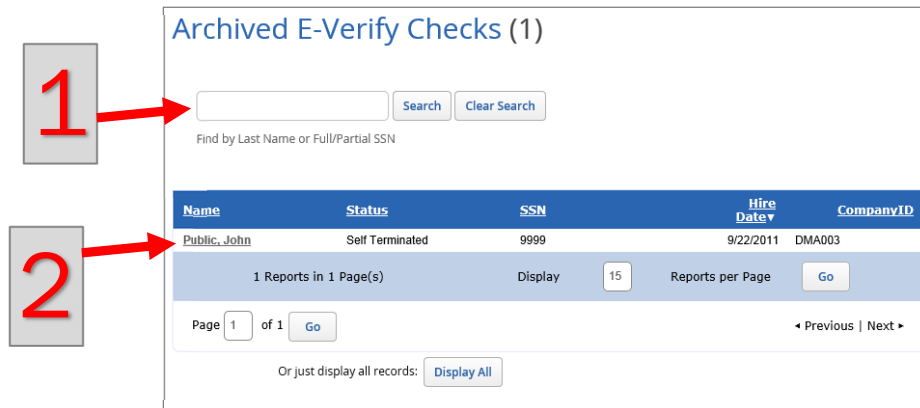
Page 1 of 1 Go ◀ Previous | Next ▶

Or just display all records: Display All

MENU OPTIONS – E-VERIFY VIEW ARCHIVED

Click [View Archived](#) to access a RESOLVED and ARCHIVED E-Verify.

1. Find by **EMPLOYEE LAST NAME** or **FULL/PARTIAL SSN** and click “Search”.
2. View the ARCHIVED E-Verify Result Page by clicking on the hyperlinked Employee Name.



Archived E-Verify Checks (1)

Find by Last Name or Full/Partial SSN

1

2

| Name | Status | SSN | Hire Date | CompanyID |
|------------------------------|-----------------|------|-----------|-----------|
| Public, John | Self Terminated | 9999 | 9/22/2011 | DMA003 |

1 Reports in 1 Page(s)

Display 15 Reports per Page Go

Page 1 of 1 Go

Or just display all records: Display All

ELECTRONIC FORM I-9 INSTRUCTIONS

You can access the eForm I-9 in two ways:

1. [From the Results page \(RECOMMENDED\)](#). If you are completing an I-9 on an applicant that was recently screened for a background check or drug test, then this method is recommended to avoid duplicate data entry.

After logging in, click on the Results button. On the View Results tab, you will see an I-9 button for each recently processed individual. Click on the I-9 button to initiate an electronic I-9 form for that employee.

The screenshot shows the 'online ordering system' interface. At the top, there's a header with 'Welcome DEMO - FULL ACCESS' and navigation links for 'ATS', 'Requests', 'Help', and 'Main'. Below this is a tabbed interface with 'Search for Results', 'View Results (2)', and 'Archived Results (11)'. The 'View Results' tab is active, showing a table with columns: SSN, Name, Reference, Requestor, Requested, Posted, Alert, Status, and Action. Two entries are displayed. The first entry has SSN 123-45-6789, Name DOE, TOM, Reference DEMO COMPANY, Requestor MARY SMITH, Requested 7/18/2012, Posted 7/18/2012, Alert status, and Status Complete. The second entry has SSN 123-45-6789, Name PUBLIC, JOHN Q, Reference DISTRICT 120, Requestor MARY SMITH, Requested 3/7/2005, Posted 5/1/2012, Alert status, and Status Complete. In the Action column for the second entry, there is a button labeled 'I-9' which is highlighted by a red arrow. Other buttons in the Action column include 'View', 'Print', and 'Edit'. Below the table, there are pagination controls and buttons for 'Print All Selected', 'Move Selected To Archives', 'Select All Results', 'Deselect All Results', and a link to 'Click Here to check pending status on requests not displayed'.

2. [From the banner on the Welcome page](#). Click to access all of the menu options, such as accessing Pending or Archived I-9 Forms. Although you can also initiate a new I-9 form from this menu, we recommend Option 1 to avoid duplicate data entry.

The screenshot shows the 'online ordering system' 'Welcome' page. The header includes 'HOME', 'ADMIN', 'REQUEST', 'RESULTS', 'STATUS', and 'LOGOUT'. The main content area has a welcome message and a section for 'Form I-9 & E-Verify processing' with a 'Click here' button highlighted by a red arrow. Below this is a 'General Information' section with a 'Court Closings' notice about California courts being closed on Monday, April 1, for Cesar Chavez Day. There is also a link for 'Questions? Contact Us'. On the left side, there are several sections: 'Online Apps' with a link to 'MVR Express', 'Messages and Notifications' with links to 'View Messages' and 'View Orders In Draft Mode', 'Results Quick-Search' with a search form for Last Name, First Name, SSN, Reference, and Requestor, and 'User Information' with a link to 'Edit Profile'.

eForm I-9

State Specific Forms: [Click Here](#)

[Help](#)
[Glossary](#)

[View Instructions](#)



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

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

SECTION 1

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) DOE | | First Name (Given Name) JOHN | | Middle Initial | Other Names Used (if any) | |
| Address (Street Number and Name) 123 MAIN ST | | Apt. Number | City or Town DALLAS | | State Texas | Zip Code 75244 |
| Date of Birth (mm/dd/yyyy) 01/01/1975 | U.S. Social Security Number 987-65-4321 | | E-mail Address email@email.com | | Telephone Number 201-555-5555 | |

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):

- ☒ A citizen of the United States
- ☐ A noncitizen national of the United States. ([See instructions](#))
- ☐ A lawful permanent resident (Alien Registration Number/USCIS Number):
- ☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) . Some aliens may write "N/A" in this field.
([See instructions](#))
- ☐ N/A - Not Applicable
☐ D/S - Duration of Status
- 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:

☐ Signature Validation

Date (mm/dd/yyyy): 5/1/2013

3-D Barcode
Do Not Write in This Space

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:

☐ Signature Validation

Date (mm/dd/yyyy):

5/1/2013

| | | | |
|---|--|--------------------------------|-------------------|
| Last Name (Family Name) MANAGER | | First Name (Given Name) BOB | |
| Address (Street Number and Name) 100 COMPANY DRIVE | | City or Town NEW YORK | State New York |
| | | Zip Code 10097 | |



Employer Completes Next Page



SECTION 2



Employer Completes Next Page



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 Special Rules Document Samples | OR | List B Identity Special Rules | AND | List C Employment Authorization Special Rules |
|--|----|---|-----|---|
| Document Title: <input type="text" value="List B and C Documents"/> | | US Drivers License | | SSN Card |
| Issuing Authority: <input type="text"/> | | New York | | Social Security Administration |
| Document Number: <input type="text"/> | | 1234567891011 | | 987-65-4321 |
| Expiration Date (if any)(mm/dd/yyyy): <input type="text"/> | | 01/01/2015 | | |
| | | <input type="checkbox"/> This document has no expiration date | | |
| Document Title: <input type="text"/> | | <div style="border: 1px solid black; padding: 10px; text-align: center;"> 3-D Barcode Do Not Write in This Space </div> | | |
| Issuing Authority: <input type="text"/> | | | | |
| Document Number: <input type="text"/> | | | | |
| Expiration Date (if any)(mm/dd/yyyy): <input type="text"/> | | | | |
| Document Title: <input type="text"/> | | | | |
| Issuing Authority: <input type="text"/> | | | | |
| Document Number: <input type="text"/> | | | | |
| Expiration Date (if any)(mm/dd/yyyy): <input type="text"/> | | | | |

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 | |
| <input type="checkbox"/> Signature Validation | | 5/1/2013 | GENERAL MANAGER | |
| Last Name (Family Name) | First Name (Given Name) | Employer's Business or Organization Name | | |
| MANAGER | BOB | XYZ COMPANY | | |
| Employer's Business or Organization Address (Street Number and Name) | | City or Town | State | Zip Code |
| 100 COMPANY DRIVE | | NEW YORK | New York | 10097 |

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

| | | | | | |
|---|----------------------|---------------------------------------|--|---|--|
| A. New Name (if applicable) Last Name (Family Name) | | First Name (Given Name) | Middle Initial | B. Date of rehire (if applicable) (mm/dd/yyyy): | |
| <input type="text"/> | | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| C. If employee'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): | | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | | | |
| I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, the employee presented document(s), the document(s) I have examined appear to be genuine and to | | | | | |
| Signature of Employer or Authorized Representative: | | Date (mm/dd/yyyy): | Print Name of Employer or Authorized Representative: | | |
| <input type="checkbox"/> Signature Validation | | <input type="text"/> | <input type="text"/> | | |

☐ Physical Signature
 ☐ Electronic Signature

Form I-9 03/08/13 N

Complete Sections 1 and 2 and click 'Save'.

