COMPLETING FORM I-9
AGENDA

- I-9 Process
- Acceptable Documents for I-9
- I-9 Examples
- Using Document Receipts
- Reverifications
- Avoiding and Correcting Errors
- Penalties
- Practice
Any time after the acceptance of a job offer and the first day of work for pay, the employee may complete Section 1 of Form I-9.

Employers may not specify which document or combination of documents that the employee should provide.

The employee and employer must follow the One Day and Three Day Rule when completing the I-9 form.

Employers must process the Form I-9 online using the enhanced form.

Employers must ensure that all pages of the instructions and lists of acceptable documents are available, either in print or electronically.
One Day

• Employees may complete Section 1 of Form I-9 at any time between acceptance of a job offer and the first day of work for pay.
• You may not start the I-9 process before the employee accepts your employment offer.
• The employee must complete Section 1 of Form I-9 by his or her first day of work for pay. Section 1 of the form must be printed, signed and dated.

Three Day

• The employer must review the employee’s document(s) and fully, complete Section 2 of Form I-9 by the third business day after the first day of work for pay. Section 2 of the form must be printed, signed and dated.
Employees must establish both identity and employment authorization. An employee must present to his or her employer a document from List A, which shows both identity and employment authorization; or a combination of one document from List B, which shows only identity, and one document from List C, which show only employment authorization.

**List A**
documents show both identity & employment authorization

**List B**
documents Show ONLY identity & must have a photograph

**List C**
documents show ONLY employment authorization
Documents must be original and unexpired.
Documents must be seen in person
Copies and faxes are unacceptable

Certified birth certificates are the only acceptable copied document for the Form I-9.
Log onto https://www.uscis.gov/i9

Download this form to your desktop for easy access.
Must be completed by first day of work for pay.

- No P.O. Boxes are allowed
- E-mail and Telephone fields are optional. Use N/A if not using these fields.
- QR code is visible when printed.
- The employee must acknowledge if a translator was used by checking one of the options.
- Click to Finish gives access to the audit feature.
- The form must be printed, signed and dated.
- A button is available for complete instructions.
Must be completed by the end of the 3rd business day after the date of hire.

The name and citizenship status will auto fill if completing at the same time as section 1. Otherwise, type in the employee's last name, first name and citizenship/immigration status in the space provided.

Must complete List A or a combination of List B and List C.

Click to Finish gives access to the audit feature.

The form must be printed, signed and dated.
Form I-9 Section 3

- Write employee R# at the top of page.
- Ensure employee’s name is written in space provided.
- Complete only Section 3 for reverifications.
- The name field in section 3 is only for a name change.
- Employee’s signature is not required.

Section 3 is on a separate page while online.

When printed, section 3 will appear at the bottom of the section 2 page.
## Documentation for different Visa Status

### Most Common Foreign Student/Scholar Status

- Visa Status can be found on the I-94 card/printout
- Make sure all documents provided are UNEXPIRED

<table>
<thead>
<tr>
<th>Visa Status</th>
<th>Required Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>F-1 Status:</strong></td>
<td></td>
</tr>
<tr>
<td>• Foreign Passport</td>
<td></td>
</tr>
<tr>
<td>• I-94</td>
<td></td>
</tr>
<tr>
<td>• Form I-20</td>
<td></td>
</tr>
<tr>
<td><strong>J-1 Status:</strong></td>
<td></td>
</tr>
<tr>
<td>• Foreign Passport</td>
<td></td>
</tr>
<tr>
<td>• I-94</td>
<td></td>
</tr>
<tr>
<td>• Form DS-2019</td>
<td></td>
</tr>
<tr>
<td>• Sponsor Letter (for students)**</td>
<td></td>
</tr>
<tr>
<td><strong>H1B Status:</strong></td>
<td></td>
</tr>
<tr>
<td>• Foreign Passport</td>
<td></td>
</tr>
<tr>
<td>• I-94</td>
<td></td>
</tr>
</tbody>
</table>
The employee may present you with an Unexpired Foreign Passport, I-94, and Form I-20. These documents establish the employee’s identity and employment authorization for Form I-9 purposes and should be recorded under List A in Section 2 of Form I-9.
Examples of I-94 Documents

