



Electronic I-9 and E-verify Management

This training addresses employer features and details you may need to manage in HireRight.

2019



HireRight Legal Notice:

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Agenda

- Overview
- Access HireRight I-9 Features
- Initiate Section 1 Completion
- Complete Section 2
- E-verify Check Process
- Additional I-9 Actions
- Additional E-verify Actions
- Update I-9 (Section 3)
- Getting Help

Helping You Remain Compliant & Informed

- ✓ Regulatory Changes
- ✓ Employment Law
- ✓ Webinars
- ✓ Compliance Briefings



Simple, Secure and Direct

- ✓ Simplifies I-9 Form Completion
- ✓ Secure Storage
- ✓ Direct connectivity to E-verify
- ✓ Program Management Tools



Form I-9 and E-Verify Workflow

1. **Employee** completes Section 1 prior to start.
2. **Employer** completes Section 2 when the employee starts.
3. **E-verify** check process initiates after I-9 form is complete.

- 98% are returned “Authorized to Work”
- 2% require additional steps

Overview of E-Verify Process

- How Does E-Verify Work?
 - Form I-9 information is sent to through the E-verify check system
 - I-9 information is compared to confirm Employment Authorization
 - Results are returned – 98% come back “Employment Authorized”

Employment Eligibility Verification – Employee I-9 Information

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 documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name Last Moore	First Julie	Middle Initial	Maiden Name
Address (Street Name and Number) 123 Beach Road		Apt. #	Date of Birth (month/day/year) **/**/****
City San Clemente	State California	Zip Code 92672	Social Security # ***-**-1111

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 #)

An alien authorized to work (Alien # or Admission #)

until (expiration date, if applicable - month/day/year)

Employee's Signature
Julie Moore

Date (month/day/year)
02/22/2012

Preparer 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 assessed on the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature	Print Name
Address (Street Name and Number, City, State, Zip Code)	
Date (month/day/year)	

← BACK NEXT →



Homeland Security



Social Security



U.S. Citizenship and Immigration Services

HireRight I-9 Account Features

Log into HireRight

Enter company ID, user name and password.

- This information is provided by HireRight via email

HIRE RIGHT

Company ID: ?

User Name: ?

Password:

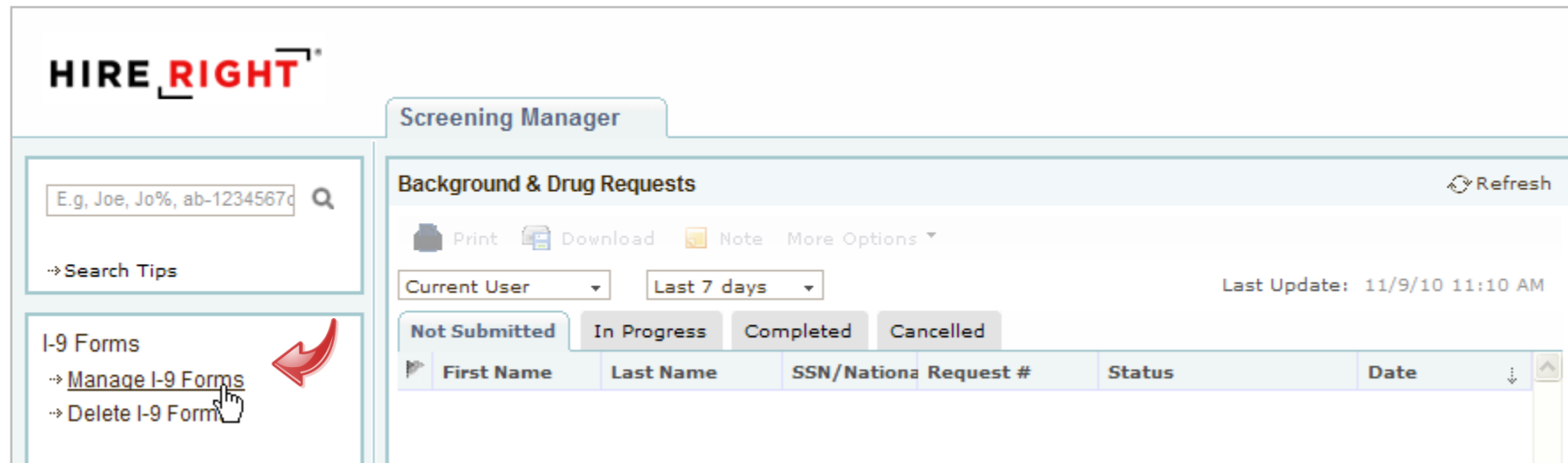
Remember my Company ID and User Name

Login

Need help with login?
Bookmark my login page

Access I-9 and E-verify Tools

- Click on **I-9 Forms**
- Click on **Manage I-9 Forms** to open I-9 dashboard



The screenshot displays the HireRight Screening Manager interface. On the left sidebar, under the 'I-9 Forms' section, the 'Manage I-9 Forms' link is highlighted with a red arrow. The main content area shows the 'Screening Manager' dashboard with a search bar, a 'Background & Drug Requests' section, and a table of requests. The table has columns for First Name, Last Name, SSN/Nationality, Request #, Status, and Date. The 'Not Submitted' status is selected, and the table is currently empty.

HIRE RIGHT

Screening Manager

E.g, Joe, Jo%, ab-1234567d

→ Search Tips

I-9 Forms

→ **Manage I-9 Forms**

→ Delete I-9 Form

Background & Drug Requests Refresh

Print Download Note More Options

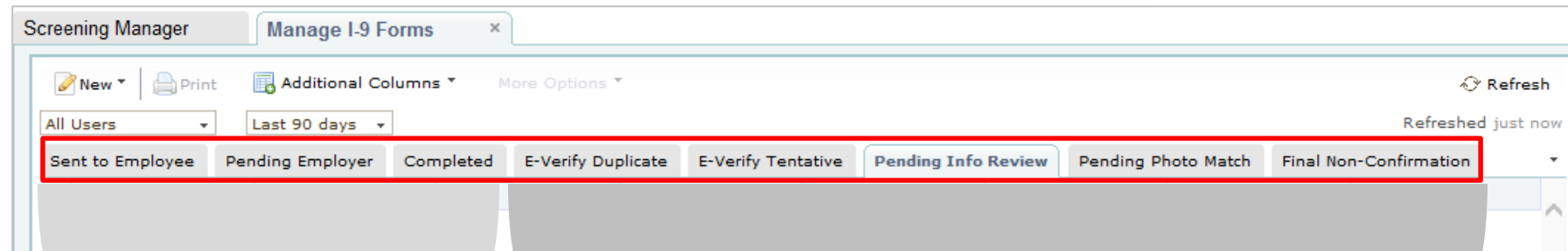
Current User Last 7 days Last Update: 11/9/10 11:10 AM

Not Submitted In Progress Completed Cancelled

First Name	Last Name	SSN/Nationa	Request #	Status	Date
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I-9 Forms Dashboard

- Tabs to support process and separate statuses.