SAVE

Save

Cancel

**"STEP-BY-STEP"
INSTRUCTIONS ARE ALWAYS
LOCATED AT THE BOTTOM OF
THE PAGE FOR EASY
REFERENCE PURPOSES**

SECTION 1 PROCESS - EMPLOYEE

Upon beginning a new I-9 form, an **audit tracking box will pop-up on your screen**. You, as the employer representative, will enter your name before continuing onto the I-9 form. This box simply tracks who is accessing and completing the I-9 form.

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

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶ **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 document(s) 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 Other Names Used (if any)

User Info x

Enter the name of the individual completing Section 1 of the I-9 Form

Last Name:
First Name:
City of Birth (optional):

☒ A
☐ A

☐ A lawful permanent resident (Alien Registration Number/USCIS Number):

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): Some aliens may write "N/A" in this field.
(See instructions)

☐ N/A - Not Applicable
☐ D/S - Duration of Status

OK

After entering your name, follow these instructions with the **EMPLOYEE** present:

Complete Sections 1 and 2 and click "Save"

The **Save** button is located at the bottom of the eForm I-9 page.

Continued on next page

SECTION 1 - EMPLOYEE INFORMATION AND ATTESTATION

ENTER THE FOLLOWING EMPLOYEE INFORMATION:

1. **EMPLOYEE LAST NAME**
2. **EMPLOYEE FIRST NAME**
3. **EMPLOYEE MIDDLE INITIAL (AS APPLICABLE)**
4. **EMPLOYEE MAIDEN NAME (AS APPLICABLE)**
5. **EMPLOYEE ADDRESS**
6. **EMPLOYEE APT # (AS APPLICABLE)**
7. **EMPLOYEE CITY**
8. **EMPLOYEE STATE**
9. **EMPLOYEE ZIP CODE**
10. **EMPLOYEE DATE OF BIRTH**
11. **EMPLOYEE SSN (AS APPLICABLE)**
12. **EMPLOYEE E-MAIL ADDRESS (OPTIONAL)**
13. **EMPLOYEE PHONE NUMBER (OPTIONAL)**
14. **EMPLOYEE CITIZENSHIP STATUS**

| 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 Names Used (if any) |
| DOE | | JOHN | | | |
| Address (Street Number and Name) | | Apt. Number | City or Town | State | Zip Code |
| 123 MAIN ST | | | DALLAS | Texas | 75244 |
| Date of Birth (mm/dd/yyyy) | U.S. Social Security Number | | E-mail Address | | Telephone Number |
| 01/01/1975 | 987-65-4321 | | email@email.com | | 201-555-5555 |
| <p>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.</p> <p>I attest, under penalty of perjury, that I am (check one of the following):</p> <p><input checked="" type="radio"/> A citizen of the United States</p> <p><input type="radio"/> A noncitizen national of the United States. (See instructions)</p> <p><input type="radio"/> A lawful permanent resident (Alien Registration Number/USCIS Number):</p> <p><input type="radio"/> An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy). Some aliens may write "N/A" in this field. (See instructions)</p> <p>For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:</p> <p><input type="radio"/> 1. Alien Registration Number/USCIS Number:</p> <p>OR</p> <p><input type="radio"/> 2. Form I-94 Admission Number:</p> <p>If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:</p> <p>Foreign Passport Number:</p> <p>Country of Issuance: -- Select Issuing Authority --</p> <p>Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)</p> | | | | | |
| Signature of Employee: | | | Date (mm/dd/yyyy): 5/1/2013 | | |
| <input type="checkbox"/> Signature Validation | | | | | |
| Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) | | | | | |
| <p>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.</p> | | | | | |
| Signature of Preparer or Translator: | | | Date (mm/dd/yyyy): 5/1/2013 | | |
| <input type="checkbox"/> Signature Validation | | | | | |
| Last Name (Family Name) | | First Name (Given Name) | | | |
| MANAGER | | BOB | | | |
| Address (Street Number and Name) | | City or Town | State | Zip Code | |
| 100 COMPANY DRIVE | | NEW YORK | New York | 10097 | |

SECTION 1 - PREPARER TRANSLATOR CERTIFICATION

ENTER YOUR INFORMATION:

1. **SECTION 1 PREPARER/TRANSLATOR DATE IS PRE-POPULATED**
2. **YOUR LAST NAME**
3. **YOUR FIRST NAME**
4. **ADDRESS IS PRE-POPULATED**

SECTION 2 PROCESS - EMPLOYER

SECTION 2 – EMPLOYER REVIEW AND VERIFICATION

ENTER THE FOLLOWING INFORMATION:

1. EMPLOYEE IDENTITY AND EMPLOYMENT ELIGIBILITY DOCUMENTS

LIST A DOCUMENT(S) **OR** LIST B AND LIST C DOCUMENT(S)


| Section 2. Employer or Authorized Representative Review and Verification | | | |
|--|---|--|--|
| <small>(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.)</small> | | | |
| Employee Last Name, First Name and Middle Initial from Section 1: <input type="text" value="DOE, JOHN"/> | | | |
| List A <small>Identity and Employment Authorization Special Rules Document Samples</small> | | OR | |
| List B <small>Identity Special Rules</small> | | AND | |
| List C <small>Employment Authorization Special Rules</small> | | | |
| Document Title: <input type="text" value="List B and C Documents"/> | US Drivers License | SSN Card | |
| Issuing Authority: <input type="text"/> | New York | Social Security Administration | |
| Document Number: <input type="text"/> | 1234567891011 | 987-65-4321 | |
| Expiration Date (if any)(mm/dd/yyyy): <input type="text"/> | 01/01/2015 | | |
| | <input type="checkbox"/> This document has no expiration date | | |
| Document Title: <input type="text"/> | <div style="border: 1px solid black; padding: 10px; text-align: center;"> 3-D Barcode Do Not Write in This Space </div> | | |
| Issuing Authority: <input type="text"/> | | | |
| Document Number: <input type="text"/> | | | |
| Expiration Date (if any)(mm/dd/yyyy): <input type="text"/> | | | |
| Document Title: <input type="text"/> | | | |
| Issuing Authority: <input type="text"/> | | | |
| Document Number: <input type="text"/> | | | |
| Expiration Date (if any)(mm/dd/yyyy): <input type="text"/> | | | |
| 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): <input type="text" value="5/1/2013"/> (See instructions for exemptions.) | | | |
| Signature of Employer or Authorized Representative | | Date (mm/dd/yyyy) | Title of Employer or Authorized Representative |
| <input type="checkbox"/> Signature Validation | | 5/1/2013 | GENERAL MANAGER |
| Last Name (Family Name) | First Name (Given Name) | Employer's Business or Organization Name | |
| MANAGER | BOB | XYZ COMPANY | |
| Employer's Business or Organization Address (Street Number and Name) | | City or Town | State |
| 100 COMPANY DRIVE | | NEW YORK | New York |
| | | Zip Code | 10097 |

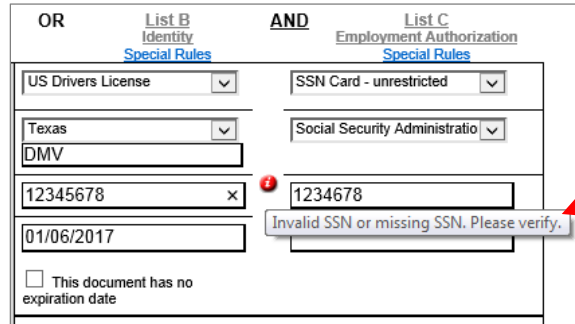
SECTION 2 – EMPLOYER CERTIFICATION

1. EMPLOYEE'S FIRST DAY OF EMPLOYMENT IS PRE-POPULATED
→ DATE CAN BE CHANGED TO REFLECT CORRECT HIRE DATE IF NECESSARY
2. SECTION 2 DATE IS PRE-POPULATED
3. YOUR TITLE
4. YOUR LAST NAME
5. YOUR FIRST NAME
6. BUSINESS NAME IS PRE-POPULATED
7. BUSINESS ADDRESS IS PRE-POPULATED

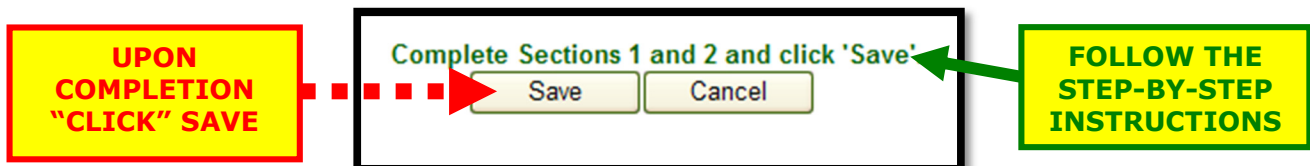
When the **Save** button is clicked, the system will automatically error-detect the information, determine if any errors exist, and indicate the location of those errors on the eForm I-9.