Form I-94 or Form I-94A Arrival/Departure Record

U.S. Customs and Border Patrol or U.S. Citizenship and Immigration Services issue arrival-departure to nonimmigrants. This document indicates the bearer’s immigration status, the date that the status was granted, and when the status expires. The immigration status notation within the stamp on the card varies according to the status granted, e.g., L-1, F-1, J-1. The Form I-94 has a handwritten date and status, and the Form I-94A has a computer-generated date and status. Both may be presented with documents that Form I-9 has specifies are valid only when Form I-94 or Form I-94A also is presented, such as the foreign passport, Form DS-2019, or Form I20.
Example of Form I-20

- **Form Name**
- **Document number**
- **Expiration date**
- **School name- In most cases, the school name will be TTU. It is possible that it is from another school with an endorsement for TTU employment on Page 3.**
Example of F1 on I-9
If the employee presents you with an Employment Authorization Document (EAD) that contains a photograph (Form I-766), it is a List A acceptable document.
The document has 3 letters & 10 digits sometimes located on the back of the card.
If an employee presents an Unexpired Foreign Passport, I-94, and DS-2019 you will need to verify if a Sponsor Letter is also needed. These documents establish the employee’s identity and employment authorization for Form I-9 purposes and should be recorded in Section 2 under List A.
- Document number can be found in upper right hand corner.
- Verify Exchange Visitor Category, if category states Student additional documentation may be needed.
- Expiration Date is located on the middle left of page unless Exchange Visitor Category states student, then defer to Sponsor Letter for expiration.
October 14, 2011

TO WHOM IT MAY CONCERN:

Re:

As Responsible Officer for the Texas Tech University Exchange Visitor Program, I am designated to approve on-campus employment for J-1 students sponsored by the program [22 CFR 62.23(g)(2)]. I authorize [Student Name] to accept student employment as a student research assistant at Texas Tech University in the School of Law between October 14, 2011 and December 31, 2011. Employment shall be limited to a maximum of twenty hours per week while the University is in session during the regular fall and spring semesters.

For the completion of Form I-9 for [Student Name], the documents which prove his employment authorization are his Form I-94, Form DS-2019 and this letter. His passport or other acceptable document will prove his identity.

Please contact me if you have any questions concerning this student’s employment authorization.

Sincerely,

[Signature]
Robert T. Crosser, Ph.D.
Responsible Officer
Texas Tech Exchange Visitor Program

b:emprn.1
J1 Example on Form I-9

**Employment Eligibility Verification**

**Section 1: Employee Information and Attestation**

- **Last Name (Family Name):** J1
- **First Name (Given Name):** Example
- **Middle Initial:**
- **Other Last Names Used (if any):**
- **Address:**
- **City:**
- **State:**
- **Zip Code:**
- **Social Security Number:**
- **Date of Birth:**
- **U.S. Passport Number:**
- **Country of Issuance:**
- **Date of Expiration:**
- **Place of Issue:**
- **Nationality:**
- **Sex:**
- **Citizen or Legal Permanent Resident:**
- **Alien Registration Number/USCIS Number:**
- **Foreign Passport Number:**
- **Country of Issuance:**
- **Date of Expiration:**
- **Place of Issue:**
- **Nationality:**
- **Sex:**
- **Citizen or Legal Permanent Resident:**

**End date from DS-2019**

**Preparer and/or Translator Certification**

- **Signature:**
- **Today’s Date (mm/dd/yyyy):**

**Section 2: Disability Information**

- **Number of Children:**
- **Employment:**
- **Years of School Education:**
- **Years of Work Experience:**

