

Welcome to the Form I-9 and E-Verify Employee Rights Webinar



Hosted jointly by



U.S. Citizenship
and Immigration
Services



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



Agenda

- Form I-9, Employment Eligibility Verification
- Form I-9 Reverification
- E-Verify
- Self Check and myE-Verify
- Resources



Employment Eligibility Verification, Form I-9



U.S. Citizenship
and Immigration
Services

Employee Rights Webinar



U.S. Citizenship
and Immigration
Services



Form I-9 & Your New Job





Completing Section 1



Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶ **START HERE.** Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire 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.)*

Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Names Used (if any)	
Address (Street Number and Name)	Apt. Number	City or Town	State	Zip Code
			-	
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	E-mail Address	Telephone Number	
	- - -			

You provide

- Full legal name
- Physical address (no P.O. Box)
- Date of birth



Section 1 Attestation

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (See instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number): _____

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee: _____ Date (mm/dd/yyyy): _____

3-D Barcode
Do Not Write in This Space

You

- Mark citizenship / immigration status
 - Some **may** write “N/A” for “An alien authorized to work” expiration date
- Sign and date
- Preparer or translator **must** sign, if applicable



DOJ OSC Mission

The Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) investigates and prosecutes discrimination claims based on citizenship/immigration status and national origin

- Hiring / Firing
- Recruitment / Referral for a Fee
- Employment Eligibility Verification (Form I-9 and E-Verify)
- Retaliation / Intimidation



DOJ OSC Investigations

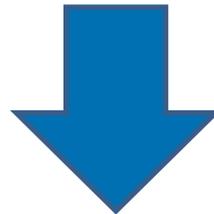
OSC investigates discriminatory treatment during the Form I-9 and E-Verify processes. Employers may not, based on citizenship status or national origin

- Request more or different documents;
- Reject reasonably genuine-looking documents; or
- Specify certain documents



DOJ OSC Investigations – Example 1

Example 1: Marcel, a refugee started a new job. On the 3rd day, the employer asked him to show his documents to complete the Form I-9. He showed his driver's license and Social Security card (unrestricted). The employer saw that he checked the box for “alien authorized to work” on the Form I-9 and asked him to show his Employment Authorization Document (work permit).

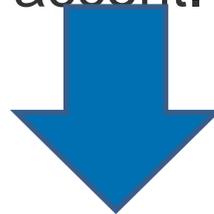


A request for more or different documents (based on citizenship status)
Employers **must not** require more documents than required or a specific document



DOJ OSC Investigations – Example 2

Example 2: Maria, who has a foreign accent, shows her Social Security card (unrestricted) and school I.D. card to her employer for the Form I-9. The documents reasonably appear to be genuine and to relate to Maria, but the employer rejects her documents because of her accent.



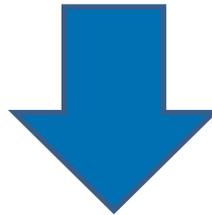
A rejection of documents (based on national origin)

Employer **must not** reject reasonably genuine looking documents based on national origin



DOJ OSC Investigations – Example 3

Example 3: Robert, a lawful permanent resident, completed the Form I-9 and checked the “lawful permanent resident” box. The employer requested that he show his Permanent Resident Card, even though he could have selected other documents to show from the list.



A request for a specific document (based on citizenship status)
Employers **must not** request documents proving the selected status



Form I-9 Reverification



U.S. Citizenship
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Services

Employee Rights Webinar



Reverification

- What is it?
- To whom does it apply?
- When does it occur?





Reverification Tips

Employers should **never** reverify

- U.S. citizens' or nationals' documents
- Permanent Resident Cards (I-551)
- List B documents

Special Situations:

- Temporary Protected Status (TPS)
- Deferred Enforced Departure (DED)



Section 3

Section 3. Reverification and Rehires <i>(To be completed and signed by employer or authorized representative.)</i>			
A. New Name <i>(if applicable)</i> Last Name <i>(Family Name)</i> First Name <i>(Given Name)</i>		Middle Initial	B. Date of Rehire <i>(if applicable)</i> <i>(mm/dd/yyyy)</i> :
<input type="text"/>		<input type="text"/>	<input type="text"/>
C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.			
Document Title:	Document Number:	Expiration Date <i>(if any)</i> <i>(mm/dd/yyyy)</i> :	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
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 of Employer or Authorized Representative:	Date <i>(mm/dd/yyyy)</i> :	Print Name of Employer or Authorized Representative:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

Employers complete Section 3



The logo for E-Verify, featuring a stylized American flag on the left and the text "E-Verify" in a bold, blue, sans-serif font to its right.



