

Electronic I-9 Verification User Guide

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Legal Disclaimer

This document’s only purpose is to provide an outline of instructions for ordering the I-9 Employment Eligibility Verification through our online Verification Management System (VMS) as well as an overview of E-Verify processes, capabilities and regulations; it is not to be used as legal advice. There may be varying requirements for, and restrictions on, use of the E-Verify process depending upon the jurisdictions in which you have or hire employees. Consult your own legal counsel for compliance advice.

For complete E-Verify requirements, please consult the E-Verify User Manual at http://www.uscis.gov/files/nativedocuments/E-Verify_Manual.pdf, your Memorandum of Understanding, and your legal counsel.

For complete Form I-9 regulations, you may refer to the USCIS Handbook for Employers: Instructions for Completing the Form I-9, available on the USCIS website at <http://www.uscis.gov/files/nativedocuments/m-274.pdf>.

Electronic I-9 Verification Via E-Verify User Guide Summary

The E-Verify Program is a program established by the U.S. Congress under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996. The E-Verify program confirms information from a Form I-9 to determine a new employee's eligibility to work in the United States and to validate the Social Security number. Verified Credentials is a certified "Designated Agent" for the E-Verify program and can offer its clients access to the E-Verify process.

Key Features:

- Online I-9 verification form auto-populated with pre-hire screening information
- E-storage of E-Verify verification results and copies of Form I-9's
- Automated email notices for required actions
- Capabilities to search and sort I-9 verifications
- Real-time status updates from E-Verify

Process Overview

1. Registration

Special forms are required for E-verify registration. Clients must complete a Client I-9 Sign-up Form and Memorandum of Understanding and return them to the Sales Department. After successful registration, Verified Credentials is required to provide clients with the following documents:

- E-Verify User Manual (required)
- Right to Work and E-Verify Participation Posters in English and Spanish (required)

2. Ordering Process

To request an Electronic I-9 Verification on a new hire, clients have two ordering options within our Verification Management System (VMS):

1. Create a new order
2. Click "Order Electronic I-9 Verification" button in Completed, Invoiced and Archived orders

3. Initial Results

1. Employment Authorized
2. SSA/DHS Employment Not Authorized
3. SSA Tentative Non-Confirmation
4. DHS Verification in Process

4. Resolution Process

Initial results 3 and 4 both require follow up actions by the employer and employee. A Tentative Non-Confirmation and Referral letter will be automatically saved to the order's Documents and emailed to the order requestor. The employee needs to be notified within three (3) government business days and contest the result within eight (8) days.

Electronic I-9 Verification Overview

What is E-Verify?

E-Verify, formerly named the Basic Pilot/Employment Eligibility Verification Program, allows employers to submit I-9 information electronically to verify work eligibility through the Social Security Administration and Department of Homeland Security. Information verified may include:

- Social Security number
- Work visa authorization
- Immigration "A" number
- I-94 arrival and departure numbers

Who Needs to Complete Form I-9?

When you decide to participate in E-Verify and conduct Electronic I-9 Verification, you must conduct verifications on all employees with no exceptions. **Every employee must complete the Form I-9 and E-Verify process within 3 government business days of the hire date.** Standard Form I-9 requirements apply to the E-Verify process, with the exception of when a Type B document is presented by the employee, it must include a photo.

Who Does Not Require I-9 Verification?

- Temporary workers
- Contractors
- Volunteers
- Persons transferring within a company
- Employees rehired and resume work within 3 years of completing the initial I-9
- A new I-9 is not required for:
 - An employee who completes paid or unpaid leave
 - A temporary lay-off
 - A strike or labor dispute
 - Gaps between seasonal employment

Important E-Verify Regulations for Employers:

- 1. Conduct I-9 Verifications only on new employees within 3 days of their hire date**
- 2. Do not use E-Verify selectively and verify work eligibility of all employees**
- 3. Notify employees of the use of E-Verify via Right to Work and E-Verify Participation posters or an authorized brochure with employee rights**
 - a. In both English and Spanish**
 - b. Posted in plain view at hiring site(s)**

Features & Benefits

Features:

- **Quickly Place Order:** Instantly begin process by clicking the “Order Electronic I-9 Verification” button
- **Pre-populated Online Form:** Fields of the Electronic I-9 Verification order form are auto-filled with information from the background check
- **Online Storage of I-9 Documents:** Scan and save a copy of the Form I-9 with the employee’s Electronic I-9 Verification results to replace your archive of hard copies
- **Notices of Required Actions:** We regularly email you when follow-up action is required in cases where the DHS or SSA needs more time to confirm information
- **Search and Sort Results:** In our Verification Management system you can manage and review Electronic I-9 Verifications by a variety of criteria
- **Status Updates:** View real-time status updates on Electronic I-9 Verifications
- **Archive Current and Historic E-Verify Results:** View all employees with In Progress orders and Completed E-Verify results in historical data