**Section 3: Revenue**

- **Employer’s Name:**
- **Address:**
- **City:**
- **State:**
- **Zip Code:**

**Add sponsor letter information if required. (see note in box below)**

**J1 Visa Status**

- **Unexpired Passport**
- **Form I-94**
- **Form DS-2019**

If the visitor exchange category has the word “student” (excluding student intern) on the DS-2019, a sponsor letter is required.
An Unexpired Foreign Passport, Form I-94 or Form I-797 establish the employee’s identity and employment authorization for Form I-9 purposes and should be recorded in Section 2 under List A of Form I-9.
Form I-797 Approval Notice Example

- **Form name** can be found at the top right corner.
- **School or employer name** can be found at the top and bottom of page.
- **Valid dates of form** can also be found at the top and bottom of page.
- **Record the I-94 number** on the Form I-9 and not the Receipt number.
H-1B Example on Form I-9

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

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of the form. Employers are liable for any 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) employees 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.

I, [Employee's Name], am an employee of [Employer's Name], and am authorized to work in the United States. I have not been convicted of a felony, and I agree to comply with the immigration laws of the United States.

Expiration date from I-94

And one of these three choices:

1. I certify that the information on this form is true and correct.
2. I certify that the information on this form is true and correct, and that the employee is a lawful permanent resident of the United States.
3. I certify that the employee is a lawful permanent resident of the United States.

Signature of Employee: [Signature]

Preparer and/or Translator Certification

I certify that I have assisted the employee in completing Section 1 of this form and that the best of my knowledge the information therein is true and correct.

Signature of Preparer or Translator: [Signature]

Section 2. Employer or Authorized Representative Review and Verification

I attest, under penalty of perjury, that I have examined the documents presented by the above-named employee, and to the best of my knowledge the information therein is true and correct.

Signature of Employer or Authorized Representative: [Signature]

Unexpired Passport with a specific expiration date
There is more than one issuing authority for Social Security Cards, the most common are:

- Social Security Administration or
- Department of Health and Human Services
Ensure employee’s name and citizenship status is entered in the space provided at the top.

Complete both List B and List C completely.

Enter employee’s first date of employment in space provided, this date should match the epaf.

Complete employer section with your name and date documents were reviewed, no P.O. boxes or Mail Stops are allowed for the address.

Section 2 must be completed within 3 business days of hire date.
Choose US Birth Certificate from the drop down box.

Document/File Number is the document number.

Issuing Authority will be the State in the seal.
The name and citizenship/immigration status will auto fill if done at the same time as section 1. If not type in the information.

Complete List B and C completely.

Type in the date of hire in space provided, this date should match your epaf date.

Complete the employer section except for your signature and date “Click to Finish” for the audit feature checking for corrections.

Print, sign and date section 2.

Section 2 must be completed within 3 business days from the date of hire.
Departments will receive letters notifying them of I-9 expirations.

When a reverification is required, use a new form while only completing section 3 on Form I-9.

Employee’s may present different documents during the reverification process.

Sections 3A and 3B should be filled with N/A unless there is a name change.

Handwrite the employee’s R# at the top of the page and ensure their name is in the space provided.
R# handwritten at the top of the page.

Name entered in the space provided.

Sections 3A and 3B should contain N/A unless there is a name change.

Section 3 should be completed signed and dated by you as the employer.
Place employee’s R# and Name at the top of the page.

Sections 3A and 3B should contain N/A unless there is a name change.

In order to record all documents needed, please place one document per box.

Section 3 should be completed signed and dated by you as the employer.
- Place employee’s R# and Name at the top of the page.

- Sections 3A and 3B should contain N/A unless there is a name change.

- In order to record all documents needed, please place one document per box.

- Section 3 should be completed, signed, and dated by you as the employer.
Acceptable receipt examples would include:

Social Security card replacement receipt.

Driver’s License/Identification Card

When the employee provides an acceptable receipt:

1. Record the document title in Section 2 of Form I-9
2. Write the word “receipt” and its document number in the “Document #” space.

When the employee presents the actual document:

1. Cross out the word “receipt” and any accompanying document number
2. Insert the number from the actual document presented
3. Initial and date the change.
Completing Form I-9 for Off Campus Employees

How to hire an employee who will work off campus.