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List of Acceptable Documents

You provide

- 1 List A selection
- Or
- 1 List B + 1 List C selection
 - For E-Verify employers, List B document **must** include photo

LISTS OF ACCEPTABLE DOCUMENTS		
All documents must be UNEXPIRED		
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.		
LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 	<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p style="text-align: center; font-weight: bold;">For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form PS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

Form I-9 03/08/13 N2 Page 9 of 9



Section 2

- Employers complete
- You present original document(s)
 - by the 3rd business day, after starting work for pay
 - before working, if job offer accepted
- Some receipts acceptable

Section 2. Employer or Authorized Representative Review and Verification
(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1: _____

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title: _____		Document Title: _____		Document Title: _____
Issuing Authority: _____		Issuing Authority: _____		Issuing Authority: _____
Document Number: _____		Document Number: _____		Document Number: _____
Expiration Date (if any)/(mm/dd/yyyy): _____		Expiration Date (if any)/(mm/dd/yyyy): _____		Expiration Date (if any)/(mm/dd/yyyy): _____
Document Title: _____		3-D Barcode Do Not Write in This Space		
Issuing Authority: _____				
Document Number: _____				
Expiration Date (if any)/(mm/dd/yyyy): _____				
Document Title: _____				
Issuing Authority: _____				
Document Number: _____				
Expiration Date (if any)/(mm/dd/yyyy): _____				





What is E-Verify?



E-VERIFY IS A SERVICE OF DHS AND SSA

COMPLETE FORM I-9 >



EMPLOYER

EMPLOYEE

The employee and employer fill out Form I-9 for Employment Eligibility Verification

PROCESS CASE >



The employer uses **E-Verify** to confirm Form I-9 information

RECEIVE RESULTS >



E-Verify displays an initial case result within a few seconds, though some cases may require additional action.



Using E-Verify

Enrolled employers **must** use E-Verify

- For newly hired employees
- After Form I-9 completed
 - SSN exception
- For employees assigned to work on a qualifying federal contract (existing or newly hired)
- Special situations

Employers **must not** use E-Verify before you accept job offer



What is a TNC?

A Tentative Nonconfirmation (TNC)

- Is an initial result
- Does NOT mean you are not work authorized
- Means Form I-9 data doesn't match government records

Common reasons for TNCs:

- Information was not entered correctly
- Document could not be verified
- Name / immigration status change not reported
- Social Security number (SSN) does not match



What If I Get A TNC?





TNC Documents

Further Action Notice
Social Security Administration Tentative Nonconfirmation (SSA TNC)

For SSA Field Office Staff: use EV STAR and see POMS RM 10245.005f

Employee's Last Name	Employee's First Name
Employee's Social Security Number	Employee's Month/Year of Birth
Date of SSA Tentative Nonconfirmation	Case Verification Number
Reason for this Notice:	

EMPLOYER INSTRUCTIONS:

1. Review this Further Action Notice in private with the employee as soon as possible. **IMPORTANT:** If the employee does not speak English as his or her primary language or has a limited ability to read or understand the English language, also provide the employee with a translated version of this Further Action Notice. Translated versions are available in the "View Essential Resources" section of E-Verify. If the employee cannot read this document for some other reason, provide the information in an alternative format.
2. Check that all of the information at the top of this Further Action Notice is correct. If this information is incorrect, close this case in E-Verify and create a new case with the correct information.
3. Ask the employee to indicate whether he or she will contest the SSA Tentative Nonconfirmation (SSA TNC) by signing and dating Page 2 of this Further Action Notice, and then sign and date below as the employer.
4. Give the employee a copy of the signed Further Action Notice in English (and a translated version, if appropriate) and attach the original to the employee's Form I-9.
5. Log In to E-Verify and search for this case using the information above. Follow the instructions in E-Verify to refer the case to SSA if the employee contests the TNC, or close the case if the employee does not contest the SSA TNC. If the employee chooses not to contest the SSA TNC, you may terminate his or her employment and close the case in E-Verify.

IMPORTANT: If the employee contests the SSA TNC, refer the case to SSA, print the Referral Date Confirmation from E-Verify, provide it to the employee, and instruct the employee to visit SSA within 8 Federal Government working days as specified in the Referral Date Confirmation.

Employer Signature and Date

I have notified this employee of the SSA Tentative Nonconfirmation and provided the employee with a copy of this Further Action Notice.

Employee's Name	Employer Representative's Name
Date	Employer Representative's Signature

Referral Date Confirmation
Social Security Administration Tentative Nonconfirmation (SSA TNC)

E-Verify Case Verification Number: _____

Employee Name: _____

Your employer referred your E-Verify case to SSA after you decided to contest (take action to resolve) an SSA Tentative Nonconfirmation (SSA TNC). This document confirms that your case was referred to SSA.