I-9 specific status tabs

E-verify status tabs

Email Invite to Employee

1. I-9 Forms for options.
2. Manage I-9 Forms to access menu.
3. Invite Employee for email prompt.

The screenshot displays the HireRight web application interface. The top left corner features the HireRight logo. The top right corner shows 'HireRight Training, | [Sign Out](#)'. The main content area is titled 'Screening Manager' and 'Manage I-9 Forms'. A search bar on the left contains the text 'E.g, Joe, Jo' and '4567d'. A dropdown menu is open under 'I-9 Forms', showing options: 'Manage I-9 Forms', 'I-9 Forms Settings', and 'Delete I-9 Forms'. A red box highlights the 'Invite Employee' option in the dropdown menu. The background shows a table with columns: 'Verify Tentative', 'Pending Info Revi..', 'Pending Photo Mat..', 'Final Non-Confir..', 'Verify Status', 'Date', 'Next Action', 'Location Number', and 'Hiring Manager'. The table is refreshed 40 seconds ago.

Email Invite to Employee – cont'd.

4. Enter Employee's First and Last Name, email address.

**start date is not required but recommended*

5. Notification Options (optional).
6. Click **SUBMIT** to send email.

The screenshot shows the 'I-9 Employment Eligibility Form' interface. It is divided into two main sections: 'Employee Info' and 'Notification Options'.
1. **Employee Info**: This section contains several input fields: 'First Name:*' (with a help icon), 'Last Name:*' (with a help icon), 'E-mail:*', and 'Employee Start Date:'. A tooltip for the 'Employee Start Date' field explains that it is optional and controls automated reminders. Below these fields is a 'Message Template:*' dropdown menu set to 'Default Invitation Letter' and a 'Send me a copy' checkbox.
2. **Notification Options**: This section shows 'Initiated by HireRight HireRight Training (automatically receives all notifications)'. Below this is a link 'Add users' and a text input field for specifying users who will receive copies of notification letters.
3. **Buttons**: At the bottom of the form, there are two buttons: 'Submit' (circled in red) and 'Close'.
4. **Callouts**: Three numbered callouts are present: '4' points to the 'First Name' field, '5' points to the 'Add users' link, and '6' points to the 'Submit' button.

Email Invite to Employee – cont'd.

Hiring Manager Assignment

4. Enter Employee's First and Last Name, email address.
**start date is not required but recommended*
5. Designate Section 2 completer in Hiring Manager fields.
6. Click **SUBMIT** to send email (not shown).

I-9 Employment Eligibility Form

Employee Info

First Name:* 4

Last Name:*

E-mail:*

Employee Start Date: mm / dd / yyyy
Entering a Start Date is optional. The Start Date controls when HireRight sends automated reminders (such as the reminder to employee to bring supporting documents, and reminder to complete I-9 form on Day 3).

Message Template:* / Edit

Send me a copy

Hiring Manager

Hiring Manager Name: 5

E-mail:

Hiring Manager Notification Email

- Sample email notification sent to advise assignment for Section 2 completion

Dear Steve Martin,

James Cobb has completed Section 1 of the I-9 Employment Eligibility Form for ABC Technical, A Sales Demo Company.

Please go to

<https://ows01.hireright.com/in.html?key=0251ADE81D4781AE45E810B06D190A2E>

to log in to the HireRight system to review Section 1 of the I-9 Form and complete and sign Section 2.

Login: kari.talmadge@hireright.com

Password: b9f43706 (a user-defined password will be established after login)

You will need to view the employee's work eligibility documentation in order to complete Section 2.

When you login to the system, you will see instructions on the left hand side that can assist you in completing this form.

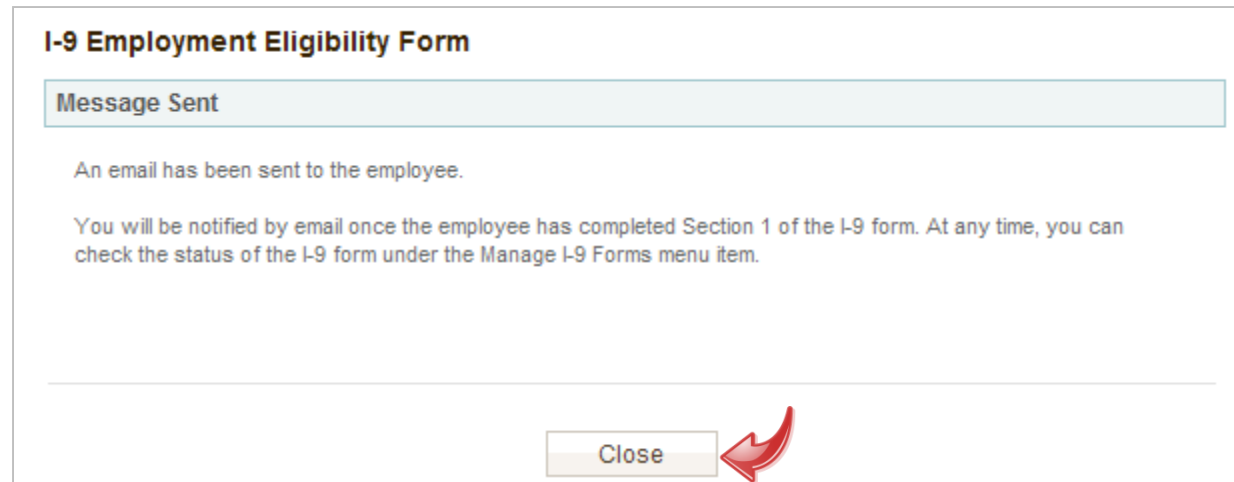
Our objective is to complete this process quickly and within the employee's first 3 days of employment. Please make every effort to accurately provide all of the requested information. If you need support, HireRight Customer Service is available 5 days a week from Sunday 3 p.m. until Friday 7 p.m. Pacific Standard Time by phone (toll free in the U.S.) at (866) 521-6995, or by a toll call elsewhere at +1 (949) 428-5804.

Additional HireRight toll free numbers from many countries: <http://www.hireright.com/Contact-Us.aspx#tab2>

Thank You,
Kari Talmadge

Email Invite to Employee – cont'd.

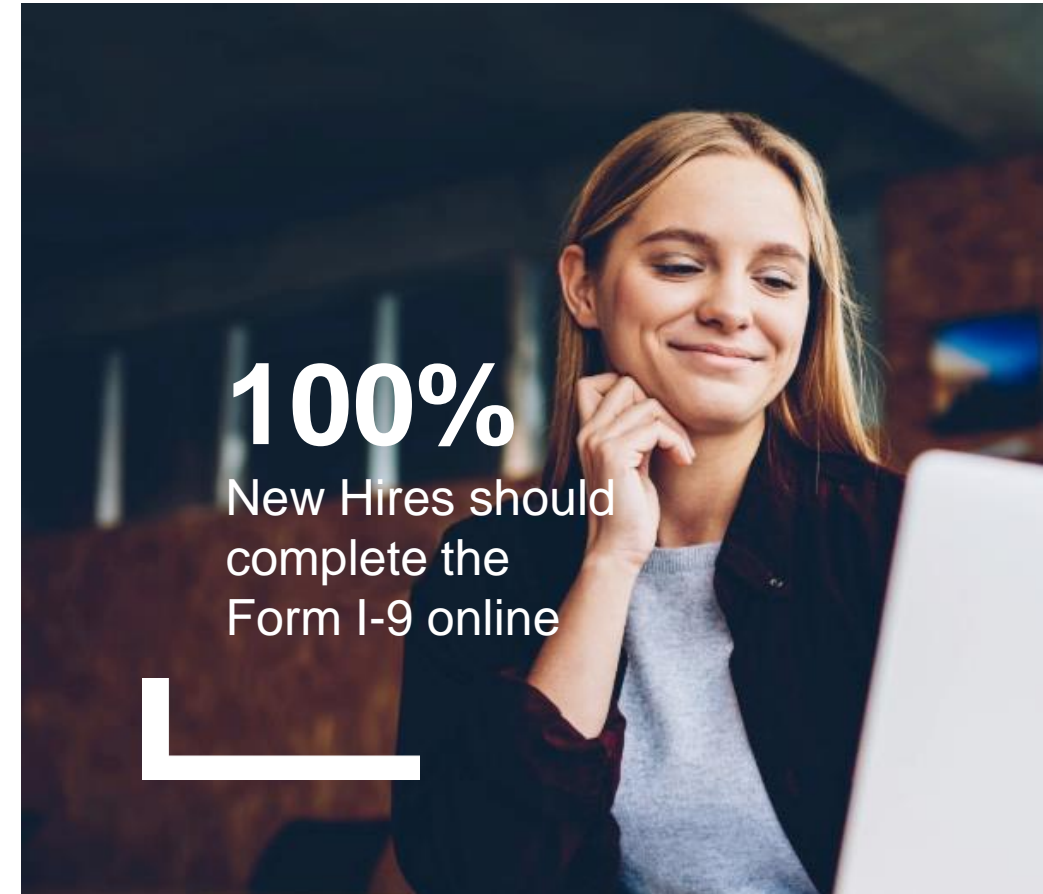
- Here's the confirmation message.
- Click Close to return to the Manage I-9 Forms dashboard.