- Contact HR Comp & Ops with the zip code of the employee’s location.
- We will provide the contact information of an HR professional to be given to the employee.
- The employee will complete section 1.
- The HR professional will complete section 2 including the verification of the documents.
- The completed I-9 with the supporting documents should be sent to the hiring department in a timely manner to process the E-Verify Case.
E-Verify is now mandatory for all new hire employees.

Is possible some existing employees (hired before E-Verify) might need to have an E-Verify case. If your employee will be compensated by Federal Contract Funds with the FAR clause you will be notified to create a case for them.

The Office of Research Accounting (ORA) will contact you if an employee of yours needs an E-Verify case to be created. #742-3915
A few document reminders:

- All documents must be unexpired.

- You must verify the actual document, copies and faxes are not acceptable.

- Metal or plastic reproductions of a social security card are not acceptable.

- Some documents such as social security cards and birth certificates do not contain expiration dates and should be treated as unexpired typing in N/A.
Avoiding Common Errors

- If anyone other than the employee enters any data in Section 1, be sure they complete the preparer certification.

- Employee and employer must follow the One Day and Three Day Rule.

- Complete List A using the passport date, do not use the visa page.

- Do not use copies or faxes to complete the I-9, use original documents only.

- Foreign passports commonly list dates as day-mo-yr. The I-9 requires the date format to be mo-day-yr.

- When documenting SS cards, look at the issuing authority stamp in the background of the SS card.

- There must be a physical address listed for Texas Tech – no PO Boxes or Mail Stops.
Correcting Errors

- Draw a single line through the incorrect information.
- Date and initial by person making the correction.
- Never use white out or completely black out incorrect information.
- Write missing information or correct information nearby.
- Never backdate.
### Civil Fines and Criminal Penalties for Form I-9 Violations

<table>
<thead>
<tr>
<th>Civil Violations</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minimum</td>
<td>Maximum</td>
<td>Minimum</td>
</tr>
<tr>
<td>Hiring or continuing to employ a person, or recruiting or referring for a fee,</td>
<td>$375 for</td>
<td>$3,200 for</td>
<td>$3,200 for</td>
</tr>
<tr>
<td>knowing that the person is not authorized to work in the United States.</td>
<td>each worker.</td>
<td>each worker.</td>
<td>each worker.</td>
</tr>
<tr>
<td>Failing to comply with Form I-9 requirements.</td>
<td>$110 for</td>
<td>$1,100 for</td>
<td>$110 for</td>
</tr>
<tr>
<td></td>
<td>each form.</td>
<td>each form.</td>
<td>each form.</td>
</tr>
<tr>
<td>Committing or participating in document fraud.</td>
<td>$375 for</td>
<td>$3,200 for</td>
<td>$3,200 for</td>
</tr>
<tr>
<td></td>
<td>each worker.</td>
<td>each worker.</td>
<td>each worker.</td>
</tr>
<tr>
<td>Committing document abuse.</td>
<td>$110 per</td>
<td>$1,100 per</td>
<td>$110 per</td>
</tr>
<tr>
<td></td>
<td>violation.</td>
<td>violation.</td>
<td>violation.</td>
</tr>
<tr>
<td>Unlawful discrimination against an employment-authorized individual in hiring,</td>
<td>$375 per</td>
<td>$3,200 per</td>
<td>$3,200 per</td>
</tr>
<tr>
<td>firing, or recruitment or referral for a fee.</td>
<td>violation.</td>
<td>per violation.</td>
<td>per violation.</td>
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<tr>
<td>Asking an employee for money guaranteeing that the employee is authorized to</td>
<td></td>
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<td></td>
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<tr>
<td>work in the United States, also called an indemnity bond.</td>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Criminal Violations</td>
<td>First Offense</td>
<td>Second Offense</td>
<td>Third Offense</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engaging in a pattern or practice of hiring, recruiting or referring for a fee,</td>
<td>• Up to $3,000 for each</td>
<td>• Up to $3,000 for each</td>
<td>• Up to $3,000 for each</td>
</tr>
<tr>
<td>unauthorized aliens.</td>
<td>unauthorized alien.</td>
<td>unauthorized alien.</td>
<td>unauthorized alien.</td>
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<tr>
<td></td>
<td>• Up to 6 months in</td>
<td>• Up to 6 months in</td>
<td>• Up to 6 months in</td>
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<tr>
<td></td>
<td>prison for the entire</td>
<td>prison for the entire</td>
<td>prison for the entire</td>
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<tr>
<td></td>
<td>pattern or practice.</td>
<td>pattern or practice.</td>
<td>pattern or practice.</td>
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<td></td>
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<td></td>
<td>Pay $1,100 for each</td>
<td>Refund the employee</td>
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<tr>
<td></td>
<td>bond the employee paid</td>
<td>the full amount of the</td>
<td></td>
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<tr>
<td></td>
<td>to the employer</td>
<td>bond. If the employee</td>
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<td></td>
<td></td>
<td>cannot be found, this</td>
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<td></td>
<td></td>
<td>refund will go to the</td>
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<td></td>
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<td>U.S. Treasury.</td>
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</tbody>
</table>