NOTE: The eForm I-9 is also now **SAVED** in the **View Pending** file.

If errors are present, you will see an  icon on the eForm I-9. Simply mouse over the icon to determine the source of the error.

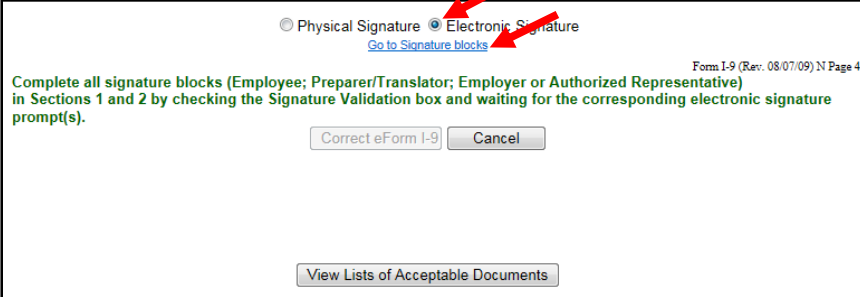


When there are no errors present on the eForm I-9, you will immediately proceed to the Electronic Signature process.



ELECTRONIC SIGNATURE PROCESS

After saving the I-9 form, choose the [“Electronic Signature”](#) option located above the Save button. After choosing the [“Electronic Signature”](#) option, the [“Go to Signature Blocks”](#) options will appear. Click on this link to proceed to the electronic signature process.



Form I-9 (Rev. 08/07/09) N Page 4

☐ Physical Signature ☒ Electronic Signature
[Go to Signature blocks](#)

Complete all signature blocks (Employee; Preparer/Translator; Employer or Authorized Representative) in Sections 1 and 2 by checking the Signature Validation box and waiting for the corresponding electronic signature prompt(s).

Continued on next page

SECTION 1 ELECTRONIC SIGNATURE - EMPLOYEE

Check the “[Employee Signature](#)” Block in Section 1 Signature and respond to the electronic signature prompts.

The screenshot shows the 'Section 1 Employee Signature- Instant Signature' form. A red arrow points to the 'Employee's Signature' block above the form, which contains a checked 'Signature Validation' checkbox. Four numbered callouts are present: 1. 'CONFIRM NAME' points to the First Name field (containing 'John'). 2. 'LOCATE QUESTION' points to the dropdown menu for 'What is your mother's name?'. 3. 'TYPE IN ANSWER' points to the text input field for the answer. 4. 'CLICK "E-Sign Document"' points to the 'E-Sign Document' button at the bottom of the form. The form includes a title bar with a close button (X), a link to 'Make Form I-9 Instructions Available - Click here to Print', and a detailed attestation paragraph.

- (1) Confirm First Name, Middle Initial (if applicable) and Last Name which is pre-populated from the electronic I-9 Form;
- (2) Use the drop down menu to select a security question to answer;
- (3) Type in the answer to the question;
- (4) Click “**E-Sign Document**” at the bottom of the page.

EMPLOYEE Electronic Signature is VERIFIED AND SECURE

- (5) Click “**Close Form**”

The screenshot shows the 'Electronic Signature is VERIFIED AND SECURE' receipt. It includes a statement of attestation, the title 'Instant Signature', and the signature of 'Joe Employer' dated 'Wednesday, November 30, 2011 3:22 PM Pacific Time'. A green circular stamp with a checkmark and the word 'CERTIFIED' is visible. A red arrow points to the 'Close Form' button at the bottom right of the receipt. A link to 'Print this E-Signature receipt' is also present.

SECTION 1 ELECTRONIC SIGNATURE – PREPARER/TRANSLATOR

Check “[Preparer’s/Translator’s Signature](#)” block:



Preparer's/Translator's Signature
☒ Signature Validation



1. CONFIRM NAME points to the First Name field (Thomas).

2. SELECT QUESTION points to the drop-down menu for the security question (What is your mother's name?).

3. TYPE IN ANSWER points to the text input field for the answer.

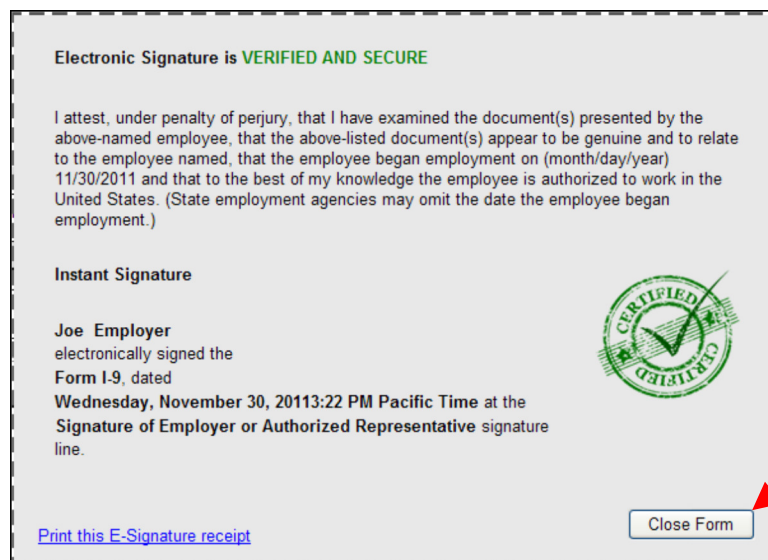
4. CLICK “E-Sign Document” points to the E-Sign Document button.

The form includes fields for First Name (Thomas), MI, and Last Name (Brechtel). It also contains a security question and a large block of text regarding the electronic signature process. At the bottom, there are buttons for E-Sign Document and Withdraw Consent.

- (1) Confirm First Name, Middle Initial (if applicable) and Last Name which is pre-populated from the electronic I-9 Form;
- (2) Use the drop down menu to select a security question to answer;
- (3) Type in the answer to the question;
- (4) Click “E-Sign Document” at the bottom of the page.

PREPARER/TRANSLATOR Electronic Signature is VERIFIED AND SECURE

- (5) Click “Close Form”



Electronic Signature is **VERIFIED AND SECURE**

I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 11/30/2011 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Instant Signature

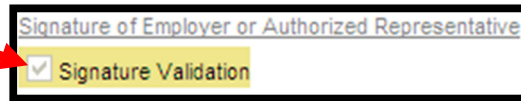
Joe Employer
electronically signed the
Form I-9, dated
Wednesday, November 30, 2011 3:22 PM Pacific Time at the
Signature of Employer or Authorized Representative signature
line.

[Print this E-Signature receipt](#)

5. CLOSE FORM points to the Close Form button.

SECTION 2 ELECTRONIC SIGNATURE

Check [“Employer or Authorized Representative”](#) Signature block:



Signature of Employer or Authorized Representative

☒ Signature Validation



1. CONFIRM NAME points to the First Name, MI, and Last Name fields.

2. SELECT QUESTION points to the dropdown menu for the security question.

3. TYPE IN ANSWER points to the text input field for the security question answer.

4. CLICK “E-Sign Document” points to the E-Sign Document button.

The form includes a close button (X) in the top right corner.

Section 2 Employer Signature- Instant Signature

[Make Form I-9 Instructions Available - Click here to Print](#)

First Name: Thomas MI: Last Name: Brechtel

What is your mother's name? [dropdown] [text input]

When the 'E-Sign Document' button below is clicked, the person named above acknowledges, agrees and attests that they (1) have reviewed and confirmed that the information in the Section and signature block referenced above is true and correct, (2) are the person named in that Section of the document, (3) freely intend to create and are adopting as their own a legally binding electronic signature on this electronic document that carries the same legal effect and enforceability as their handwritten signature; and (4) understand that they may refuse to sign this document electronically by selecting the 'Withdraw Consent' button below, but instead have freely elected to sign electronically.

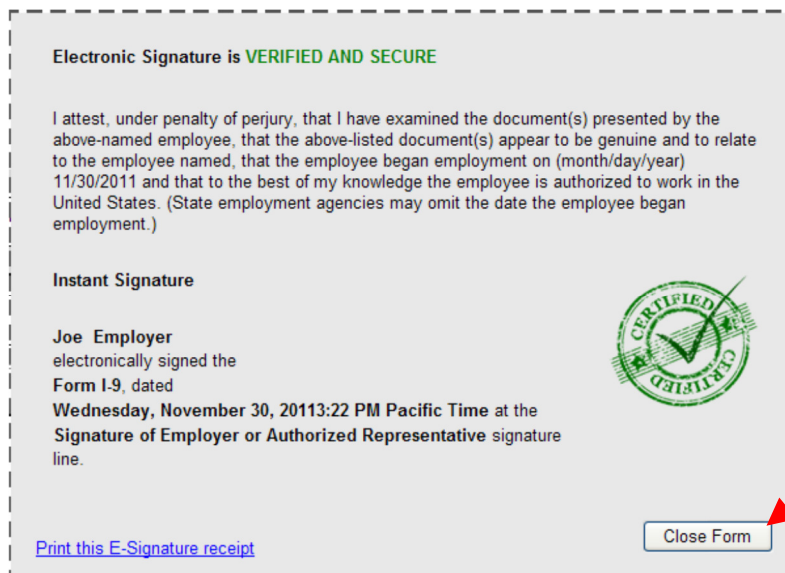
[Print the Attestation for Employee - Click Here to Print](#)

E-Sign Document Withdraw Consent

- (1) Confirm First Name, Middle Initial (if applicable) and Last Name which is pre-populated from the electronic I-9 Form;
- (2) Use the drop down menu to select a security question to answer;
- (3) Type in the answer to the question;
- (4) Click **“E-Sign Document”** at the bottom of the page.