New Hire Overview

All New Hires should access and complete their I-9 *prior* to their start date.

- Email provides direct, secure access
 - Directions
 - Resources
- Kiosk supports direct access, without email
- Email Notifications tied to optional Start Date
 - Complete Form
 - Bring Documents



New Hire: Directions

- Clear Instructions and Embedded Support

1 EMPLOYMENT ELIGIBILITY VERIFICATION

- [Directions](#)

[Employee Information and Attestation Worksheet](#)

Section 1 Review and E-Sign by Preparer and/or Translator
4

Section 1 Review and E-Sign by Employee

Employment Eligibility Verification – Directions

All new employees are required by federal law to complete Section 1 of an I-9 Employment Eligibility Form by the first day of work for pay.

Please complete this form as soon as possible. Enter all information on the form. The official Form I-9, Employment Eligibility Verification Instructions are located on the left or by clicking [here](#). The List of Acceptable Documents is also located on the left or by clicking [here](#).

Save Form and Exit

As you are completing the I-9 employment eligibility form, you will have the option of saving your work and exiting at any time by clicking the "Save Form & Exit" link located at the top of every page. You will be able to return to the I-9 employment eligibility verification form later to complete and submit the form.

Signing the I-9 Employment Eligibility Form

When you are finished completing the form, please click the "Electronically Sign" button on the form.

Help

If you have questions about completing the I-9 employment eligibility form, please contact support at customerservice@hireright.com. If you have questions about the content of the I-9 employment eligibility form, please call 1-866-521-6995. Customer Support hours are: Sundays 5:00 PM - Fridays 9:00 PM (Pacific Time).


[Form I-9 Instructions](#) ⓘ

[List of Acceptable Documents](#) ⓘ

[Who is Issued This Document?](#) ⓘ

[Sample Document Images](#) ⓘ

[Information on Receipts](#) ⓘ

[Proceed with I-9 Employment Eligibility Form](#) 

Preparer/Translator Assistance

- Response Required to Document form Completion

HIRE RIGHT

Save Form | Print | Clear Form | Help | Live Chat | Change Password | Cancel & Discard | kari.talmadge@hireright.com

1 EMPLOYMENT ELIGIBILITY VERIFICATION

✓ [Directions](#)

- [Employee Information and Attestation Worksheet](#)

Section 1 Review and E-Sign by Preparer and/or Translator 4

Section 1 Review and E-Sign by Employee

Section 1 - Employee Information and Attestation Worksheet

Fields marked with an * are required

Preparer and/or Translator Assisted Completion

If you are the employee and you did not use a preparer or translator, you must select this option:

I did not use a Preparer or Translator *

If one or more preparers or translators assist the employee in completing Section 1, the preparer or translator must select this option. Also, for Parents or legal guardians attesting to the identity of minors (individuals under 18) and individuals attesting to the identity of certain employees with disabilities must select this option):

A preparer(s) and/or translator(s) assisted the employee in completing Section 1 *

Employee Information

Employee Information	
Your Last Name: * ?	<input type="text" value="Cobb"/>
Your First Name: * ?	<input type="text" value="James"/>
Your Middle Initial: * ?	<input type="text" value="S"/>
<input type="checkbox"/> I certify that I do not have any middle initial (if checked "N/A" will be displayed in the Middle Initial field of Section 1)	
<input checked="" type="checkbox"/> I certify that I have not used any other last names (if checked "N/A" will be displayed in the Other Last Names Used field of Section 1)	
Your E-mail Address:	<input type="text"/>
Your Telephone Number:	+ <input type="text" value="1"/> <input type="text"/> ext. <input type="text"/>
Your Country: *	<input type="text" value="USA"/>
Your Address: * ?	<input type="text" value="123 South Street"/>
<input checked="" type="checkbox"/> I certify that I do not have any apartment number (if checked "N/A" will be displayed in the Apt. Number field of Section 1)	
Your City: *	<input type="text" value="Long Beach"/>
Your State: *	<input type="text" value="California"/>
Your Zip/Postal Code: *	<input type="text" value="90807"/>
Your Date of Birth: *	<input type="text" value="12"/> / <input type="text" value="19"/> / <input type="text" value="1970"/>

Citizenship or Immigration Status

- SSN is required for E-verify


Citizenship or Immigration Status

What is your citizenship or immigration status? * -- Select From List --
Citizen of the United States
Noncitizen national of the United States
Lawful Permanent Resident
Alien Authorized to Work

Your Social Security Number: *

Re-enter Social Security Number: *

I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9. *

[Proceed to Form I-9 Completion](#) 

Citizenship or Immigration Status

- Helpful prompts and link to get I-94 number

Citizenship or Immigration Status

What is your citizenship or immigration status? *

When are you authorized to work until? * / /

I certify I am an Alien whose authorization does not expire

Provide your Alien or Admission or Foreign Passport number: * ?

Alien Registration#/USCIS# ?

Form I-94 Admission# ?

Foreign Passport# ? [Get I-94 Number Now](#)

The Social Security Administration has not yet issued me a Social Security Number.

A social security number is required on this form and you must provide your number if you have one. If you do not yet have an SSN issued, you will be asked to provide one once it is issued.

I certify and understand that I alone have provided and entered the information above to complete the Employee Information and Verification section of my Form I-9. I am also aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of the Form I-9. *

Employee Review and Signature/Submission

1 EMPLOYMENT ELIGIBILITY VERIFICATION

✓ [Directions](#)

✓ [Employee Information and Attestation Worksheet](#)

• [Section 1 Review and E-Sign by Employee](#)

Section 1 Review & E-Sign by Employee

Fields marked with an * are required

Section 1. Employee Information and Attestation <i>(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.)</i>					
Last Name <i>(Family Name)</i> Cobb	First Name <i>(Given Name)</i> James	Middle Initial S	Other Last Names Used <i>(if any)</i> N/A		
Address <i>(Street Number and Name)</i> 123 South Street		Apt. Number N/A	City or Town Long Beach	State CA	ZIP Code 90807
Date of Birth <i>(mm/dd/yyyy)</i> **/**/****	U.S. Social Security Number ***-**-1111	Employee's E-mail Address N/A		Employee's Telephone Number N/A	

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 boxes):

<input checked="" type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number) <u>N/A</u>
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) <u>N/A</u> Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>

*Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.*

1. Alien Registration Number/USCIS Number:	<u>N/A</u>
OR	
2. Form I-94 Admission Number:	<u>N/A</u>
OR	
3. Foreign Passport Number:	<u>N/A</u>
Country of Issuance:	<u>N/A</u>

QR Code - Section 1
Do Not Write in This Space

Employee Review and Signature/Submission

Electronic Signature of Employee


First Name: *

Last Name: *

E-mail Address:

Month & Day of Birth: *

Hold down left mouse button and draw your signature below



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 understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *

I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employee Information and attestation Worksheet. *


I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *


New Hire enters name and month and day of birth

Optional mouse signature

New Hire provides e-signature validation

Employee Confirmation of Success!



