
Photo Matching Checklist

Introduction

The Photo Match is required for an employee who has presented a U.S. Passport, U.S. Passport Card, Permanent Resident Card (Form I-551), or an Employment Authorization Document (Form I-766) for Section 2 of the I-9.

Photo Matching Instructions

The I-9 creator must:

- Scan and upload the front and back of the document in Section 2 of the I-9
- The photo displayed in the Photo Match section must match the photo on the document provided in Section 2 of the I-9
- Select whether or not the photo file displayed on this page matches that of the document provided by the employee.
 - “Yes” (Select Yes if “No Photo of this Document” is displayed)
 - “No”
- After the selection is made, click “Continue”.
- Select the appropriate radio button to confirm whether or not the employee is still employed and click “Continue”.
- Provide case closure details by selecting the appropriate radio button.
 - The employee continues to work for the employer after receiving an Employment Authorized result.
-OR-
 - The case is invalid because another case with the same data already exists.
-OR-
 - The case is invalid because the data entered is incorrect.
- The E-Verify case is now closed. Click “Exit E-Verify” to return to the Employee Profile page.
- If the photo displayed does not match the photo on the document provided by the employee, the “No” radio button is selected and the I-9 creator clicks “Continue” to trigger the DHS/SSA Tentative Nonconfirmation.

Important: The photos should be identical, but you should take into account the minor variances in shading and detail between the two photos based upon the age and wear of the employee’s document, the quality of your computer monitor, and the watermark on the photo in E-Verify to protect it from unlawful use. **Do not compare the photo displayed by E-Verify to the employee directly.**