EMPLOYER Electronic Signature is VERIFIED AND SECURE

- (5) Click **“Close Form”**



Electronic Signature is **VERIFIED AND SECURE**

I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) 11/30/2011 and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Instant Signature

Joe Employer
electronically signed the
Form I-9, dated
Wednesday, November 30, 2011 3:22 PM Pacific Time at the
Signature of Employer or Authorized Representative signature
line.

[Print this E-Signature receipt](#)

Close Form

A green circular stamp with a checkmark and the word "CERTIFIED" is visible on the right side of the form.

5. CLOSE FORM

The eForm I-9 is now successfully completed and **Archived**:



The screenshot shows a web interface for the eForm I-9. At the top left, there is a link "State Specific Forms: [Click Here](#)". At the top center, there is a link "View Instructions" and "Page 1". At the top right, there is a "Dynamic Help" section with "On" and "Off" radio buttons. In the center, a large green arrow points to the text "eForm I-9 Successfully Completed and Archived". Below this, on the left, is the text "Department of Homeland Security" and "U.S. Citizenship and Immigration Services". On the right, it says "OMB No. 1615-0047; Expires 06/30/09" and "Form I-9, Employment Eligibility Verification".

IMPORTANT NOTE:

After completing the Electronic Signature Process (*as detailed above*), the eForm I-9 is automatically archived and the process is complete. The Archived eForm I-9 is now SAVED in the **View Archived** file.

- If you are participating in the E-Verify program, then you may immediately scroll to the bottom of the completed eForm I-9 and proceed to the next screen for E-Verify processing (continue to next page for instructions).
- If you are not participating in the E-Verify program and would like to log out, you may simply click on the Main button, and then Log Out.

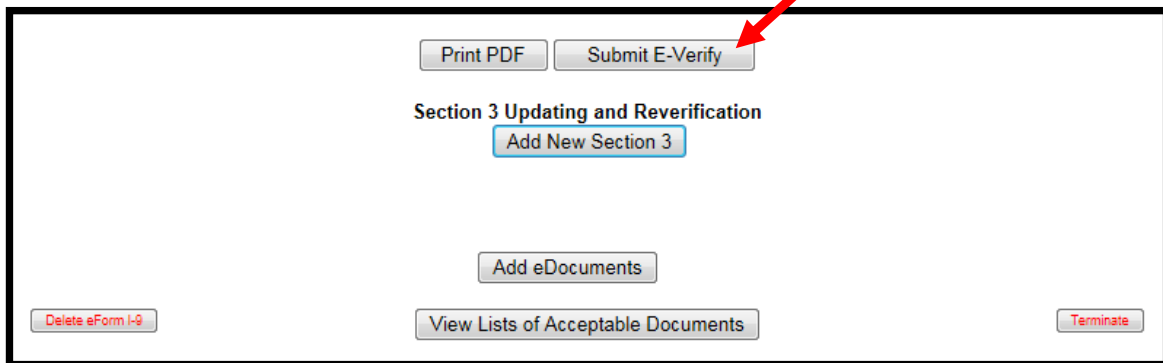
You may also click on Return to Results if you would like to process an eForm I-9 on another employee.



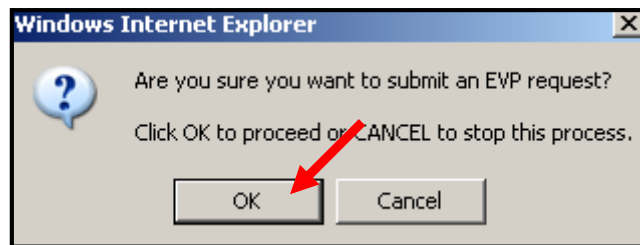
The screenshot shows the "online ordering system" interface. At the top, there is a "Welcome DEMO - FULL ACCESS" message. Below this, there is a "E-Verify / Form I-9 Processing" section. The main content area is divided into three columns: "Electronic Form I-9" with links "New eForm I-9", "View Pending", "View Archived", "Scanned Form I-9's", and "Section 1 Management"; "Legal Right to Work" with links "New EVP", "View Pending", and "View Archived"; and "Reports" with links "Company Reports" and "Division Reports". There is also a "Super User Access" link. On the left, there is a button "E-Verify & Form I-9 Processing". On the right, there is a "Download I-9 Form" button. A red arrow points to the "Main" button in the top right corner.

INITIATING E-VERIFY FROM THE eForm I-9

Proceed to the bottom of the Archived eForm I-9 and click **Submit E-Verify**



The screenshot shows the bottom of the Archived eForm I-9 interface. At the top, there are two buttons: 'Print PDF' and 'Submit E-Verify'. A red arrow points to the 'Submit E-Verify' button. Below these buttons is the section title 'Section 3 Updating and Reverification' followed by a button 'Add New Section 3'. Further down is a button 'Add eDocuments'. At the bottom, there are three buttons: 'Delete eForm I-9' on the left, 'View Lists of Acceptable Documents' in the center, and 'Terminate' on the right.



The **Initial E-VERIFY Results** will appear on the screen within 10 seconds.

Depending on the E-Verify Result, you may need to follow additional, step-by-step instructions to resolve the E-Verify case.

Please see Page 27 for further instructions on continuing the E-Verify process.

E-VERIFY INSTRUCTIONS

OVERVIEW

Using E-Verify to verify the employment eligibility of employees is a 3 step process.



We have made every effort to provide clear instructions to users and program our application with the intelligence necessary to simplify the process. The application will guide system users through each step of the process with step-by-step instructions.

E-VERIFY – CARD NUMBER REQUIREMENTS

E-VERIFY “CARD NUMBER” REQUIREMENT FOR THE I-551 & I-766 DOCUMENTS

If the employee presents an I-551 or I-766 document for I-9 purposes, additional information will be requested upon initiation of the E-Verify process. The following instructions will walk you through the process of providing that information.

In cases when a Legal Permanent Resident presents an I-551, or an Alien Authorized to Work presents an I-766, and an E-Verify request is made, the system will **AUTOMATICALLY** prompt the user to enter the Card Number. (If an E-Verify request is not made, the user will not be prompted for a Card Number because this is only an E-Verify requirement).

When submitting an E-Verify request, a Card Number field will be presented when required. In addition, a “Card Number Sample” link will open a window depicting the location of the Card Number on the respective documents. **Card Numbers must be exactly three (3) alphabetic characters [A-Z] followed by 10 numeric digits [0-9].** Note: if the document does not contain a Card Number, a default Card Number of AAA0000000000 will be used.

E-VERIFY FROM THE ELECTRONIC FORM I-9

The screenshot displays the E-Verify process within the Electronic Form I-9. A modal window is open, prompting the user to "Enter I-551 or I-766 Card Number if available, to submit E-Verify." The modal includes a text input field, "OK" and "Cancel" buttons, and a link to "Card Number Samples". A red arrow points from the "CLICK" label to the "OK" button. Another red arrow points from the "ENTER CARD NUMBER" label to the text input field. The background shows the "Section 3. Updating and Reverification" form, which includes fields for the employee's signature, address, and date of hire.

On the next pages are examples of where to locate the **Card Number** on the I-551 and I-766.

I-551 PERMANENT RESIDENT CARD NUMBER LOCATOR

The Permanent Resident Card, Form I-551, was first introduced in December 1997, and the latest version of the card was introduced in May 2010. A sample of each card is displayed below with the **CARD NUMBER** circled in **RED**. *Enter the entire number including letters.*

MAY 11, 2010

Issued by U.S. Citizenship and Immigration Services (USCIS).

FRONT



BACK



NOVEMBER 2004

Issued by Department of Homeland Security

**DECEMBER 1997**

Issued By Immigration and Naturalization Service



I-551 RESIDENT ALIEN CARD NUMBER LOCATOR

Resident Alien Cards issued before December 1997 **DO NOT** have a card number.

When an employee presents a **Resident Alien Card** without a card number (SEE SAMPLES BELOW), enter "AAA" and ten (10) zeros (i.e. **AAA0000000000**) into the required Card Number field.

