

E-VERIFY OVERVIEW



MELTZER HELLRUNG
IMMIGRATION SOLUTIONS

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What is E-Verify?



- ⇒ E-Verify is a free online system created to check an employee's employment eligibility. E-Verify helps ensure employers hire eligible individuals to avoid future possible legal liabilities. It is also used to enforce employment-related compliance regulations in certain states and for organizations engaging in federal contracting. E-Verify is supplemental to I-9 verification and is not used in place of the I-9 process. E-Verify only checks employment eligibility, not immigration status.

Which employers should or need to use E-Verify?



- ⇒ E-Verify is a voluntary program unless you are an organization that engages in federal contracting. Additionally, some employers are required by state, federal, county, or municipal law regulations to use E-Verify. The structure of the company, its size, and whether it handles federal, or state agency contracts are all factors that affect mandatory E-Verify participation.

- ⇒ An employer may select which work sites use E-Verify on a site-by-site basis. If a site is verified, all new employees must participate in the E-Verify process.

- ⇒ For a list of states with E-Verify requirements, please click [here](#).

E-Verify Enrollment Process



- ⇒ Visit the [enrollment website](#). Read and accept the terms then click "Begin E-Verify Enrollment."
- ⇒ Set up the enrollment Point of Contact account.
- ⇒ Determine your account access method. E-Verify will explain how to find your correct access method through a series of questions.
- ⇒ Select your employer category.
- ⇒ Enter company information.
- ⇒ Enter worksite information.
- ⇒ Register a Program Administrator and Memorandum of Understanding (MOU) Signatory. At least one Program Administrator must be registered, they may be the same or different person than your MOU Signatory.
- ⇒ Review and Agree to the MOU.

New Users Steps after Company Registration



- ⇒ From the Company Account, select “Add New User”.
- ⇒ Provide the employee’s name, phone number, and email address.
- ⇒ Accept the system-generated user ID or manually create a new user ID. Hit “submit New ID” and the user will receive their user ID and password by email.

***Note: Once enrolled and using E-Verify to screen new employees, a business needs to clearly display in English and in Spanish E-Verify posters as well as a Right to Work poster where every new hire can reasonably see them. If the posters cannot be displayed at the hiring location, they should be visible to job applicants and provided to prospective employees with their job application materials. You will be prompted to download these posters once you have logged into E-Verify as a registered user of the service.*

The official E-Verify site offers a helpful support phone line for Employers, E-Verify Employer Agents, and Employees. For Employers, please call: 888-464-4218.

Which employees should be verified?



- ⇒ If you are a mandatory E-Verify employer, you are required to verify all newly hired employees both **U.S. Citizens and non-citizens.**
- ⇒ For existing employees – E-Verify may not be used for employees hired **before** the company signed the MOU, (unless you are a federal contractor with the FAR E-Verification clause) nor to re-verify employees who have temporary work authorization.

Potential status responses from E-Verify.



- ⇒ **Employment Authorized.** This means the employee’s information matched records available to DHS and or SSA. E-Verify will automatically close the case if it results in this status.
- ⇒ **E-Verify Needs More Time.** This means the case has been referred to DHS for further verification. More time is needed before a result is given and does not qualify as a final status.
- ⇒ **Tentative Non-confirmation (Mismatch).** Some information does not match records available to DHS and or SSA. Additional action is required.
 - If this happens, the employee must be notified and given a chance to resolve the mismatch result without any adverse action taken against them because of the mismatch.
 - The employee may also start or continue work while resolving the mismatch.
- ⇒ **Close Case and Resubmit.** DHS or SSA requires you to close the employee case and resubmit.
- ⇒ **Final Non-confirmation.** After the employee has contacted DHS or SSA, their employment eligibility still cannot be verified; or the time for resolving the case has expired; or DHS closed the case without confirming employment eligibility for some other reason.

For the official E-Verify User Manual, please click [here](#).