Benefits:

- **Consolidates HR Records:** Results from E-Verify are stored online with background screening information
- **Cost Savings:** Save human resources time, labor and resources
- **Improve Accuracy:** Required information is validated before the Electronic I-9 Verification order form can be submitted to E-Verify
- **Simple Self-auditing Capabilities:** With online administrative tools and storage of E-Verify results
- **Risk Management:** Prevent the charge of fines and PR crises related to employing unauthorized workers, which can result in fines of up to \$11,000 per violation

Registration and Account Setup

Account Setup Requirements

According to government regulations, you are required to register with E-Verify before Verified Credentials can provide I-9 verifications to your organization. You must execute a Memorandum of Understanding (MOU) that sets forth the responsibilities of the Social Security Administration, the U.S. Citizenship and Immigration Services Bureau, the Designated Agent and the employer.

Required Registration Forms (See Appendix A):

- Step 1. Verified Credentials I-9 Client Sign-up Form
- Step 2. Memorandum of Understanding (MOU)

Required Resources for Employers:

- E-Verify User Manual
- Right to Work Poster in English and Spanish (required for employers)
- E-Verify Participation Poster in English and Spanish (required for employers)
- Electronic I-9 Verification User Guide

Optional Resources (available on our Forms web page):

- USCIS Employers Form I-9 Handbook
- E-Verify Know Your Rights 4-page Brochure in English and Spanish

Registration Process

1. Contact our Sales Department or visit our website for an I-9 Client Sign-up Form.
2. Return the application to our Sales department or your Account Executive by fax or email.
3. We will register you with E-Verify and send a customized Memorandum of Understanding.
4. Return the signed and executed Memorandum of Understanding to our Sales department.
5. We will send an email confirming the successful E-Verify registration. Required materials will be emailed to you (see Appendix B for illustrations and Appendix C for descriptions of materials):
 - a. Two (2) posters in English and Spanish
 - b. A link to the E-Verify User Manual
 - c. Electronic I-9 Verification User Guide

E-Verify Manual

According to the MOU, Verified Credentials must “provide a copy of the manual to the Employer so that the Employer can become familiar with and comply with E-Verify policy and procedures.” Pages 1-37 have helpful information for employers, including E-Verify policy, processes and verification results.

Order Placement and Verification Process

Regulations for E-Verify

Employers ordering the Electronic I-9 Verification are required to verify that the information entered is exactly how it appears in Sections 1 & 2 of the newly-hired employee's completed Form I-9. **Employers must initiate the Electronic I-9 Verifications within three (3) government business days of the hire date.**

I-9 Verification Ordering Processes

You have 3 ways to order within our Verification Management System:

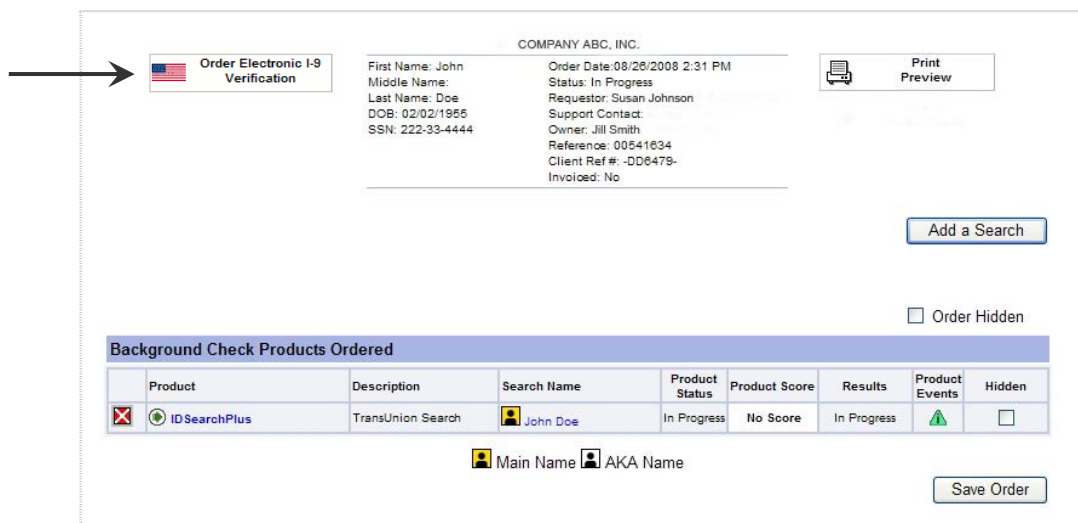
1. **Create a new order** – Select the Electronic I-9 Verification from list of available products. the electronic I-9 verification and background checks can be ordered at the same time if they are conducted on a new employee within 3 government business days of their hire date.