INTRODUCED IN 1977



AUGUST 1989

Contains an expiration date.



JANUARY 1992

White box added behind the fingerprint.



WHEN THE CARD NUMBER IS
REQUESTED FOR ANY OF THESE
DOCUMENTS, ENTER:
AAA0000000000

I-766 EMPLOYMENT AUTHORIZATION CARD NUMBER LOCATOR

The Employment Authorization Card, Form I-766, was first introduced in January 1997, and the latest version of the card was introduced in May 2010. A sample of each card is displayed below with the **CARD NUMBER** circled in **RED**. Enter the entire number including letters.

MAY 11, 2010

Issued by U.S. Citizenship and Immigration Services (USCIS). Card is revised to incorporate the addition of a machine-readable zone on the back of the card.



MAY 2004

Issued by DHS - United States Citizenship and Immigration Services



JANUARY 1997

Issued by DOJ - Immigration and Naturalization Service



E-VERIFY – PRELIMINARY RESULTS

When the Social Security Administration (SSA) or Department of Homeland Security (DHS) finds one of the SSA/DHS required parameters to be in error, instead of automatically providing a Tentative Non Confirmation (TNC) response, SSA/DHS provides a '**Check Information**' status, which requires that the employer **review the data submitted to confirm that it is correct** before they continue processing. This helps avoid TNC responses due to simple data entry errors.

You may also be asked to complete a Photo Matching process in order to proceed with the case.

CHECK INFORMATION (SSA RE-VERIFY)

The Social Security Administration (SSA) will request that you confirm that the following fields are correct. Once you confirm that the information is correct, or make changes as needed, click "Continue".

1. EMPLOYEE LAST NAME
2. EMPLOYEE FIRST NAME
3. EMPLOYEE MIDDLE INITIAL (IF APPLICABLE)
4. EMPLOYEE MAIDEN NAME (IF APPLICABLE)
5. EMPLOYEE SOCIAL SECURITY NUMBER
6. EMPLOYEE DATE OF BIRTH

The goal is to prevent unnecessary SSA TNC responses from E-Verify due to data entry errors.

Employee Information and Verification

Enter Form I-9 Info — Verification Results — Close Case

Form I-9 Information

Check Information

The info below **MUST** match the employee's Form I-9. Check that the highlighted information is correct.

► Update the appropriate field(s). Once all information is correct, click "Continue" below.

► If the information is not correct and cannot be updated, OR, if you created this case in error and no longer need to continue this verification, click "Close Case" below.

Employee Information

Last Name * First Name * M. Initial Maiden Name

Kurt Anker

Social security number * Date of Birth * Hire Date *

123123123 10/10/1980 1/10/2014

Email

CONFIRM INFORMATION IN HIGHLIGHTED AREAS

Document Information

List A document title: US Passport or US Passport Card

List A document number: 111111111

List A expiration date: 12/03/2014

Citizenship status:

☒ A Citizen of the United Status ☐ Alien Number

☐ A Noncitizen National ☐ I-94 Number

☐ A Lawful Permanent Resident

☐ An Alien authorized to work

CLICK

HOME CLOSE CASE SAVE CASE AND EXIT CONTINUE

CHECK INFORMATION (DHS RE-VERIFY)

When the Department of Homeland Security (DHS) finds one of the DHS required parameters to be in error, instead of automatically providing a Tentative Non Confirmation (TNC) response, DHS provides a **'Check Information'** status, which requires that the employer **review the data submitted to confirm that it is correct** before they continue processing. This helps avoid TNC responses due to simple data entry errors.

The Department of Homeland Security (DHS) will request that you confirm that the following fields are correct. Once you confirm that the information is correct, or make changes as needed, click "Continue".

1. EMPLOYEE I-551 OR I-766 CARD NUMBER (IF APPLICABLE)
2. EMPLOYEE ALIEN NUMBER (IF APPLICABLE)
3. EMPLOYEE I-94 ADMISSION NUMBER (IF APPLICABLE)
4. EMPLOYEE PASSPORT NUMBER (IF APPLICABLE)

The goal is to prevent unnecessary DHS TNC responses from E-Verify due to data entry errors.

The screenshot shows the 'Employee Information and Verification' section of the E-Verify interface. A red box highlights the 'Employer Information and Verification' section, which includes fields for Document title, Expiration Date, Visa Number, and Card Number. The Card Number field is highlighted in yellow and contains the value 'BDW4512687983'. A red arrow points from a box labeled 'CONFIRM INFORMATION WITH HIGHLIGHTED AREAS' to the Card Number field. Below this, the 'Results Section' shows 'Initial Verification Results' with a status of 'Case Incomplete'. A message from DHS requests confirmation of the highlighted fields. At the bottom, a red arrow points from a box labeled 'CLICK' to the 'Continue' button.

| Employee Information and Verification. From Section 1 of Form I-9. | | |
|---|----------------------------|-------------------------|
| Last Name Danielsa | First Name Dariaa | |
| SSN 123456789 | Date of Birth 10/7/1980 | Hire Date 11/17/2010 |
| Employer Information and Verification | | |
| Document title: I-551 (Permanent Res Card) | | |
| Expiration Date: | | |
| Visa Number: | | |
| Card Number: BDW4512687983 | | |
| Citizenship: | | |
| <input type="radio"/> A Citizen of the United States | | |
| <input type="radio"/> A Noncitizen National | | |
| <input checked="" type="radio"/> A Lawful Permanent Resident | | |
| <input type="radio"/> An Alien authorized to work | | |
| <input checked="" type="radio"/> Alien Number: 112842877 | | |
| <input type="radio"/> I-94 Number: 112842877 | | |
| Results Section: | | |
| Initial Verification Results | | |
| • Initial Eligibility Status Case Incomplete | | |
| Case Number: 2010322022811HS | | |
| 11/17/2010 11:26 PM | | |
| The Department of Homeland Security (DHS) requests that you confirm that the highlighted fields are correct. Once you confirm that the information is correct, or make changes as needed, click 'Continue'. | | |
| <div>Continue</div> <div>Print Report</div> <div>Show Additional Choices</div> | | |

PHOTO MATCHING REQUIRED

Periodically, E-Verify will require employers to match the PHOTO on the I-551 or I-766 document provided by the employee to complete SECTION 2 of the Form I-9, against the photo that DHS has on file, in relation to:

- **LAWFUL PERMANENT RESIDENTS (LPR) - I-551**
- **ALIENS AUTHORIZED TO WORK (AATW) - I-766**

Note: Not all I-551 and I-766 documents will initiate a photo matching request from DHS (the system will let you know if photo matching is required – simply follow the prompts).

When a “**Photo Matching Required**” status is returned, the employer must select one of the following choices:

- **Photo MATCHES employee’s document**
 - Select this option if the photo presented on screen exactly matches the photo on the I-551 or I-766 document provided by the employee.
 - Select this option if “No Photo on this Document” appears in the image area.
 - **Note: The photo on the employee's document must be identical.**
 - Clothing, hair style, facing direction and appearance on the card should be identical to the photo displayed by E-Verify.
- **Photo DOES NOT MATCH employee’s document**
 - Select this option if the photo presented on screen does NOT match the photo on the I-551 or I-766 document provided by the employee.
 - **If the photo on the employee's document is not identical, select this option.**

Verification Results

Employee name: Daniels, Daria Case number: 2014052140731XT View/Print case details

Photo Matching Required
Choose case and click **Continue**.

COMPARE

SELECT ONE

☒ Photo matches employee's document
☐ Photo does NOT match employee's document
NOTE: If 'No Photo on this Document' appears on the left, select 'Photo matches employee's document' and click **Continue**

CLICK

HOME CONTINUE

After selecting the appropriate photo matching option, click on the “**Continue**” button to proceed. The case will then proceed as usual. DHS will process the query and determine the case to be Employment Authorized, or a DHS Tentative Non Confirmation requiring the employer and employee to proceed through the DHS Referral process. *On-screen instructions will always indicate the next step.*

E-VERIFY – RESULTS

SSA EMPLOYMENT AUTHORIZED

If E-Verify returns an immediate “Employment Authorized” response, you simply need to close the E-Verify case. **This is a FINAL RESULT.**

1. Click the “Close Case” button.

Employee Information and Verification

Enter Form I-9 Info — Verification Results — Close Case

Close Case

Employee name: Authorized, Lisa Case number: 2014052140001XJ View/Print case details

Employment Eligibility

SSA Employment Authorized

Lisa Authorized is authorized to work in the United States. To complete the verification process, click “Close Case”. If the name displayed above does NOT match the name you entered (Lisa Authorized), click “Additional Review Request” to request SSA review the case.

HOME ADDITIONAL REVIEW REQUEST CLOSE CASE

2. Indicate whether the individual is still employed. With an immediate result, the answer will likely be “Yes”. Select the appropriate answer and click “Continue”.