What you should do

Visit an SSA field office **within 8 Federal Government working days**, by _____ (MM/DD/YYYY), to begin to resolve the SSA TNC. If you have not received the SSA TNC Further Action Notice from your employer, contact your employer immediately to obtain this notice.

The SSA TNC Further Action Notice includes information about your E-Verify case and which documents you need when you visit SSA. You must have the SSA TNC Further Action Notice when you visit SSA.

If you do not take action **within 8 Federal Government working days**, by _____ (MM/DD/YYYY), a Final Nonconfirmation will be issued and your employer may terminate your employment. Employers must allow you to contest an SSA TNC and may not take adverse action against you because of the SSA TNC while you are contesting the SSA TNC and your E-Verify case is pending.

For More Information

If you have questions about what to do, contact E-Verify at 866-897-7781 (TTY: 877-675-6028) or email E-Verify@ssa.gov. If you need assistance in a language other than English, you may ask the E-Verify customer representative for an interpreter. For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at www.dhs.gov/E-Verify.

*TNC FAN & Referral Date Confirmation are available in 21 [Foreign Languages](#)



E-Verify Final Results

- Employment Authorized
- SSA or DHS Final Nonconfirmation
- DHS No Show
- Error



Tools for Employees



U.S. Citizenship
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How Can I Prepare for E-Verify?

- Update name and immigration status with SSA and DHS
- Enter your information correctly on the Form I-9
- Take advantage of myE-Verify



What is myE-Verify?



NEW, free, web-based service for you to participate in the E-Verify process

- www.uscis.gov/myE-Verify
- Create a myE-Verify account
- Self Check - confirm your work eligibility or detect / correct discrepancies before hired
- Self Lock - protect your identity
- Resource Center - learn about your rights
- Case History
- Case Tracker



Points About Self Check

- Need credit history, which recent immigrants may lack
- Self Check optional
- If employer requests Self Check printout, call OSC



What Starts An OSC Investigation?

- **E-mails** or **calls** to OSC reporting discrimination
 - OSC may be able to informally intervene to resolve issues raised on calls
- Discrimination **charges filed with OSC** by injured parties or their representatives
- **OSC-initiated** independent investigations



Additional Resources



U.S. Citizenship
and Immigration
Services

Employee Rights Webinar



Remedies



- Hire or rehire
- Back pay
- Civil penalties

- Injunctive Relief
 - Training
 - Monitoring
 - Policy changes



E-Verify & Form I-9 Resources

Form I-9

- www.uscis.gov/i-9central

E-Verify

- 888-897-7781
- www.uscis.gov/E-Verify
- E-Verify@dhs.gov
- [www.Twitter.com/EVerify](https://www.twitter.com/EVerify)
- [Employee Rights Toolkit](#)
- [E-Verify Connection](#)
- [Webinars](#)

Self Check

- www.uscis.gov/selfcheck
- www.uscis.gov/selfcheck/espanel
- everifyselfcheck@dhs.gov

myE-Verify

- www.uscis.gov/myE-Verify
- myEVerify@uscis.dhs.gov
- 855-804-0296



DOJ OSC Resources

- OSC's Free Worker Hotline
 - 800-255-7688
 - 800-237-2515 (TTY)
 - Interpretation services available in many languages
- www.justice.gov/crt/about/osc
 - Additional [webinars](#)
 - [Informational Materials](#)
- osc crt@usdoj.gov





Questions



U.S. Citizenship
and Immigration
Services

Employee Rights Webinar



Disclaimer

Immigration law can be complex and it is not possible to describe every aspect of the process.

This presentation provides basic information to help you become generally familiar with rules and procedures.

For more information on the law and regulations please visit:

www.dhs.gov/E-Verify and
www.justice.gov/crt/about/osc

Visit <http://www.uscis.gov/avoid-scams> to learn more about how to avoid immigration services scams.



E-Verify E-mail Notices

Courtesy e-mails from E-Verify:

- TNC
- Referral
- Reminder
- Update SSA Records

Provide your e-mail address in Section 1 of Form I-9 to receive these courtesy notices.