The screenshot shows a list of verification products. An arrow points to the 'Electronic I-9 Verification' option under the 'I-9 Employment Eligibility Verification' section.

- Employment Verification
 - Employment - Dates & Title Only
 - Employment - Dates, Title & Reason for Leaving
 - Employment - Dates, Title & Rehire
 - Employment - Dates, Title & Salary
 - Employment - Full Verification
 - Employment - Full Verification (Psychotherapist)
- Government Watch Lists Search
 - Government Watch List
- I-9 Employment Eligibility Verification
 - Electronic I-9 Verification
- Motor Vehicle Record
 - Driving Record

2. **Completed, not invoiced orders** – Available by clicking the “Order Electronic I-9 Verification” button available from Orders page



The screenshot shows the 'Order Electronic I-9 Verification' page. An arrow points to the button labeled 'Order Electronic I-9 Verification'. The page displays order details for 'COMPANY ABC, INC.' and a table of background check products ordered.

COMPANY ABC, INC.

Order Date: 08/26/2008 2:31 PM
Status: In Progress
Requestor: Susan Johnson
Support Contact:
Owner: Jill Smith
Reference: 00541634
Client Ref #: -DD6478-
Invoiced: No

Print Preview

Add a Search

Order Hidden


Background Check Products Ordered								
	Product	Description	Search Name	Product Status	Product Score	Results	Product Events	Hidden
<input checked="" type="checkbox"/>	IDSearchPlus	TransUnion Search	John Doe	In Progress	No Score	In Progress		<input type="checkbox"/>

Main Name AKA Name

Save Order

3. **Invoiced and archived orders** – Once a new hire’s background check has been invoiced, the Electronic I-9 Verification becomes available as an Additional Service associated with the original screening order. Click the “Order Electronic I-9 Verification” button available on the Orders page to add the service.


I-9 Verification listed as an “Additional Services Ordered”:



View Electronic I-9
Verification Order

COMPANY ABC, INC.

First Name: John Middle Name: Last Name: Doe DOB: 02/02/1955 SSN: 222-33-4444	Order Date: 08/28/2008 2:31 PM Status: In Progress Requestor: Susan Johnson Support Contact: Owner: Jill Smith Reference: 00541634 Client Ref #: -DD6479- Invoiced: No
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Print
Preview



Add a Search



Order Hidden

Background Check Products Ordered

Product	Description	Search Name	Product Status	Product Score	Results	Product Events	Hidden
 	TransUnion Search	 John Doe	In Progress	No Score	In Progress		<input type="checkbox"/>

Additional Services Ordered

Service	Description	Search Name	Service Status	Hidden
 Electronic I-9 Verification		 John Doe	Sent To Vendor	<input type="checkbox"/>

 Main Name  AKA Name

Web-based I-9 Form: Information must match the Form I-9

Electronic I-9 Verification

Verified Credentials, a certified Designated Agent for E-Verify, conducts electronic I-9 Employment Eligibility Verifications on the behalf of employers. E-Verify uses the Department of Homeland Security and Social Security Administration databases.

NOTE:

- This product is for **newly hired employees only**. You must complete the form below within three (3) Federal government business days of the employee's start date.
- Information on this form must be exactly as it appears in Sections 1 & 2 on the employee's original Form I-9.

Last Name:	<input type="text"/>	*
	Do not enter suffixes like Jr., Sr., III, etc.	
First Name:	<input type="text"/>	*
Middle Initial:	<input type="text"/>	
Maiden Name:	<input type="text"/>	
Social Security Number:	<input type="text"/>	* 9-digit number only. No dashes (-).
Birth Date:	<input type="text"/>	* (MM/DD/YYYY)
Hire Date:	<input type="text"/>	* (MM/DD/YYYY)
Citizenship Status:	[Select Citizenship Status] ▼	*
Document Type:	[Select Document Type] ▼	*
Document Expiration Date:	<input type="text"/>	(MM/DD/YYYY)
Alien Number:	<input type="text"/>	
I-94 Number:	<input type="text"/>	
Passport Number:	<input type="text"/>	
Visa Number:	<input type="text"/>	
Submitting Official:	<input type="text"/>	Person in authority who is submitting this case.
Submitter's Phone Number:	<input type="text"/>	10-digit phone number, including area code, of Submitting Official. (Numbers only -- no dashes, etc)
Employer Case Reference Number:	<input type="text"/>	If your company has an internal identifier you wish to use for this employee or case, you may enter it here.