Is individual employed with this company?

Select Yes or No and click Continue

☒ Yes ☐ No

HOME BACK CONTINUE

3. Choose the first option, **unless the E-Verify case is invalid for either reason shown**, then click “Continue”.

Individual is employed by employer

☒ The employee continues to work for the employer after receiving an Employment Authorized result.

☐ The case is invalid because another case with the same data already exists.

☐ The case is invalid because the data entered is incorrect.

HOME BACK CONTINUE

4. The case is now closed.

Results

1 Initial Verification Results
SSA Employment Authorized
Case number: 2014052140001XJ
2/21/2014 12:00 PM

2 Case Resolution
The Employee Continues To Work For The Employer After Receiving An Employment Authorized Result.
Case number: 2014052140001XJ
2/21/2014 12:00 PM

DHS VERIFICATION IN PROCESS

Sometimes, E-Verify's automated search of government records cannot immediately verify employment authorization, and a manual search is required. In this case, E-Verify will return a DHS Verification in Process response. **This is not a FINAL RESULT**, and you must wait for the case to be updated.

When the employee's case is updated, E-Verify will return either an Employment Authorized or Tentative Nonconfirmation response. The employer will get an email notification when DHS has updated the case. The employer should then continue with the case based on the updated case status.

SSA TENTATIVE NONCONFIRMATION (TNC)

An SSA Tentative Nonconfirmation (TNC) results when the information entered in E-Verify does not initially match Social Security Administration (SSA) records. An SSA TNC does not mean that the employee is not authorized to work in the United States.

An SSA TNC case result may occur because the employee's:

- *Citizenship or immigration status was not updated with SSA;*
- *Name change was not reported to SSA;*
- *Name, Social Security Number or date of birth is incorrect in SSA records;*
- *SSA record contains another type of mismatch;*
- *Information was not entered correctly by the employer.*

Both the employer and employee have responsibilities when E-Verify returns a SSA TNC result.



Please note that an initial TNC is not a FINAL RESULT.

You must follow the steps below and wait for the case to be updated with a final result.

STEP 1 - Employer notifies the employee of the SSA TNC.

When E-Verify displays an SSA TNC case result, the employer must first notify the employee of the SSA TNC. To notify the employee, the employer must **print** the **TNC Further Action Notice**. The TNC Further Action Notice is a critical document that explains:

- *What is an SSA TNC;*
- *Why did the employee receive an SSA TNC;*
- *What are the employee's options after having received an SSA TNC.*

The TNC Further Action Notice also provides instructions to the employer for notifying an employee of an SSA TNC. Specifically, the employer must:

- *Print the Further Action Notice (FAN) and review it privately with the employee.*
- *Read the notice to the employee if the employee cannot read.*

- Provide the employee with the English version and a foreign language version of the FAN if the employee does not fully understand English.
- Sign the employer section on the first page of the FAN.
- Instruct the employee to complete and sign the employee section on page two of the FAN.
- Provide the employee a copy of the signed FAN and keep the original with the employer's records.

After notifying the employee of the TNC, you must indicate so on Step 3:

Step 3

Indicate that the employee has been notified by selecting the check box below.

☒ I have notified this employee of the TNC.

STEP 2 - Employee decides whether to CONTEST the SSA TNC.

Employees also have certain rights and responsibilities after having received an SSA TNC. After receiving an SSA TNC, the employee must decide whether to CONTEST it and indicate so on the Further Action Notice.

If the employee CONTESTS the SSA TNC, they will indicate so by checking the appropriate box on the TNC Further Action Notice. The employer must then take the next step in E-Verify and refer the employee to SSA.

If the employee does NOT CONTEST the SSA TNC, they will indicate so by checking the appropriate box on the TNC Further Action Notice. The TNC result is then considered an:

- **SSA Final Nonconfirmation**

The employer may then terminate the employee based on E-Verify. In this case, the employer must close the case in E-Verify and indicate whether the employee was terminated. Please note that employers may not discourage the employee from contesting the TNC.

STEP 3 - Employer refers the employee's case to SSA.

An employee who chooses to CONTEST an SSA TNC must visit an SSA field office in person. When the employer refers the case to SSA, E-Verify will generate a Referral Date Confirmation (RDC) Letter, which the employer may print and give to the employee. The RDC letter instructs the employee to visit SSA to resolve the mismatch, and **includes the day by which they must visit.**

The employee must be allowed to continue working while he or she resolves the mismatch. In addition, an employer may not take any adverse actions, such as delaying training or reducing work hours, against an employee while his or her case status is pending.

STEP 4 - Employee visits SSA to resolve the mismatch.

Once the employer refers the case in E-Verify, the employee then has eight federal government work days to visit an SSA field office and resolve the mismatch. **When visiting SSA, the employee must bring the TNC Further Action Notice, along with any required documents.** The TNC Further Action Notice explains what documents are required to resolve the different types of possible mismatches.

If the employee does not visit SSA, E-Verify will automatically change the employee's case status to **SSA Final Nonconfirmation** after 10 federal government work days have passed since the case was referred. Only after an employee receives an **SSA Final Nonconfirmation** may the employer terminate the employee based on E-Verify.

STEP 5 - SSA updates the employee's case in E-Verify.

If the employee is successful in resolving the mismatch, SSA will update its records and the employee's case in E-Verify. It may take up to two federal government work days after a mismatch is resolved for the employer to see the updated case status in E-Verify.

In most cases, SSA will update the employee's case with a FINAL case result, which can be either:

- **Employment Authorized**
- **SSA Final Nonconfirmation**

Occasionally, SSA may require the employer, employee or the U.S. Department of Homeland Security (DHS) to take additional action before a final case result can be issued. In these cases, SSA will update the employee's case to reflect one of the following TEMPORARY results:

- **Case in Continuance:** In rare cases, SSA may need more than 10 federal government work days to verify an employee's employment eligibility. This can happen when an employee has lost and has applied for a replacement document, such as a birth certificate. An employee must first visit SSA and attempt to resolve the TNC for SSA to put a case in continuance. While a case is in continuance, the employer must allow the employee to continue working until a final case status is displayed in E-Verify.
 - Employers should check E-Verify regularly for a status update.
- **DHS Verification in Process:** The employee may have resolved the discrepancy with SSA, but E-Verify cannot instantly confirm employment authorization because it needs to manually review the records in government databases. For those cases requiring manual review, E-Verify will first return a "DHS Verification in Process" response and will then usually provide a verification result within 24 to 48 hours. No action is required by the employer or employee during this time.
 - Employers should check E-Verify regularly for a status update.
- **Review and Update Employee Data:** In some cases, SSA will prompt an employer to review and correct the employee information that was entered into E-Verify and update the case. This occurs when an employee who has received an SSA TNC visits SSA and SSA determines there are no errors in the employee's record. This discrepancy may result from either of the following situations:
 - An employer data entry error in E-Verify.
 - The newly hired employee provided incorrect information on the Form I-9.

The above three case statuses are considered **temporary** and an employer **may not** take any adverse actions against an employee whose case reflects any of these statuses. **Under the law, the employee must be allowed to continue working until a FINAL case status is displayed in E-Verify.**

STEP 6 - Employer closes employee's case in E-Verify.

DHS TENTATIVE NONCONFIRMATION

A DHS Tentative Nonconfirmation (TNC) results when the information entered in E-Verify does not initially match U.S. Department of Homeland Security (DHS) records. A DHS TNC does not mean that the employee is not authorized to work in the United States.

A DHS TNC case result may occur because the employee's;

- *Name, A-number and/or I-94 number are incorrect in DHS records;*
- *U.S. Passport, Passport Card, driver's license or state ID card information could not be verified;*
- *Information was not updated in the employee's DHS records;*
- *Citizenship or immigration status changed;*
- *Record contains another type of error;*
- *Information was not entered correctly by the employer.*

Both the employer and employee have responsibilities when E-Verify returns a DHS TNC case result.



Please note that an initial TNC is not a FINAL RESULT.

You must follow the steps below and wait for the case to be updated with a final result.

STEP 1 - Employer notifies the employee of the DHS TNC.

When E-Verify displays a DHS TNC case result, the employer must first notify the employee of the DHS TNC. To notify the employee, the employer must print the **TNC Further Action Notice**. The TNC Further Action Notice is a critical document that explains:

- *What is a DHS TNC;*
- *Why the employee received a DHS TNC;*
- *What the employee's options are after having received a DHS TNC.*

The TNC Further Action Notice also provides instructions to the employer for notifying an employee of a DHS TNC. Specifically, the employer must;

- *Print the Further Action Notice (FAN) and review it privately with the employee.*
- *Read the notice to the employee if the employee cannot read.*
- *Provide the employee with the English version and a foreign language version of the FAN if the employee does not fully understand English.*
- *Sign the employer section on the first page of the FAN.*
- *Instruct the employee to complete and sign the employee section on page two of the FAN.*
- *Provide the employee a copy of the signed FAN and keep the original with the employer's records.*

After notifying the employee of the TNC, you must indicate so on Step 3:

Step 3

Indicate that the employee has been notified by selecting the check box below.