Help | Live Chat  Print

Employment Eligibility Verification


Thank You

Thank you for completing Section 1 of your I-9 Form.

Please note your I-9 is still considered incomplete until you have presented the required documents confirming work authorization and identity in person to your employer and they have completed Section 2.

Not sure which documents to present? Please find the List of Acceptable Documents [here](#).

To view Section 1 of your I-9 Form [click here](#).



Close

Overview of Steps to Complete Section 2

No Later than Third Day of Start Date

- Employer Responsibility
 - Physically examine documents provided by New Hire
 - Access I-9 via HireRight
 - Complete Section 2
 - Automated submission to E-Verify
 - Uploads PDF of Documents in HireRight



Section 2: Employer Completion

1. Click on **I-9 Forms**
2. Click on **Manage I-9 Forms** to open I-9 dashboard

Step 1

Step 2

The screenshot displays the HireRight Screening Manager interface. On the left, a navigation menu is visible with the following items: I-9 Forms, Manage I-9 Forms, Delete I-9 Forms, Employment Screening, Management Reports, Price List, Billing, Account Setup, Compliance Central, Forms & Documents, and Help & Training. A search bar at the top left contains the text "E.g. Joe, Jo%, ab-1234567". The main content area is titled "Screening Manager" and features a "Maximize Refresh" button. Below this, there are tabs for "Orders and Reports" and "Alerts". The "Orders and Reports" section includes a "Print Download More Options" menu, a "Current User" dropdown, and a "Last 7 days" filter. It also has tabs for "Invitations", "Not Submitted", "In Progress", "Completed", and "Cancelled". A table with columns "First Name", "Last Name", "SSN/National ID", "Status", and "Type" is present. The "Alerts" section includes a "Current User" dropdown and a "Last 1 week" filter, with tabs for "Action Requests" and "Information-only". A table with columns "Date", "Name", and "Title" is also visible. On the right side, there is an "Announcements" section with a "Welcome to HireRight Enterprise" banner and a list of recent announcements. Below that is a "Recently Viewed Items" section.

Section 2: Employer Completion

3. Click **New Hire** to select that record
4. Use **More Options** or **right-click** to select Verify I-9 Docs

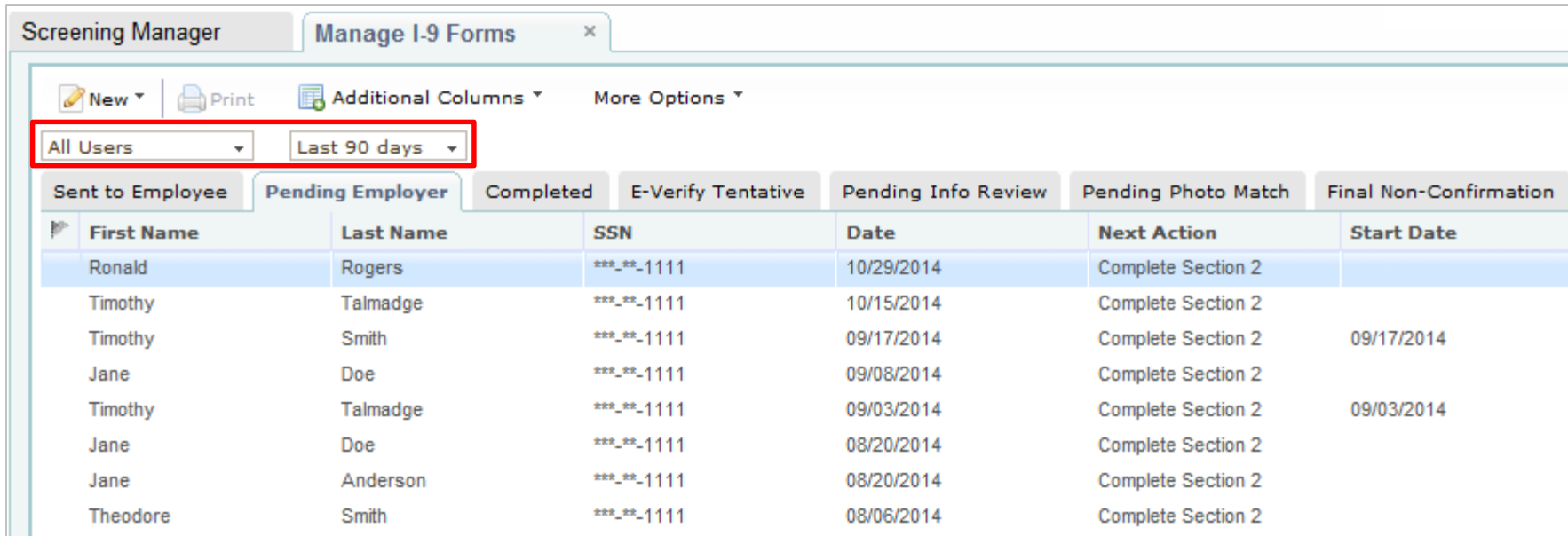
The screenshot shows the 'Screening Manager' application with a 'Manage I-9 Forms' window. The window has a toolbar with 'New', 'Print', and a 'More Options' dropdown. Below the toolbar are filters for 'All Users' and 'Last 90 days'. A table lists employees with columns for 'Last Name', 'ID', 'Hire Date', and 'Next Action'. A 'More Options' menu is open over the first row, highlighting 'Verify I-9 Docs'. Callouts 'Step 3' and 'Step 4' point to the first row and the menu respectively.

Last Name	ID	Hire Date	Next Action	Start Date
Ronald Rogers	***_**-1111	08/20/2014	Complete Section 2	
Timothy Talmadge			Complete Section 2	
Timothy Smith			Complete Section 2	09/17/2014
Jane Doe			Complete Section 2	
Timothy Talmadge			Complete Section 2	09/03/2014
Jane Doe			Complete Section 2	
Jane Anderson	***_**-1111	08/20/2014	Complete Section 2	
Theodore Smith	***_**-1111	08/06/2014	Complete Section 2	

Super User | Tip

If you do not see the employee's name in the Pending Employer tab:

- Adjust filters
- Check Sent To Employee tab



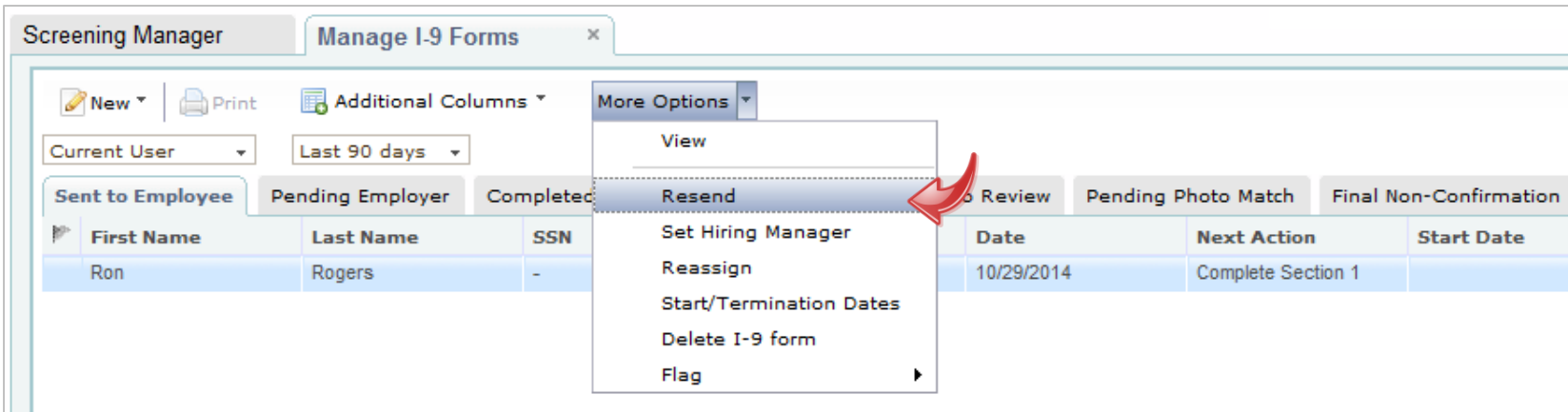
The screenshot shows the 'Screening Manager' interface with the 'Manage I-9 Forms' tab active. The 'Pending Employer' tab is selected. The table displays a list of employees with columns for First Name, Last Name, SSN, Date, Next Action, and Start Date. The filters 'All Users' and 'Last 90 days' are highlighted with a red box.

First Name	Last Name	SSN	Date	Next Action	Start Date
Ronald	Rogers	***-**-1111	10/29/2014	Complete Section 2	
Timothy	Talmadge	***-**-1111	10/15/2014	Complete Section 2	
Timothy	Smith	***-**-1111	09/17/2014	Complete Section 2	09/17/2014
Jane	Doe	***-**-1111	09/08/2014	Complete Section 2	
Timothy	Talmadge	***-**-1111	09/03/2014	Complete Section 2	09/03/2014
Jane	Doe	***-**-1111	08/20/2014	Complete Section 2	
Jane	Anderson	***-**-1111	08/20/2014	Complete Section 2	
Theodore	Smith	***-**-1111	08/06/2014	Complete Section 2	

Resend to Employee if I-9 is not Complete

From **Sent to Employee** tab:

- Click employee to select and use choose **Resend**.



The screenshot shows the 'Screening Manager' application with the 'Manage I-9 Forms' window open. The 'Sent to Employee' tab is active. A table lists employees, with 'Ron Rogers' selected. A context menu is open over the 'Resend' option, which is highlighted by a red arrow. The table has columns for 'First Name', 'Last Name', 'SSN', 'Date', 'Next Action', and 'Start Date'. The 'Next Action' for Ron Rogers is 'Complete Section 1'.

First Name	Last Name	SSN	Date	Next Action	Start Date
Ron	Rogers	-	10/29/2014	Complete Section 1	

Section 2: Employer Completion – Review Section 1

- Review Section 1
 - The Section 2 completer is responsible for ensuring *Section 1 is reviewed for accuracy* before completing Section 2.
- Click **NEXT** to complete Section 2

ird

I-9 Form Review

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

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employer document(s) an employee may present to establish employment authorization and identity. 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 this section on the first day of employment, but not before accepting a job offer.)

Last Name (Family Name) Cobb	First Name (Given Name) James	Middle Initial S	Other Last Names Used (if any) N/A	
Address (Street Number and Name) 123 Main Street	Apt. Number N/A	City or Town Irvine	State CA	ZIP Code 12345
Date of Birth (mm/dd/yyyy) **/**/****	U.S. Social Security Number ***-**-1111	Employee's E-mail Address	Employee's Telephone Number N/A	

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 boxes):

<input checked="" type="checkbox"/> 1. A citizen of the United States
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number) N/A
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) N/A Some aliens may write "N/A" in the expiration date field. (See instructions)

Aliens authorized to work must provide only one of the following document numbers to complete Form I-9:
An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.

1. Alien Registration Number/USCIS Number: N/A
OR
2. Form I-94 Admission Number: N/A
OR
3. Foreign Passport Number: N/A
Country of Issuance: N/A

OR Code - Section 1
Do Not Write in This Space

Signature of Employee _____ Today's Date (mm/dd/yyyy) _____

← BACK

NEXT →



Section 2: Employer Completion

1 EMPLOYMENT ELIGIBILITY VERIFICATION

Section 2 - Employer or Authorized Representative Review and Verification Worksheet

Fields marked with an * are required

Access Resources

Review Instructions

Directions

Employee I-9 Information

Employer Review and Verification Worksheet

Section 2 Review and E-Sign

Form I-9 Instructions

List of Acceptable Documents

Who is Issued This Document?

Sample Document Images

Information on Receipts

The employee must present original documents, with the exception that the employee may present a certified copy of a birth certificate. The employer must physically examine the actual document or documents presented by the employee and determine if they reasonably appear on their face to be genuine and to relate to the employee presenting them. If the document(s) do not reasonably appear on their face to be genuine or to relate to the person presenting them, the employer must not accept them. In such circumstances, the employer should allow the employee to choose any other document(s) the employee wants to present from the "Lists of Acceptable Documents" for review and, if appropriate,

Document A

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.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Title: *

Issuing Authority: *

I certify that the issuing authority entered matches exactly to that of the document presented. *

Document #: * [Format help](#)

Expiration Date (if any): * / /

I certify the document the employee presented does not have an expiration date

This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document.

Section 2 Additional Information

Check here if there is additional information you need to document on the I-9 Form

Section 2: Worksheet

- Complete the Worksheet
 - Confirm Employee's Start Date
 - Review your contact information for accuracy
 - Click **Proceed to I-9 Form Completion**

Save Form | Print | Clear Form | Help | Live Chat | Cancel & Discard

1 EMPLOYMENT ELIGIBILITY VERIFICATION

- ✓ Directions
- ✓ Employee I-9 Information
- **Employer Review and Verification Worksheet**
- Section 2 Review and E-Sign

Form I-9 Instructions | List of Acceptable Documents | Who is Issued This Document? | Sample Document Images | Information on Receipts

Section 2 - Employer or Authorized Representative Review and Verification Worksheet

Fields marked with an * are required

Employee Name: James Cobb
Citizenship Status: Citizen of the United States

The employee must present original documents, with the exception that the employee may present a certified copy of a birth certificate. The employer must physically examine the actual document or documents presented by the employee and determine if they reasonably appear on their face to be genuine and to relate to the employee presenting them. If the document(s) do not reasonably appear on their face to be genuine or to relate to the person presenting them, the employer must not accept them. In such circumstances, the employer should allow the employee to choose any other document(s) the employee wants to present from the "Lists of Acceptable Documents" for review and, if appropriate, acceptance, by the employer.

This employer participates in the federal employment eligibility program called E-Verify. The E-Verify program requires that you may accept List B documents, only if they include a photograph. Please ensure that the new hire shows you a document with a photograph and select below which document they showed to you. Please note that all documents presented by the new hire must be unexpired.