Agreement:

- By checking this box, I certify that all information on the above form is exactly as it appears on the employee's original Form I-9. Furthermore, I understand that I am responsible for compliance with state and federal laws applicable to my organization. I will consult the Memorandum of Understanding, E-Verify User Manual, and my legal counsel for compliance advice

Web-based I-9 Form: Reason the Verification Overdue

When more than 3 days after the hire date, the form will automatically require you to record the reason for the delay.

Last Name:	<input type="text" value="Smith"/> *	Do not enter suffixes like Jr., Sr., III, etc.
First Name:	<input type="text" value="David"/> *	
Middle Initial:	<input type="text"/>	
Maiden Name:	<input type="text"/>	
Social Security Number:	<input type="text" value="123121234"/> *	9-digit number only. No dashes (-).
Birth Date:	<input type="text" value="05/05/1955"/> *	MM/DD/YYYY
Hire Date:	<input type="text" value="12/01/2010"/> *	MM/DD/YYYY
Reason Overdue:	<input type="text" value="[Select Reason Overdue]"/> ▼	
Citizenship Status:	<input type="text" value="[Select Reason Overdue]"/> Awaiting Social Security Number Technical Problems Audit Revealed that New Hire Was Not Run Federal Contractor with E-Verify Clause verifying an existing employee Other	
Document Expiration Date:		
Alien Number:	<input type="text"/>	
I-94 Number:	<input type="text"/>	

I-9 Verification Results

Overview of Results

1. **Employment Authorized:** Employment eligibility verified and Social Security number validate.
 - a. Name match may be requested before a final result
 - b. Photo match may be requested before a final result
 - c. Case may be resolved instantly
2. **Case Incomplete:** More information is needed by the DHS or SSA to complete the verification.
3. **SSA/DHS Employment Not Authorized:** Details are provided with final results
4. **SSA Tentative Non-Confirmation:** After resolution with the SSA, final results include Employment Authorized, SSA Final Non-Confirmation, DHS Verification In Process, and in rare cases, or SSA Case in Continuance
5. **DHS Verification in Process:** After resolution with the DHS, final results include Employment Authorized, DHS Employment Unauthorized, DHS Final Non-Confirmation, or DHS No Show

Important Requirement: An employer may not take adverse action against an employee while the SSA or DHS are processing the verification.

1a. Employment Authorized – Name Match

Before a final verification result is presented, the SSA or DHS may want you to confirm that the name presented by E-Verify exactly matches the name provided on the Form I-9 and identification.

Go into the order in our online system and click the “Action Required” button below to complete the match request.



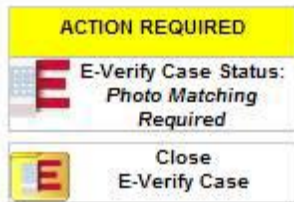
Once you click the “Action Required” button, you will need to complete the form below:

Name Match for E-Verify Case 2010344124857AL (Adam Apple)	
E-Verify requires that you confirm that the name returned matches the name of the employee.	
*Does the name displayed below match the name of the employee?	<input type="radio"/> Yes <input type="radio"/> No
First Name: Adam Last Name: Apple	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	
* = Required Field	

1b. Employment Authorized – Photo Match

For certain citizenship types and document types, a photo match will be required before the final Employment Authorized or other response is received.

Go into the order in our online system and click the “Action Required” button below to complete the match request.



Once you click the “Action Required” button, you will need to match the photo from the employee’s identification with the image E-Verify returns:

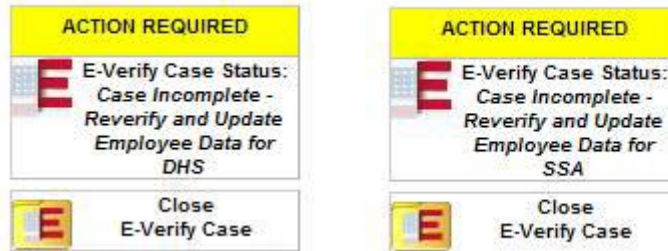
E-Verify requires that you compare this photo to the photo on the document provided by the employee when they submitted their Form I-9.