If you have a situation that does not fall into one of the scenarios addressed in this presentation or if you have any questions at all, please contact Human Resources Comp and Ops for assistance before you submit the I-9 packet or process an E-Verify® case.

Human Resources Comp & Ops
742-3851
hrs.compensation.operations@ttu.edu
Jane Smith has filled out section 1 of the Form I-9. She has presented an unexpired United States Passport as her document of choice. Please fill in Section 2 of the Form I-9.

United States Passport

Number: 1234567
Name: Smith, Jane E
DOB: 09/07/2001
Valid Dates: 09/07/2019 to 09/07/2028

Date of hire: 09/01/2020
### Section 2. Employer or Authorized Representative Review and Verification

<table>
<thead>
<tr>
<th>Document Title</th>
<th>Issuing Authority</th>
<th>Document Number</th>
<th>Document Title</th>
<th>Issuing Authority</th>
<th>Document Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Expiration Date (mm/dd/yyyy): 03/31/2023

Additional Information

Certification: I attest, under penalty of perjury, that (1) I have examined the documents presented by the above-named employee and (2) the above-listed documents 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): 03/31/2023

[Signature]

Employee’s Business or Organization Name: Texas Tech University

Employee’s Address: 3200 Broadway

City or Town: Lubbock

State: TX

Zip Code: 79409

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

A. Name (if applicable)

<table>
<thead>
<tr>
<th>Last Name (Family Name)</th>
<th>First Name (Given Name)</th>
<th>Middle Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Date of Rehire (if applicable)

<table>
<thead>
<tr>
<th>Date</th>
<th>Document Title</th>
<th>Document Number</th>
<th>Expiration Date (mm/dd/yyyy)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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]

[Today’s Date] 03/31/2023

Name of Employer or Authorized Representative
Jack Smith has filled out Section I. He has presented an unexpired foreign passport, an I-20, and an I-94 as his documents of choice. Please fill in Section 2 of the Form I-9.

**Foreign Passport**
- **Country:** Australia
- **Number:** 1234567

**I-94**
- **Number:** 98765432101
- **Name:** Smith, Jack K
- **Country of Citizenship:** Australia
- **Expiration date:** D/S
  - **Valid Dates:** 04/09/2019 to 04/09/2032

**I-20**
- **Number:** N0034567
- **Name:** Smith, Jack K
- **Program Sponsor:** TTU
- **Valid Dates:** 01/01/2016 to 12/16/2024

**Date of hire:** 09/01/2020
Practice - F1 Solution
Effective September 1, 2015
What is E-Verify®?

E-Verify® is an electronic system that verifies the employment eligibility of:

- Newly hired employees
- Existing Employees assigned to work on a qualifying federal contract

E-Verify® is a FREE web-based service provided by the Federal Government that is FAST and EASY to use.