List A | List B & C

Document A

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.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.

Document Title: * U.S. Passport

Issuing Authority * U.S. Department of State

I certify that the issuing authority entered matches exactly to that of the document presented. *

Document #: * B123456

Expiration Date (if any): * 01 / 01 / 2027

This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document.

Employment Information

I attest under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee and that the information entered above reflects the information that appears on the original document(s) presented by the employee. I certify that the information entered above can be used to complete Section 2 of the I-9 form. *

Employee Start Date: * 01 / 04 / 2017 Use Today's Date

Business Name: * ABC Company

Your First Name: * Samantha

Your Last Name: * Johnson

Title: * Manager

Email Address: * sjohnson@abccompany.com

Business Address *

Address: 1234 Main Street

City: Orange

State: California

Zip/Postal Code: 12345

Proceed to Form I-9 Completion

7. Complete the Worksheet | Additional Details

- List A or List B&C documents are entered directly into the form

List A | **List B & C**

Document A

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.

The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document. ?

Document Title: * ? ▼

Issuing Authority: * ? ▼

I certify that the issuing authority entered matches exactly to that of the document presented. *

Document #: * ?

Expiration Date (if any): * ? / /

This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document.

Section 2 Additional Information

Check here if there is additional information you need to document on the I-9 Form

Issuer confirmation

Note the reminder

Section 2: Review & E-sign

■ Review and E-sign

- Enter Your First and Last Name
Drawn signature is preferred
- Read and check off attestation statements
- Click **E-sign, Save and Run E-verify**

Save Form Print Clear Form Help Live Chat Cancel & Discard

1 EMPLOYMENT ELIGIBILITY VERIFICATION

- ✓ Directions
- ✓ Employee I-9 Information
- ✓ Employer Review and Verification Worksheet
- **Section 2 Review and E-Sign**

Section 2 Review & E-Sign

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 a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1: Last Name (Family Name) First Name (Given Name) M.I. Citizenship/Immigration Status

List A	OR	List B	AND	List C
Identity and Employment Authorization		Identity		Employment Authorization
Document Title U.S. Passport		Document Title N/A		Document Title N/A
Issuing Authority U.S. Department of State		Issuing Authority N/A		Issuing Authority N/A
Document Number B123456		Document Number N/A		Document Number N/A
Expiration Date (if any)(mm/dd/yyyy) 01/01/2027		Expiration Date (if any)(mm/dd/yyyy) N/A		Expiration Date (if any)(mm/dd/yyyy) N/A
Document Title N/A		Additional Information QR Code - Sections 2 & 3 Do Not Write in This Space		
Issuing Authority N/A				
Document Number N/A				
Expiration Date (if any)(mm/dd/yyyy) N/A				
Document Title N/A				
Issuing Authority N/A				
Document Number N/A				
Expiration Date (if any)(mm/dd/yyyy) N/A				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.
 The employee's first day of employment (mm/dd/yyyy): 01/04/2017 (See instructions for exemptions)

Signature of Employer or Authorized Representative Johnson	Today's Date(mm/dd/yyyy) 01/04/2017	Title of Employer or Authorized Representative Manager
Last Name of Employer or Authorized Representative Johnson	First Name of Employer or Authorized Representative Samantha	Employer's Business or Organization Name I9DNEW
Employer's Business or Organization Address (Street Number and Name) 1234 Main Street	City or Town Orange	State CA
		ZIP Code 12345

Electronic Signature of Employer

First Name: * Samantha
 Last Name: * Johnson
 E-mail Address: sjohnson@abccompany.com

Hold down left mouse button and draw your signature below



Clear

CERTIFICATION - I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed documents(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States. *

I certify that the information that appears above on the Form I-9 is exactly as I entered it in the Employer Review and Verification Worksheet. *

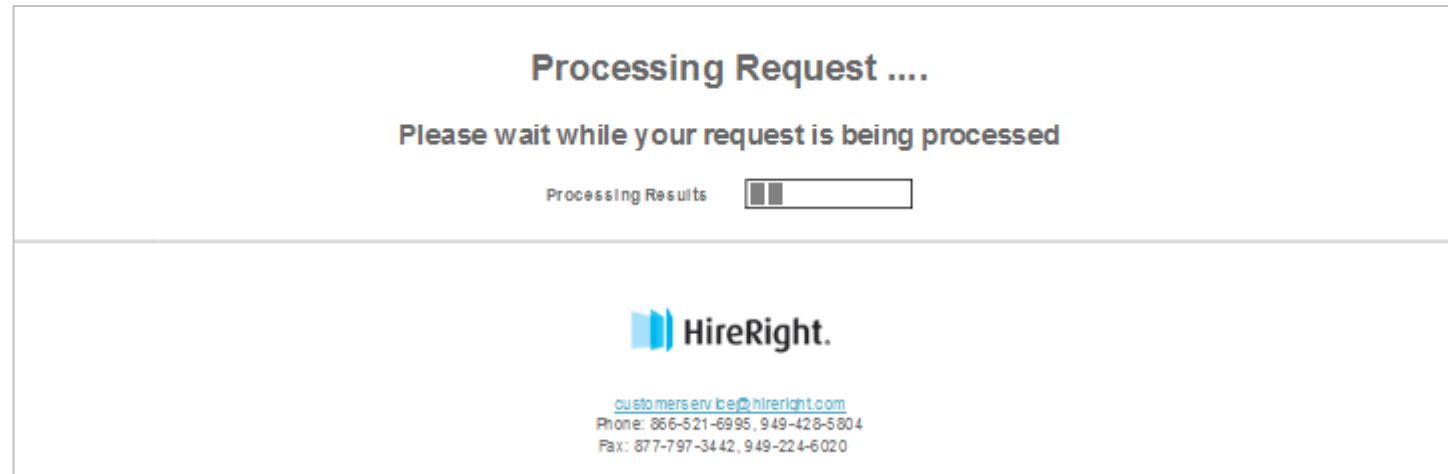
I understand that I am using electronic means to sign this document, and I consent to signing this document electronically. *

I understand that by typing my information above, I am certifying that I am the person identified by this information, and that my providing this information and clicking the "Electronically Sign" button below will constitute my electronic signature. *