*Does the photo above match the photo on the document provided by *Dana Daniels*? Yes No

2. Case Incomplete: Request to Re-Verify

This initial result gives the employer the opportunity to review and correct their submission before a Tentative Non-Confirmation is issued. The additional information requested varies but may include Last Name, First Name, Social Security Number, Date of Birth or Alien Number, Passport Number, Document Expiration Date, etc.



3. SSA/DHS Employment Not Authorized

This final result requires only that the case is closed and you document whether or not the individual terminated employment or continues to be employed.

4. SSA/DHS Tentative Non-Confirmation

Tentative Non-Confirmation is a preliminary result that requires resolution from you and the employee.

The E-Verify has guidelines for presenting verification results to employees and instructions for when an employee wishes to contest the results. If you receive a Tentative Non-Confirmation result from the Department of Homeland Security (DHS) or Social Security Administration (SSA), Verified Credentials will forward you letters from E-Verify, all of which require follow-up action from you and your employee.

Types of E-Verify letters (See Appendix D) include:

Phase I – Initial Notification

- 1a. “SSA Notice of Tentative Non-Confirmation”
- 1b. “DHS Notice of Tentative Non-Confirmation”

Phase II – Employee Contests the Tentative Non-Confirmation

- 2a. “Referral Notice to the Social Security Administration”
- 2b. “Referral Notice to the Department of Homeland Security”

Phase I – Initial Notification of Tentative Non-Confirmation

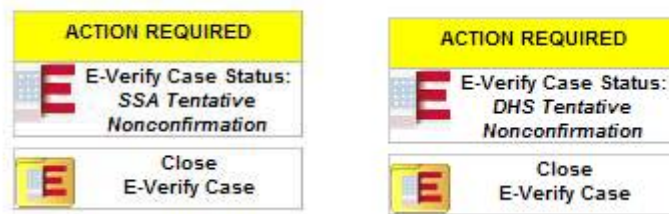
Verified Credentials will email the order requestor with the SSA/DHS Notice of Tentative Non-Confirmation from E-Verify and instructions for actions that are required for the employer and new hire. Notices are also archived and accessible within the order’s Documents. ***The Employer has three (3) government business days to provide the employee with the E-Verify notice.*** Verified Credentials will email the letter to the order requestor every 24 hours for 8 business days. If you have not presented the employee with the letter in that time, Client Services will personally contact you to ensure the employee is given notification and opportunity to contest the result.

Once the employee has been notified, ***you record the resolution of the Tentative Non-Confirmation in our online system within eight (8) government workdays of the date of the E-Verify letter.*** This is required to complete the order and to have a compliant E-Verify process.

The steps for resolving a Tentative Non-Confirmation are as follows:

1. You and the employee must complete and sign the Tentative Non-Confirmation notice, indicating whether or not the employee will contest the result.

- Click the “Action Required” button, which appears on the order immediately after initial results are received.



- Select the “Contest” option if the employee plans to challenge the initial results from E-Verify. Select the “Not Contest” option if the employee does not want to contest.

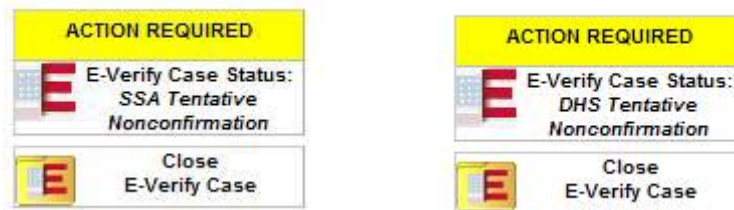
Submit Employee's Response to SSA Tentative Nonconfirmation	
Employee Name:	Apple, Adam
Case Number:	2010344124857AL
Date Employee Notified:	<input type="text"/> (MM/DD/YYYY) <small>Date employer gave the SSA Tentative Nonconfirmation notification to the employee.</small>
The employee chose to:	<p><input type="radio"/> Contest the tentative nonconfirmation. The employee understands that he/she must contact the Social Security Administration within eight (8) Federal Government work days from the date shown on the referral notice which is to be provided by the employer.</p> <p><input type="radio"/> Not Contest the tentative nonconfirmation. The employee chooses voluntarily to give up his/her opportunity to correct the tentative nonconfirmation. The employee understands that his/her voluntary choice not to contest the tentative nonconfirmation authorizes the employer to terminate his/her employment immediately.</p>
<input type="button" value="Submit"/>	

- Store the signed Tentative Non-Confirmation letter with the original Form I-9 or scan the notice into the order’s Documents tab in VMS.
- Provide the employee with a copy of the signed notice and/or letter.
- The E-Verify case number must be recorded on or attached to the employee’s original Form I-9.