Effective 09/01/2015, Governor Greg Abbot signed legislation that requires all State of Texas Agencies to use the Federal E-Verify System for all new employees.
E-Verify® is not.....

- A system that provides immigration status
- Used for prescreening
- A safe harbor from worksite enforcement
Performance

- Not found authorized: 0.98%
- Confirmed after initial mismatch: 0.22%
- Contested mismatches not found authorized: 0.01%
- Unresolved cases: 0.19%

Automatically confirmed as work authorized: 98.81%

# I-9 Process with E-Verify

<table>
<thead>
<tr>
<th>I-9 Process</th>
<th>I-9 Process with E-Verify</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee completes Form I-9, Section 1.</td>
<td>- Employee must include SSN when completing Form I-9, Section 1.</td>
</tr>
<tr>
<td></td>
<td>- If the employee has not been issued his SSN, complete Form I-9 as usual and attach a</td>
</tr>
<tr>
<td></td>
<td>memo to Form I-9 indicating the reason for the delay in creating the case in E-Verify.</td>
</tr>
<tr>
<td></td>
<td>- If employee provides email address, employer MUST enter it into E-Verify.</td>
</tr>
<tr>
<td>Employee chooses which acceptable document(s) to present.</td>
<td>- Employee chooses which acceptable document(s) to present.</td>
</tr>
<tr>
<td></td>
<td>- If a List B document is chosen, it MUST contain a photograph.</td>
</tr>
<tr>
<td></td>
<td>- If an employee chooses to provide a photo matching document, the employer must make</td>
</tr>
<tr>
<td></td>
<td>a photo copy and retain with the Form I-9.</td>
</tr>
<tr>
<td>Employer completes Form I-9, Section 2.</td>
<td>- Employer completes Form I-9 Section 2.</td>
</tr>
<tr>
<td>If necessary, employer updates or re-verifies employee’s work eligibility in</td>
<td>- E-Verify Case Status will prompt employer to update or reverify in Section 3 or Form</td>
</tr>
<tr>
<td>Section 3.</td>
<td>I-9. However, a case should NOT be created in E-Verify.</td>
</tr>
</tbody>
</table>

**NOTE:** All documents must be unexpired. Names should appear on Form I-9 exactly as they appear on documents. No nicknames should be used.

You must enter Form I-9 information into E-Verify® for all newly hired employees no later than the third business day after the employees’ first day for pay.

This should take place immediately after completing section 2 of the Form I-9 while the employee is still present.
You must have a Social Security number to process an E-Verify® case.

An E-Verify® case must be completed by the third business day after date of hire.

Communication within departments about your hiring process will be the most proactive step to staying compliant.

HR will revoke E-Verify® access if you are found to be continually out of compliance.
How does E-Verify® work?
Creating an E-Verify® Case

Alerts: You Must Take Action!

2 Open Cases to be Closed
10 Cases with New Updates
Work Authorization Docs Expiring
Message Center

Creating an E-Verify® Case cont.

- Complete the fields with asterisks only.
- Enter e-mail address if employee provides one.
Creating an E-Verify® Case cont.

- Type in the attestation chosen in section 1 of the Form I-9.
- This choice will determine your next page.
Creating an E-Verify® Case cont.

- Type in the documents that were presented.
- Specifically choose document titles.

*E-Verify. USCIS. Web. Jan 2015*
Creating an E-Verify® Case cont.

- Choose which of the 2 documents were presented.
- Choose the issuing authority from the drop down box.
Creating an E-Verify® Case cont.

- Type in the documents expiration date and hire date.
- Verify that your data entry is correct.
E-Verify® Case Result

- Print the case results to be uploaded to the ePAF.

