E-Verify Checklist

Enter E-Verify Case Details

☐ After the Form I-9 is completed you will then need to complete the E-Verify.
☐ Review and edit the case details from the Form I-9.
☐ Click “Verify and Submit to E-Verify”.

One of three responses will be delivered after E-Verify is submitted: Employment Authorized, Tentative Nonconfirmation (TNC), or Verification in Process (which means that DHS/SSA will usually update the case status within 24 hours with either: Employment Authorized or DHS Tentative Nonconfirmation.

Employment Authorized

☐ If you get the “Employment Authorized” response this means that the information provided on the Form I-9 matches the information found in the DHS and SSA databases. Approximately 98% of all cases will come back either instantly or within 24 hours as Employment Authorized.
☐ You will need to select the employee’s employment status (if the employee is still employee or not and to add their termination date if they are no longer employed).
☐ You will then need to provide closure details:
  o The employee continues to work for the employer after receiving an Employment Authorized result.
    -OR-
  o The case is invalid because another case with the same data already exists.
    -OR-
  o The case is invalid because the data entered is incorrect.
☐ If the employee continues to work you can close the case by clicking on Exit E-Verify.

Tentative Nonconfirmation (TNC)

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

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

☐ Review the Further Action Notice and print the notice (available languages: English and Spanish)
☐ Click the box acknowledging that the employee has reviewed the Further Action Notice.
If signing electronically, indicate whether or not the employee intends to contest the TNC by selecting the appropriate radio button under the employee signature.

Click the box to designate the employer signature if the notice will be signed electronically.

If the employee chooses to contest, click the box to refer case.

Referral Process

Important: Employees that choose to contest a TNC have eight federal government work days to visit an SSA or contact DHS. After the employee contacts the appropriate agency, in general SSA has 10 federal government work days to update the case result in E-Verify while DHS will typically update the case result in eight federal government work days.

Print the SSA Referral Date Confirmation Letter by clicking on the Print Notice button (available languages in Spanish and English).

Provide the SSA (or DHS) Referral Date Confirmation Letter to the employee who has contested this SSA (or DHS) TNC.

Inform the employee that he or she has until the date indicated on the Referral Date Confirmation letter to contact SSA (or DHS).

Check back here periodically for case status updates. E-Verify will let you know the date that they will update the case by.

Click “Close Case” if you have created the case in error.

Click “Exit E-Verify” to continue.

Final Results

The SSA or DHS will report one of four final case results: Employment Authorized, DHS or SSA Final Nonconfirmation, DHS No Show, or Error: Close Case and Resubmit.

o Employment Authorized: Employee’s information matched DHS and/or SSA records.

o DHS or SSA Final Nonconfirmation: E-Verify cannot verify an employee’s employment eligibility after the employee has visited SSA or contacted DHS. The case is on hold because the SSN does not match with SSA, eventually the result will become authorized to work.

o DHS No Show: Employee did not contact DHS within the required 8 federal government work days.

o Error: Close Case and Resubmit: The case cannot continue because the expiration date entered for the employee’s U.S. Passport, Passport Card, or Driver’s License is incorrect. This case must be resubmitted in E-Verify.

https://uhr.umd.edu/i9