Phase II – Employee Contests

- If the employee wishes to contest, you must provide the employee with the SSA or DHS Referral Letter, which is sent with the Tentative Non-Confirmation letter and stored in VMS.

8. The employee still has to contact the SSA or DHS within eight (8) government work days from the date of the letter.
9. Provide the employee with a copy of the signed notice and/or letter.
10. Store the signed Referral letter with the original Form I-9 or scan the notice into the order's Documents tab in VMS.
11. You will receive an email notifying you of the Final Non-Confirmation or other final result from E-Verify.
12. You have 3 days to log into VMS, click the "Action Required" button and follow the instructions in the email.



13. By clicking the Action Required button, you will then be asked to answer some questions to close the case. Record the status of the individual in the company in our online system (see Page 16).

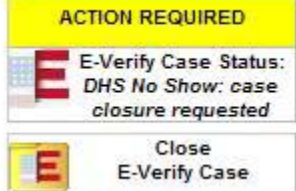
5. Verification in Process

This status indicates that the DHS or SSA is currently reviewing the employee's I-9 information but the verification is not complete. This is the only initial result where no action is needed.



Case Closure Requested

When a final E-Verify result is returned, you will be prompted to close the I-9 Verification order. The “Action Required” button related to the employee’s order will take you to a short form where you will close the case. Possible case closure buttons include:


Status	Action Required Button
Employment Authorized	 <p>The screenshot shows a yellow header with the text "ACTION REQUIRED". Below it is a white box containing an American flag icon, a large red "E", and the text: "E-Verify Case Status: Employment Authorized: case closure requested". At the bottom is a white button with a yellow "E" icon and the text "Close E-Verify Case".</p>
SSA Employment Authorized	 <p>The screenshot shows a yellow header with the text "ACTION REQUIRED". Below it is a white box containing an American flag icon, a large red "E", and the text: "E-Verify Case Status: SSA Employment Authorized: case closure requested". At the bottom is a white button with a yellow "E" icon and the text "Close E-Verify Case".</p>
Response to a Tentative Non-Confirmation indicates that the employee does NOT contest	 <p>The screenshot shows a yellow header with the text "ACTION REQUIRED". Below it is a white box containing an American flag icon, a large red "E", and the text: "E-Verify Case Status: Tentative Nonconfirmation Response sent to E-Verify: case closure requested". At the bottom is a white button with a yellow "E" icon and the text "Close E-Verify Case".</p>
Employee did not show up at DHS after a Tentative Non-Confirmation referral	 <p>The screenshot shows a yellow header with the text "ACTION REQUIRED". Below it is a white box containing an American flag icon, a large red "E", and the text: "E-Verify Case Status: DHS No Show: case closure requested". At the bottom is a white button with a yellow "E" icon and the text "Close E-Verify Case".</p>
Final Non-Confirmation response received	 <p>The screenshot shows a yellow header with the text "ACTION REQUIRED". Below it is a white box containing an American flag icon, a large red "E", and the text: "E-Verify Case Status: Final Nonconfirmation: case closure requested". At the bottom is a white button with a yellow "E" icon and the text "Close E-Verify Case".</p>

Close E-Verify Case

Click the “Close E-Verify Case” button to complete a form where you must indicate if the individual is still employed at the company. Based on the answer to that question, you will need to select the current status of the employee’s E-Verify case.

Close E-Verify Case 2010344124857AL for Adam Apple	
E-Verify requires that you provide specific details about the reason for closing this case.	
*Is Adam Apple still employed by your company?	<input checked="" type="radio"/> Yes <input type="radio"/> No
*Please select the reason for closing this case:	<input type="radio"/> The employee continues to work for the employer after choosing not to contest a Tentative Nonconfirmation. <input type="radio"/> The case is invalid because another case with the same data already exists. <input type="radio"/> The case is invalid because the data entered is incorrect.
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	
* = Required Field	

Sample E-Verify Results

 **Electronic I-9 Verification**

Name: Krantz, Irma **DOB:** 11/01/XXXX **SSN:** XXX-XX-6789

Result: No Discrepancy

Verified Information

Last Name:	Krantz
First Name:	Irma
Hire Date:	01/02/2005
Citizenship Status:	Lawful Permanent Resident
Document Type:	Unexpired Foreign Passport (With I-551 Stamp)
Document Expiration Date:	02/02/2006
Alien Number:	006785107
Case Number:	2008239152359LH
Case Resolution:	Authorized

Unique Identifier issued by E-Verify for the verification. →

↑
Initial and final results from E-Verify listed here.