☒ I have notified this employee of the TNC.

STEP 2 - Employee decides whether to contest the DHS TNC.

Employees also have certain rights and responsibilities after having received a DHS TNC. After receiving a DHS TNC, the employee must decide whether to take action and CONTEST this case result and must indicate so on the Further Action Notice.

If the employee CONTESTS the DHS TNC, they will indicate so by checking the appropriate box on the TNC Further Action Notice. The employer must then take the next step in E-Verify and refer the employee to DHS.

If the employee does NOT CONTEST the DHS TNC, they will indicate so by checking the appropriate box on the TNC Further Action Notice. The TNC case result is then considered a:

- **DHS Final Nonconfirmation**

The employer may then terminate the employee based on E-Verify. In this case, the employer must close the case in E-Verify and indicate whether the employee was terminated. Please note that employers may not discourage the employee from contesting the TNC.

STEP 3 - Employer refers the employee's case to DHS.

An employee who chooses to contest a DHS TNC must be referred to DHS. When the employer refers a case to DHS, E-Verify will generate a Referral Date Confirmation (RDC) Letter, which the employer must print and give to the employee. The RDC letter instructs the employee to contact DHS to resolve the mismatch.

If the employee contests a DHS TNC issued because of a **PHOTO MISMATCH** (meaning the employer indicated that the photo displayed by E-Verify did not match the photo on the employee's document), the employer will need to express mail a copy of the employee's photo document along with Referral Date Confirmation (RDC) Letter to DHS.

The DHS mailing address will be shown after the employer clicks the "Print DHS Referral" button.

Results Section:

| Initial Verification Results | Case Number: 2010326201507AL |
|------------------------------|------------------------------------|
| • Initial Eligibility Status | Case Incomplete 11/22/2010 5:13 PM |

| DHS ReVerify Request | Case Number: 2010326201507AL |
|-------------------------------|--|
| • ReVerify Eligibility Status | Photo Matching Required 11/22/2010 5:14 PM |

| Photo Match Results | Case Number: 2010326201507AL |
|----------------------------------|---|
| • Photo Match Eligibility Status | DHS Tentative Non Confirmation (TNC) 11/22/2010 5:20 PM |

Once the "DHS Referral" letter has been completed and presented to the employee, click the "DHS Referral" button. The employee then has 8 Federal Government workdays from the date of the DHS Referral to resolve the discrepancy by visiting the designated Department of Homeland Security (DHS) office.

In addition, you indicated that the photo provided by E-Verify did not match the employee's document. Mail a copy of the employee's photo document along with a copy of the DHS Referral Letter via express mail to the address below and click the "DHS Referral" button.

U.S. Department of Homeland Security - USCIS
10 Fountain Plaza, 3rd Floor
Buffalo, NY 14202
Attn: Status Verification Unit - Photo Matching

IMPORTANT: Send only a copy, not the original document, to DHS. You must use an express shipping carrier of your choice at your own expense. DHS will not pay for any shipping cost.

Re-Print DHS Notice to Employee Re-Print DHS Referral

DHS Referral **CLICK**

☒ English ☐ Spanish

Print Report Show Additional Choices

E-Verify **PHOTO MATCHING** is an important part of the employment eligibility verification process. It requires the employer to verify that the photo displayed in E-Verify is identical to the photo on the document that the employee presented for Section 2 of Form I-9.

PHOTO MATCHING is activated automatically if an employee has presented with his or her Form I-9 a:

- **I-551, (Permanent Resident Card)**
- **Form I-766, (Employment Authorization Document), or**
- **U.S. Passport or Passport Card**

If no photo is available, the case will either automatically skip photo matching or “No Photo on this Document” may display in place of a photo. Other documents with photos (such as a driver’s license) will not activate photo matching.

Reminder: A photo displayed in E-Verify should be compared with the photo in the document that the employee has presented and not with the face of the employee.

The employee must be allowed to continue working while he or she resolves the mismatch. In addition, an employer may not take any adverse actions, such as delaying training or reducing work hours, against an employee while his or her case is in pending status.

STEP 4 - Employee contacts DHS to resolve the mismatch.

Once the employer refers the case in E-Verify, the employee then has eight federal government work days to contact DHS and resolve the mismatch. When contacting DHS, the employee should have the DHS TNC Further Action Notice.

If the employee does not contact DHS, E-Verify will automatically change the employee's case status to **DHS No Show** after 10 federal government work days have passed since the case was referred. Only after an employee receives a **DHS No Show** or **DHS Final Nonconfirmation** may the employer terminate the employee based on E-Verify.

STEP 5 - DHS updates the employee's case in E-Verify.

If the employee is successful in resolving the mismatch, DHS will update its records and the employee's case in E-Verify. It may take up to two federal government work days after a mismatch is resolved for the employer to see the updated case status in E-Verify.

In most cases, DHS will update the employee's case with a FINAL case result, which can be:

- **Employment Authorized**
OPTIONAL - In cases where DHS returns an **Employment Authorized** status, the employer can select the **Additional Review Request** option (*see next section for instructions*).
- **DHS No Show**
- **DHS Final Nonconfirmation**

Occasionally, DHS may require the employee to take additional action before a final case result can be issued. In these cases, DHS will update the employee's case to reflect the following TEMPORARY result:

- **Case in Continuance**

In rare cases, DHS may need more than 10 federal government work days to verify an employee's employment eligibility. This can happen for a number of reasons, including if an employee has lost and has applied for a replacement document. An employee must first contact DHS and attempt to resolve the TNC for DHS to put a case in continuance. While a case is in continuance, the employer must allow the

employee to continue working until a final case status is displayed in E-Verify. Employers should check E-Verify regularly for a status update.

Case in Continuance is considered a **temporary** case status and an employer may not take any adverse actions against an employee with a "Case in Continuance" status. **Under the law, the employee must be allowed to continue working until a final case status is displayed in E-Verify.**

STEP 6 - Employer closes employee's case in E-Verify.

E-VERIFY DHS RESULT = “Additional Review Request” OPTION

In cases where DHS returns an Employment Authorized status, there is an option called “Additional Review Request”. **This is OPTIONAL and NOT REQUIRED.**

- OPTION 1 - If the employee name displayed on the E-Verify results screen matches the name on their documentation:
 - Click CLOSE CASE
 - Answer the two questions regarding the individual’s current employment status
 - **This is a FINAL RESULT** and E-Verify Process is now complete
- OPTION 2 - If the employee name displayed on the E-Verify results screen DOES NOT match the name on their documentation
 - The employer may elect to request that E-Verify review the case manually to ensure the correct individual is verified.

By clicking “Additional Review Request”, DHS will manually research and re-post updated results (this process generally takes a few days).

The screenshot shows the 'Close Case' interface for an E-Verify case. At the top, a blue header bar contains the text 'Close Case'. Below this, a white box displays the employee name 'Daniels, Daria' and the case number '2014052140731XT', with a 'View/Print case details' button to the right. The main section, titled 'Employment Eligibility', features a green checkmark icon and the text 'Employment Authorized'. It states that 'Daria Daniels is authorized to work in the United States' and instructs the user to click 'Close Case' to complete the verification. A note below explains that if the name does not match, the user should click 'Additional Review Requested'. At the bottom left is a 'HOME' button. At the bottom right are two buttons: 'ADDITIONAL REVIEW REQUEST' (blue) and 'CLOSE CASE' (green). A red arrow labeled 'OPTION 2' points to the 'ADDITIONAL REVIEW REQUEST' button, and another red arrow labeled 'OPTION 1' points to the 'CLOSE CASE' button.

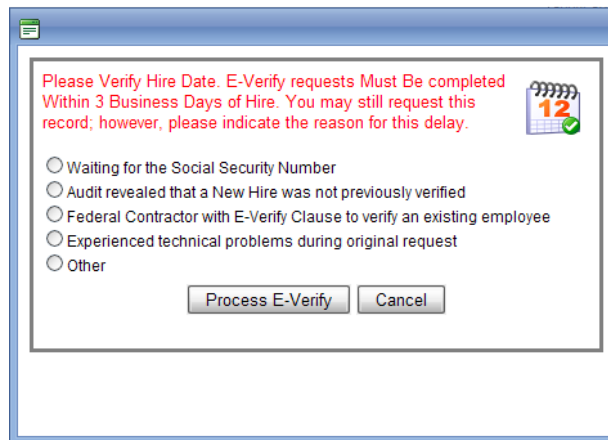
E-VERIFY "3 DAY OVERDUE" REASON REQUIREMENT

If an E-Verify request is being submitted MORE than three (3) days from the DATE OF HIRE, the employer must now submit the REASON for the delay. The system user must select one of the following choices:

- Waiting for the Social Security Number
- Audit revealed that a New Hire was not previously verified
- Federal Contractor with E-Verify clause to verify an existing employee
- Experienced technical problems during the original request
- Other
 - If "Other" is selected, the user will then be prompted to enter an explanation.