You have closed case 2016333113705ZM. Record this case verification number on the employee’s Form I-9 or print the case details and keep on file.
## Initial Results

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

<table>
<thead>
<tr>
<th>Employment Authorized</th>
<th>Tentative Nonconfirmation</th>
<th>DHS Verification in Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>The employee is authorized to work.</td>
<td>There is an information mismatch.</td>
<td>DHS will usually respond within 24 hours with either: Employment Authorized or DHS Tentative Nonconfirmation</td>
</tr>
</tbody>
</table>

What is a Tentative Nonconfirmation (TNC)?

A TNC means that information from an employee’s Form I-9 did not match government databases.

**Note:** It may not mean an employee is unauthorized to work or is present in the United States unlawfully. There are legitimate reasons why an employee may receive this result.

**Common reasons for TNCs:**
- Social Security number (SSN) does not match
- Identification document could not be verified
- Citizenship or immigration status changed
- Name change was not reported
- Name entered on I-9 is different than recorded in government databases
- Information was not entered correctly in E-Verify
Handling a TNC

- Employers should print the TNC Further Action Notice and review it with the employee promptly and privately.
- Employees have the right to contest or not contest a TNC.
- Employees who choose to contest should be provided the Referral Date Confirmation.

Both the TNC Further Action Notice & Referral Date Confirmation are available in 18 languages: [Foreign Language Resources](#)

<table>
<thead>
<tr>
<th>CONTEST</th>
<th>NOT CONTEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer refers employee to appropriate agency.</td>
<td>Employer may terminate the employee and close the case in E-Verify.</td>
</tr>
</tbody>
</table>
Results after TNC

You should check E-Verify® periodically for one of the following responses:

- Employment Authorized
- Review and Update Employee Data
- Case in Continuance
- DHS Verification in Process
- DHS No Show
- Final Nonconfirmation

Check Status of a TNC

Welcome to E-Verify

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

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 4, 2013, new enhancements are available to improve ... 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

Case Alerts: You Must Take Action!

Open Cases to be Closed
5
Cases with New Updates
3
Work Authorization Docs Expiring

Handling a TNC Employee Rights

- The employee has **eight federal government workdays** from the referral date to visit or call the appropriate agency to start to resolve the discrepancy.

- The employee **continues to work** during the TNC resolution process.

- Federal law prohibits employers from terminating employment of an employee because of an interim case result until the TNC becomes a Final Nonconfirmation.
To complete the verification process, the case must be closed.

Answer the 1st question with “yes” if the employee is or will be working.

Select the appropriate statement that the “Employee continues to work for the employer after receiving an Employment Authorized result”.

- Answer the 1st question with “no” if you have made a mistake.
- Select the appropriate statement based on the particular case.
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
- Protect your identity
- Learn about your rights
The department must handle the I-9 in person online and then complete the E-Verify® case.

Once the I-9 is completed immediately process the E-Verify® case and print the case results.

Upload the I-9, supporting documentation, and the E-Verify® case results to the Epaf for approval.

No Epaf’s will be approved without a completed Form I-9 and E-Verify® results.
Once granted access to E-Verify® you will need to take several tutorials before you begin your first case.

When you have completed your tutorials and passed the tests there will be a certificate at the end- please print this off and sign it.

You can always go back to tutorials for reference if you get stuck. You will not need to take the tests again.
Required Posters – Must Be Visible to Prospective Employees

**This Organization Participates in E-Verify**

E-Verify

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 that protect you against discrimination in the workplace.

You should know that:

- 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: 1-866-487-7678 or (202) 626-2604
- For the hearing impaired: TTY 1-800-639-4290
- E-mail: osc@oscl.gov

Or write to:
U.S. Department of Justice
Office of Special Counsel
700 7th Street NW
Washington, DC 20530

E-Verify®
Helpful Websites/ links

- [http://www.cbp.gov/i94](http://www.cbp.gov/i94) - to print I-94

  - Form I-9

- [http://www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)
  - Video: E-Verify How to Create a Case

- [http://www.uscis.gov/SelfCheck](http://www.uscis.gov/SelfCheck)

- Human Resources Comp & Ops - 742-3851
  hrs.compensation.operations@ttu.edu
Please take a moment to fill out your evaluation. We appreciate your feedback!