E-Verify and I-9 Legislation

- E-Verify, formerly named the Basic Pilot/Employment Eligibility Verification Program, was established by the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) of 1996 and expanded to all 50 states in 2003
- Federal contractors are required to use E-Verify under the Federal Acquisition Regulation (FAR 1.108(d)) as required by Executive Order 12989. The regulations are effective May 21, 2009
- E-Verify Extension and Expansion Act of 2008 HR 6454 would expand the program which would expire November 30, 2008
- Immigration Reform and Control Act (IRCA) of 1986: Required employer to verify the employment eligibility status of newly-hired employees and made it unlawful for employers to knowingly hire or continue to employ unauthorized workers
- Ten (10) state legislature's have passed E-Verify requirements and an additional 14 states recommend use of E-Verify for certain employer populations

APPENDIX A: Client Sign-up Form and MOU

Client Sign-up Form

verified CREDENTIALS I-9 Verification Application

Client Application for E-Verify Designated Agent

Company Name: _____

Is your company controlled or owned by another Corporate or Patent Company and/or Affiliated Company associated with another company as a subordinate or subsidiary?
 No Yes If yes, please list the company below _____

Corporate / Parent / Affiliated Company: _____

Facility Address of Client Company Above

Address 1: _____ Address 2: _____
 City: _____ State: _____ Zip Code: _____
 County / Parish: _____

Alternate Address (Complete if mail is not delivered to your above Facility Address)

Address 1: _____ Address 2: _____
 City: _____ State: _____ Zip Code: _____
 County / Parish: _____

Client Company Contacts (Two contacts must be designated. All fields must be completed.)

Designated Contact #1

First Name: _____ MI: _____ Last Name: _____
 Phone Number: _____ Fax Number: _____
 Email Address: _____

Alternate Contact #2

First Name: _____ MI: _____ Last Name: _____
 Phone Number: _____ Fax Number: _____
 Email Address: _____

Employer Identification Number: _____
 (9-digit Federal Tax ID Number)

Number of Employees: _____

Your Company Industry Classification NAICS Code: _____
 Find your North American Industry Classification System (NAICS) Code at <http://www.naics.com/naics.htm>. Only your 3-digit industry code is required by E-Verify.

verified CREDENTIALS I-9 Verification Application

Additional Company Information

Is your company verifying for multiple sites in the state where the Facility Address is located?
 No, we are a Single Site Verification
 Yes, we are a Multiple Sites Verification
 Number of Hiring Sites for Facility Address State: _____

Is your company verifying for locations in other States? Yes No

If you answered yes, please list the additional States and the number of hiring sites per state:

State	Number of Sites	State	Number of Sites

What category best describes your company?

Federal Contractor with FAR E-Verify Clause Federal Government
 Federal Contractor without FAR E-Verify Clause State Government
 Local Government None of these categories apply

If you checked Federal Contractor, please identify a category from the list below:

Institution of Higher Education State or Local Government Sureties
 Federally Recognized Indian Tribe None of these categories apply

If you checked Federal Contractor, on which employees will E-Verify be used?

All new hires and all existing employees assigned to a Federal contract
 Entire workforce (including new hires and all existing employees)

All information requested on this form is required to register you with E-Verify.
 Please return the completed form to Verified Credentials via fax at 952.995.7202, email to relations@verifiedcredentials.com, or mail to 2000 Knowledge Court, Lakeville, MN 55044. A Memorandum of Understanding (MOU) form will then be generated and sent to your company.

Memorandum of Understanding (Pages 1 & 2 of 12)

MEMORANDUM OF UNDERSTANDING BETWEEN THE DEPARTMENT OF HOMELAND SECURITY, SOCIAL SECURITY ADMINISTRATION, EMPLOYER, AND DESIGNATED AGENT REGARDING E-VERIFY

ARTICLE I
PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the terms by which the Social Security Administration (SSA), and the Department of Homeland Security, U.S. Citizenship and Immigration Service (DHS-USCIS) will provide information through E-Verify on behalf of (Employer) in order to confirm the employment eligibility of all newly hired employees of (Employer) following completion of the Employment Eligibility Verification Form (Form I-9).

Authority for E-Verify is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009.