E-VERIFY FROM THE ELECTRONIC FORM I-9

If an overdue E-Verify request is submitted directly from the electronic Form I-9, the following window will be displayed.



Please Verify Hire Date. E-Verify requests Must Be completed Within 3 Business Days of Hire. You may still request this record; however, please indicate the reason for this delay.

☐ Waiting for the Social Security Number

☐ Audit revealed that a New Hire was not previously verified

☐ Federal Contractor with E-Verify Clause to verify an existing employee

☐ Experienced technical problems during original request

☐ Other

Process E-Verify Cancel

E-VERIFY – CASE RESOLUTION

All E-Verify cases must be closed by the user in E-Verify when a final verification result is received, regardless of the result.

For individuals still employed with the company:

1. Click the “Close Case” button.

The screenshot shows the 'Employee Information and Verification' page. At the top, there are three progress indicators: 'Enter Form I-9 Info' (green checkmark), 'Verification Results' (green checkmark), and 'Close Case' (blue circle with a checkmark). Below this is a 'Close Case' section with a blue header. It displays the employee name 'Authorized, Lisa' and the case number '2014052140001XJ'. A 'View/Print case details' button is on the right. Below this is an 'Employment Eligibility' section with a green checkmark and the text 'SSA Employment Authorized'. It states: 'Lisa Authorized is authorized to work in the United States. To complete the verification process, click “Close Case”'. A note below says: 'If the name displayed above does NOT match the name you entered (Lisa Authorized), click “Additional Review Requested” to request SSA review the case'. At the bottom, there are three buttons: 'HOME', 'ADDITIONAL REVIEW REQUEST', and 'CLOSE CASE'. A red arrow points to the 'CLOSE CASE' button.

2. Select “Yes” and click “Continue”.

The screenshot shows a question: 'Is individual employed with this company?'. Below the question, it says 'Select Yes or No and click Continue'. There are two radio buttons: 'Yes' (selected) and 'No'. At the bottom, there are three buttons: 'HOME', 'BACK', and 'CONTINUE'. A red arrow points to the 'CONTINUE' button.

3. Choose the first option, unless the E-Verify case is invalid for either reason shown, then click “Continue”.

The screenshot shows a question: 'Individual is employed by employer'. Below the question, there are three radio buttons: 'The employee continues to work for the employer after receiving an Employment Authorized result.' (selected), 'The case is invalid because another case with the same data already exists.', and 'The case is invalid because the data entered is incorrect.'. At the bottom, there are three buttons: 'HOME', 'BACK', and 'CONTINUE'. A red arrow points to the 'CONTINUE' button.

4. The case is now closed.

The screenshot shows the 'Results' section. It contains two columns of information. The first column is labeled '1 Initial Verification Results' and shows 'SSA Employment Authorized', 'Case number 2014052140001XJ', and '2/21/2014 12:00 PM'. The second column is labeled '2 Case Resolution' and shows 'The Employee Continues To Work For The Employer After Receiving An Employment Authorized Result.', 'Case number 2014052140001XJ', and '2/21/2014 12:00 PM'.

For individuals no longer employed with the company:

1. Click the “Close Case” button.

The screenshot shows the 'Employee Information and Verification' page. At the top, there is a progress bar with three steps: 'Enter Form I-9 Info' (completed with a green check), 'Verification Results' (completed with a green check), and 'Close Case' (active with a blue check). Below the progress bar is a blue header with the text 'Close Case'. Underneath, there is a section with 'Employee name' (Authorized, Lisa) and 'Case number' (2014052140001XJ), along with a 'View/Print case details' button. A large blue box contains the 'Employment Eligibility' section, which states 'SSA Employment Authorized' with a green check. Below this, it says 'Lisa Authorized is authorized to work in the United States. To complete the verification process, click "Close Case"'. A note mentions that if the name does not match, 'Additional Review Requested' should be clicked. At the bottom right, there are two buttons: 'ADDITIONAL REVIEW REQUEST' and 'CLOSE CASE'. A red arrow points to the 'CLOSE CASE' button.

2. Select “No” and click “Continue”.

The screenshot shows the 'Close Case' page with a blue header. The main question is 'Is individual employed with this company?' with a sub-instruction 'Select Yes or No and click "Continue"'. There are two radio buttons: 'Yes' and 'No'. The 'No' radio button is selected. At the bottom, there are three buttons: 'HOME', 'BACK', and 'CONTINUE'. A red arrow points to the 'CONTINUE' button.

3. Choose the appropriate option and click “Continue”.

The screenshot shows the 'Individual is not employed by employer' page with a blue header. The main instruction is 'Select the appropriate statement and click "Continue"'. There are five radio buttons with corresponding statements. The first option is selected: 'The employee was terminated by the employer for choosing not to contest a Tentative Nonconfirmation'. At the bottom, there are three buttons: 'HOME', 'BACK', and 'CONTINUE'. A red arrow points to the 'CONTINUE' button.

4. The case is now closed.

DELETING I-9 OR E-VERIFY REQUESTS

In the event you discover incorrect information on an eForm I-9 or on an E-Verify query, you must delete the eForm I-9, or cancel the E-Verify query and start over. Please follow the process below:

To Delete an I-9 record:

- Access the pending or archived I-9 form
- Scroll to the bottom of the I-9 Form
- Click the “Delete eForm I-9” button

To Cancel an E-Verify query while case is still in pending status:

- Access the pending E-Verify case
- Click the “Close Case” button
- Select the appropriate case resolution options

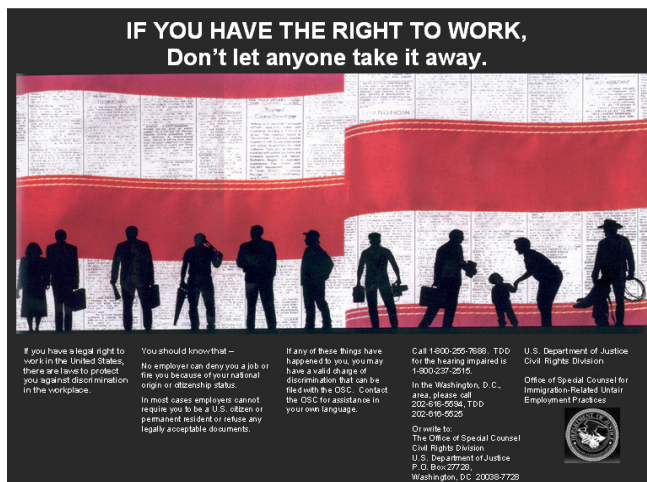
Note: Delete options are based on user privileges, if there is no delete button displayed, please contact your manager for assistance.

DHS REQUIRED POSTERS

IMPORTANT

You must display the four (4) notices from the Department of Homeland Security (DHS), as referenced below, in a **prominent place that is clearly visible to all prospective employees at each individual hiring site.**

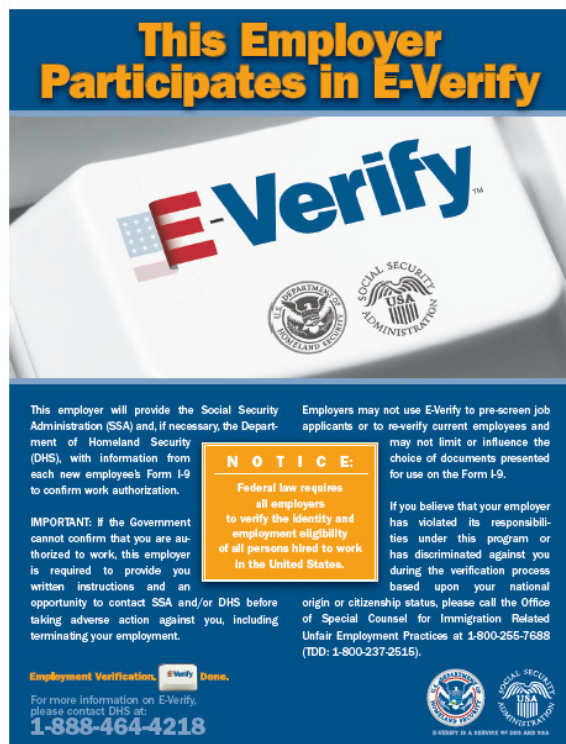
English version of the Right to Work poster



Spanish version of the Right to Work poster



English version of the E-VERIFY participation poster



Spanish version of the E-VERIFY participation poster