Back E-Sign, Save & Run E-Verify Decline

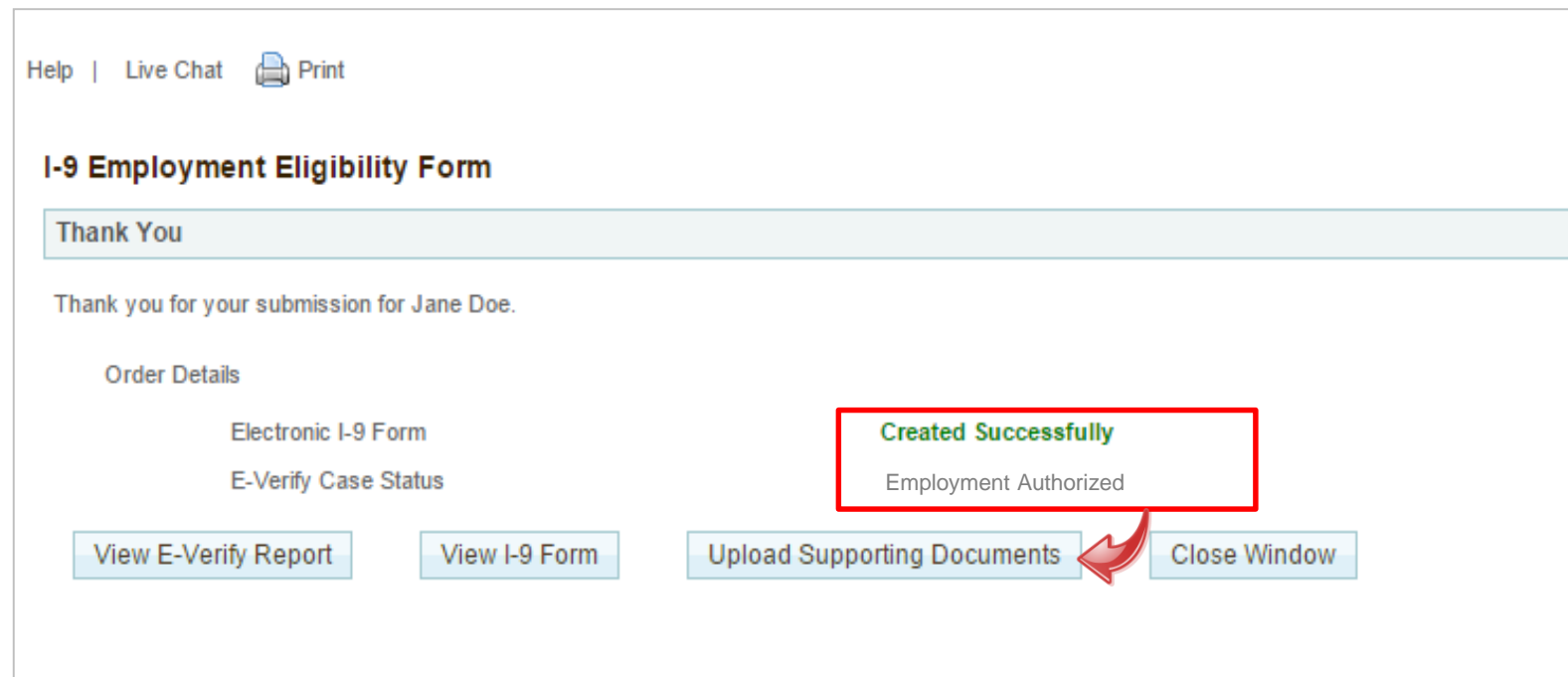
Section 2: Confirmation of Completion

- E-verify Check process begins
 - Completion of Section 2 instantly sends Employee data to E-Verify
 - E-Verify will typically respond instantly



Section 2: Confirmation of Completion

- Form I-9 completed successfully
- E-verify Case Status



The screenshot shows a web interface for the 'I-9 Employment Eligibility Form'. At the top, there are links for 'Help', 'Live Chat', and 'Print'. Below this is the title 'I-9 Employment Eligibility Form' and a 'Thank You' banner. A message reads: 'Thank you for your submission for Jane Doe.' Under 'Order Details', it lists 'Electronic I-9 Form' and 'E-Verify Case Status'. A red-bordered box highlights the text 'Created Successfully' and 'Employment Authorized'. At the bottom, there are four buttons: 'View E-Verify Report', 'View I-9 Form', 'Upload Supporting Documents', and 'Close Window'. A red arrow points from the 'Upload Supporting Documents' button towards the 'Close Window' button.

- Upload Documents and then Close Window to return to HireRight

I-9 Form Process and Reminders

- All New Hires and Rehires *must complete the I-9 prior to or on their first day*
- Section 2 completion requires you to *physically* examine documents to prove both identity and proof of work authorization
- All I-9s must be completed *no later than the third day of employment*
- Reminders:
 - Upload a PDF of the documents after completing Section 2, if applicable
 - Review and Take Action on Emailed Notifications, as needed

A woman with short dark hair and glasses, wearing a light blue button-down shirt, is sitting at a desk and typing on a laptop. She is smiling slightly. In the background, another person with blonde hair is visible, also working. The setting appears to be a modern office with large windows.

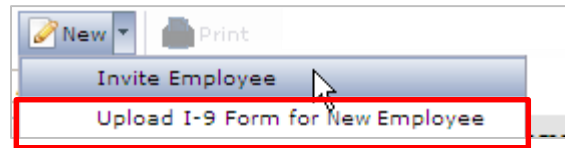
Paper I-9 Form Process

- *This is only done in cases where the Electronic I-9 could not be filled out to support a timely onboarding process.*

Paper I-9 Form Process

After a paper I-9 form is completed

- Use Upload a Paper I-9 form to store the electronic image of the I-9 in HireRight and initiate the E-verify check, in one step.



- Reminder: Scan and save I-9 as a PDF so that it can be uploaded for electronic storage.
- Then, click NEW from the Manage I-9 Forms dashboard and select Upload I-9 Form for New Employee.

Paper I-9 Form Process: Create an E-verify Case

1. Upload the PDF of the completed I-9 form.
2. Employee Information: Complete fields using the information from Section 1 of the completed I-9 form.

1 EMPLOYMENT ELIGIBILITY VERIFICATION

- [Employee I-9 Information](#)
 - [Storage for Revisions](#)
 - [Changes History Log](#)
- [Form I-9 Instructions](#)
- [List of Acceptable Documents](#)
- [Who is Issued This Document?](#)
- [Sample Document Images](#)
- [Information on Receipts](#)

Upload I-9 Form for New Employee

Warning

The documents you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will be available for downloading via "View Uploaded Form" action.

Create an E-Verify Case

Create an E-Verify Case for this employee

You must not use E-Verify to verify your current workforce unless your company has been awarded a federal contract that contains the FAR E-Verify clause. E-Verify does not allow any other type of employer to verify its current workforce.

Upload I9 Form

Please locate the I-9 Form you would like to upload and click the "upload" button **1** continuing. Only PDF files are accepted.

File to Upload: *

Employee Information

Employee Last Name: *

Employee First Name: * **2**

Employee Middle Initial:

Employee Other Names Used (if any): *

I certify that the employee has not used any other names (if checked "N/A" will be displayed in the Other Names Used field of Section 1)

Employee E-mail Address:

You must have a fully completed I-9 form in order to complete this process.

Upload Paper I-9 Form

- You must upload the completed paper I-9 form
 - Don't forget to upload documents

I-9 Employment Eligibility Form


Upload Supporting Documents

Please note that only PDF documents are accepted for upload.
The documents you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will appear in the list.

File To Upload:

Document Type:

Document Description:



List of Supporting Documents

Paper I-9 – cont'd.

3. Citizenship and Immigration Status: Complete fields using the information from Section 1 of the completed I-9 form.
4. Employer Review: Complete fields using the information from Section 2 of the completed I-9 form.
5. Click Submit I-9 Verification.

Citizenship or Immigration Status

What is the employee's citizenship or immigration status? * **3**

Employee's Social Security Number:

Employer Review

List A List B & C

Document A

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.