ARTICLE II
FUNCTIONS TO BE PERFORMED

A. RESPONSIBILITIES OF THE SSA

- Upon completion of the Form I-9 by the employee and the Employer, and provided the Employer complies with the requirements of this MOU, SSA agrees to provide the Designated Agent on behalf of the Employer with available information that will allow the Employer to confirm the accuracy of Social Security Numbers provided by all newly hired employees and the employment authorization of some newly hired employees.
- The SSA agrees to provide to the Designated Agent appropriate assistance with operational problems that may arise during the Employer's participation in E-Verify. The SSA agrees to provide the Designated Agent with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during participation in E-Verify.
- The SSA agrees to safeguard the information provided by the Employer through E-Verify procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the confirmation of Social Security Numbers and for evaluation of E-Verify or such other persons or entities who may be authorized by the SSA, as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).
- SSA agrees to establish a means of automated confirmation that is designed in conjunction with the Department of Homeland Security's automated system if

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necessary) to provide confirmation or tentative nonconfirmation of employees' employment eligibility within 3 Federal Government workdays of the initial inquiry.

- SSA agrees to establish a means of secondary confirmation (including updating SSA records as may be necessary) for employees who contest SSA tentative nonconfirmations that is designed to provide final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to SSA, unless it determines that more than 10 days may be necessary. In such cases, SSA will provide additional confirmation instructions.

B. RESPONSIBILITIES OF THE DHS-USCIS

- Upon completion of the Form I-9 by the employee and the Employer, and completion by the Designated Agent of SSA confirmation procedures required prior to initiation of DHS-USCIS confirmation procedures, DHS-USCIS agrees to provide the Designated Agent on behalf of the Employer access to selected data from the DHS-USCIS' databases to enable the Designated Agent to conduct automated confirmation checks on newly hired alien employees by electronic means.
- DHS-USCIS agrees to provide to the Designated Agent appropriate assistance with operational problems that may arise during the Employer's participation in E-Verify. DHS-USCIS agrees to provide the Designated Agent names, titles, addresses, and telephone numbers of DHS-USCIS representatives to be contacted during participation in E-Verify, including one or more individuals in each DHS-USCIS district office covering an area in which the Employer hires employees covered by this MOU.
- DHS-USCIS agrees to provide to the Employer, through the Designated Agent, E-Verify and the Designated Agent E-Verify User Manual containing instructions on E-Verify policies, procedures and requirements for both SSA and DHS-USCIS, including instructions on use of E-Verify procedures. DHS-USCIS agrees to provide training materials on E-Verify.

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APPENDIX B: Required Compliance Materials – Illustrations

Right to Work Posters:

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

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

You should know that— No employer can deny you a job or fire you because of your national origin.

If any of these things have happened to you, you may have a valid charge of discrimination that can be filed with the OSC. Contact the OSC for assistance in your own language.

Unless mandated by law or government contract, employers cannot require you to be a U.S. Citizen or permanent resident or refuse any legally acceptable documents.

Call 1-800-255-7688, TDD for the hearing impaired is 1-800-237-2515.

In the Washington, DC, area, please call 202-616-5594, TDD 202-616-5525

Or write to: U.S. Department of Justice, Office of Special Counsel-NYA, 950 Pennsylvania Ave., N.W., Washington, DC 20530

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

SI USTED TIENE DERECHO A TRABAJAR, no deje que nadie se lo quite.

Si tiene derecho a trabajar legalmente en los Estados Unidos, existen leyes para protegerlo contra la discriminación en el trabajo.

Debe saber que— Ningún patrón puede negarle trabajo, ni puede despedirlo, debido a su país de origen o su condición de inmigrante.

Si se ha encontrado en cualquiera de estas situaciones, usted podría tener una queja válida de discriminación. Comuníquese con la Oficina del Consejo Especial (OSC) de Prácticas Justas en el Empleo Relacionadas a la Condición de Inmigrante para obtener ayuda en español.

Lláme al 1-800-255-7688, TDD para personas con problemas de audición: 1-800-237-2515. En Washington, DC, llame al (202) 616-5594, TDD para personas con problemas de audición: (202) 616-5525. O escriba a OSC a la siguiente dirección:

U.S. Department of Justice, Office of Special Counsel-NYA, 950 Pennsylvania Ave., N.W., Washington, DC 20530

Departamento de Justicia de los Estados Unidos, División de Derechos Civiles
Oficina del Consejo Especial

E-Verify Participation Posters:

This Employer Participates in E-Verify

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

Employment Verification

1-888-464-4218

Este Empleador Participa en E-Verify

AVISO
La Ley Federal le exige a todos los empleadores que verifiquen la identidad y elegibilidad de empleo de todas las personas contratadas para trabajar en los Estados Unidos.

Employment Verification

1-888-464-4218

E-Verify User Manual:

E-Verify User Manual
For General Users, Program Administrators and Designated Agents

E-Verify Program
in partnership with
The Social Security Administration

Replaces April 2004 and September 2007 Basic User (E-Verify) and Designated Agent User Manual

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