Section 1 Optional Fields

U.S. Social Security Number	E-mail Address	Telephone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

The following fields are optional

- Social Security Number, but **required** for E-Verify
- E-mail, but useful for E-Verify
- Telephone number



DOJ OSC Reverification Tips

LISTS OF ACCEPTABLE DOCUMENTS All documents must be UNEXPIRED		
Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.		
LIST A Documents that Establish Both Identity and Employment Authorization	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card	1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)	2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	2. Certification of Birth Abroad issued by the Department of State (Form FS-545)
3. Foreign passport that contains a temporary I-951 stamp or temporary I-951 printed notation or a machine-readable immigrant visa	3. School ID card with a photograph	3. Certification of Report of Birth issued by the Department of State (Form DS-1350)
4. Employment Authorization Document that contains a photograph (Form I-766)	4. Voter's registration card	4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport, and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport, and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.	5. U.S. Military card or draft record	5. Native American tribal document
	6. Military dependent's ID card	6. U.S. Citizen ID Card (Form I-197)
	7. U.S. Coast Guard Merchant Mariner Card	7. Identification Card for Use of Resident Citizen in the United States (Form I-179)
	8. Native American tribal document	8. Employment authorization document issued by the Department of Homeland Security
	9. Driver's license issued by a Canadian government authority	
	For persons under age 18 who are unable to present a document listed above:	
	10. School record or report card	
	11. Clinic, doctor, or hospital record	
	12. Day-care or nursery school record	

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the Instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

Form I-9 03/06/13 N Page 9 of 9

- Choose any List A or List C
- Call OSC if employer:
 - Rejects document
 - Specifies document
 - Reverifies when not allowed



Prohibited Actions

- An employer must not, for example:
 - Fire or suspend you
 - Delay start/training date
 - Cut your hours
 - Refuse to pay you for work completed
 - Refuse to assign you to a federal contract/assignment

Because you contested a TNC



E-Verify Discrimination Examples

Discrimination based on national origin or citizenship status (real or perceived) could occur if:

- E-Verify used for
 - Some, not all employees
 - Certain applicants before hire
- Adverse action taken against certain workers
- Certain workers not informed about TNC

Call OSC if you believe an employer is discriminating in its use of E-Verify



Detecting E-Verify Discrimination

- Not permitted to work and:
 - Told your documents are **invalid**?
 - Requested to **fix** your documents?
- E-Verify used **before offering you a job**?
- **Pressured** not to contest your E-Verify results?





DOJ OSC Points to Remember

- Request for more, different, or specific Form I-9 documents prohibited
- **You** decide whether to contest TNC
 - Employers **must not** influence decision
- If TNC, **obtain** FAN and Referral Date Confirmation
- **Follow** Referral Date Confirmation instructions
- No **adverse action** because contest TNC
- If think FNC is an **error**
 - call E-Verify or OSC hotlines for assistance



myE-Verify Services

WEB BASED SERVICES



LEARN MORE

myE-Verify



YOUR WORK ELIGIBILITY

Self Check



PROTECT YOUR SSN

Self Lock



USEFUL INFORMATION

Resource Center



MONITOR YOUR INFORMATION

Case History



TRACK YOUR CASE STATUS

Case Tracker



Section 1

You complete

- Section 1
- After accepting the job offer
- By the 1st day of work for pay



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

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶ START HERE. Read instructions carefully before completing this form. The instructions must be available during completion of this form.
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire 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.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town	State	Zip Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	E-mail Address		Telephone Number		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (See instructions)

A lawful permanent resident (Alien Registration Number/USCIS Number): _____

An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) _____. Some aliens may write "N/A" in this field. (See instructions)

For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:

1. Alien Registration Number/USCIS Number: _____

OR

2. Form I-94 Admission Number: _____

3-D Barcode
Do Not Write in This Space

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: _____

Country of Issuance: _____

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (See instructions)

Signature of Employee:	Date (mm/dd/yyyy):
------------------------	--------------------

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:		Date (mm/dd/yyyy):	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State Zip Code

STOP

Employer Completes Next Page

STOP

Form I-9 03/08/13 N Page 7 of 9



Does My Employer Use E-Verify?

Employers **must** post the below posters

- in English and Spanish
- in areas visible to prospective and existing employees

This Organization Participates in E-Verify



The employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) with information from each new employee's Form I-9 to verify work authorization.

IMPORTANT: If the Government cannot confirm that you are authorized to work, the employer is required to give you written notification and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to prevent job applicants and may not use or influence the choice of documents you present for use on the Form I-9.

E-Verify Works for Everyone
For more information on E-Verify, please contact DHS: **888-897-7781**
www.dhs.gov/E-Verify

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



EMPLOYER'S OBLIGATION TO POST THIS NOTICE
Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

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 to protect you against discrimination in the workplace.

You should know that -

- In most cases, employers cannot deny you a job or fire you because of your national origin or citizenship status or refuse to accept your legally acceptable documents.
- Employers cannot reject documents because they have a future expiration date.
- 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: 1-800-255-7688 or (202) 626-5594
For the hearing impaired: TTY 1-800-237-2115 or (202) 626-5515
E-mail: osced@doj.gov

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

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



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