Document Type: * **4**

Document Title *

Issuing Authority: *

Document #: *

Document Expiration Date: * / /

Employee Start Date: * / / [Use Today's Date](#)

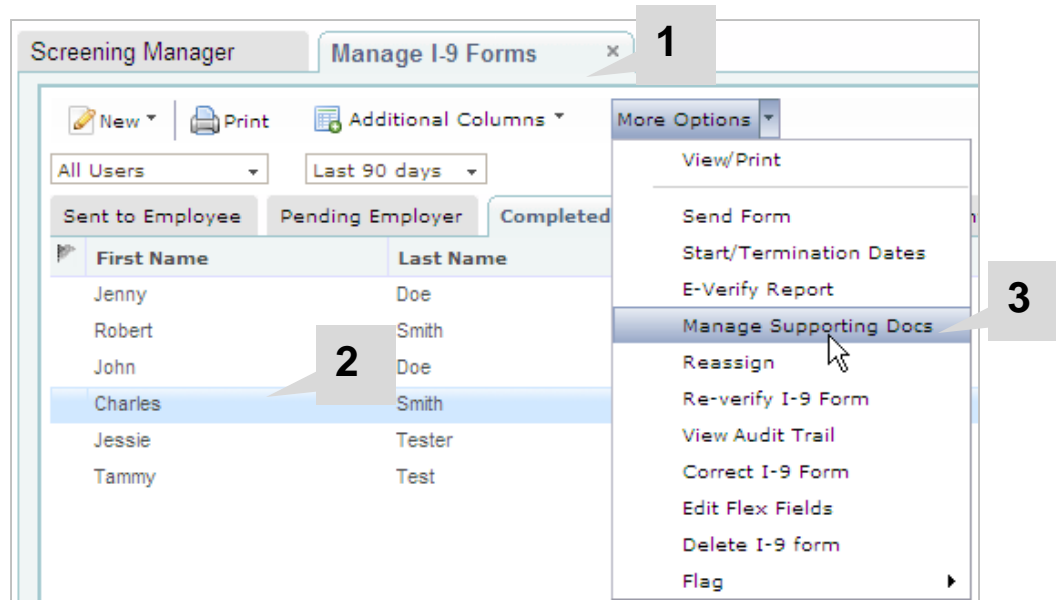
Termination Date: / /

Additional Fields

Cost Center **5**

Manage Supporting Documents

1. Return to Manage I-9 Forms dashboard
2. Locate the employee's record and click to select
3. Use Manage Supporting Docs to 'Upload' documents after the I-9 process is complete



I-9 Email Notifications

- Section 1 is Complete
- Reminder to Complete I-9 Form (if Start Date is indicated)
- Upload Supporting Docs, if required for E-verify
- I-9 Form Modification/Correction Complete (Section 1)
- Work Authorization Expiration
- Reminder to Get Actual Document
- Update SSN



Additional I-9 Tasks

Correcting I-9 Forms

- Corrections may be made for the following reasons:
 - Section 1 errors must be corrected by the New Hire
 - Update an I-9 with newly issued SSN
 - Make necessary correction to Section 1 such as misspelled name
 - Section 2/3 errors must be corrected by Employer
 - Correct adjusted Start Date on Section 2/3
 - Correct Document information
 - Enter live document information (receipts)

Receipts

- Receipts for a replacement of lost, stolen, or damaged documents
- A receipt fulfills the verification requirements of the document for which the receipt was issued (can be List A, List B, or List C)
- A receipt is valid 90 days from date of hire or, for reverification, the date employment authorization expires.
- At the end of the receipt validity period, the actual document must be presented

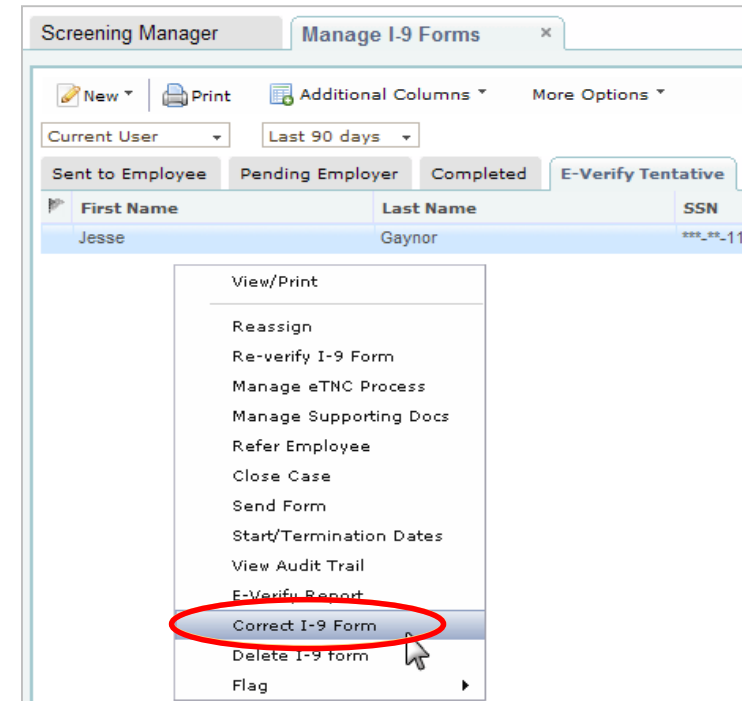
Receipts (Continued)

- I-9 forms tracks if receipt was used and provides a reminder to collect actual document

List A	List B & C
Document A	
<p>Employers or their authorized representative must complete and sign Section 2 within 3 business days of employment. You must physically examine one document from List A OR examine of 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.</p>	
<input checked="" type="checkbox"/> The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document. The receipt is valid for 90 days from the date of hire	
Document Type: ?	U.S. Passport or U.S. Passport Card
Document Title *	
Issuing Authority: * ?	
<input checked="" type="radio"/> I have reviewed the document presented by the employee and confirm that the Issuing Authority as reflected on the employee's document matches exactly the Issuing Authority presented above.	
<input type="radio"/> I have reviewed the document presented by the employee and the Issuing Authority as reflected on the employee's document does not match exactly the Issuing Authority presented above. I will type the Issuing Authority as reflected on the employee's document in the space above.	
Document #: * ?	
Expiration Date (if any): *	mm / dd / yyyy <input type="checkbox"/> The document the employee presented does not have an expiration date

Receipts (Continued)

- Use *Correct I-9 Form* to open the I-9 Form and correct Section 2.
- Check the box next to *Actual document presented*, enter a new document number and expiration date.
 - Then click *Next*.
- If an E-Verify case is not needed, then click *Submit Changes*.
- For E-Verify Users: If you need to create an E-Verify case for this employee, click *Save and Run E-Verify*.
 - In most cases, this would have already been done in onboarding.



The screenshot shows the 'Document A' section of the I-9 form. It includes the following text: 'Employers or their authorized representative must complete and sign Section 2 within 3 business days 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.' Below this, there is a red instruction: 'The employee presented a RECEIPT on Section 2. Please select the checkbox below once the employee presents the actual document.' The 'Actual document presented' checkbox is checked. The 'Document Type' is 'U.S. Passport or U.S. Passport Card', 'Document Title' is 'US Passport', and 'Issuing Authority' is 'US Govt - Department of State'. There are two radio button options for document verification, with the first one selected. The 'Document #' field is empty. The 'Expiration Date (if any):' checkbox is checked, indicating 'The document the employee presented does not have an expiration date'.

Making Corrections

1. Locate the I-9, right-click, and select *Correct I-9 Form*.
2. Click *Submit*.
3. An email is sent to the New Hire with a link to access the Form I-9.

Screening Manager Manage I-9 Forms

New Print Additional Columns More Options

Current User Last 90 days

Sent to Employee Pending Employer Completed E-Verify Tentative

First Name	Last Name	SSN
Ronald	Rogers	***-**-1111
Timothy	Smith	
Timothy	Talmadge	
Theodore	Smith	

Verify I-9 Docs

View

Send Form

Start/Termination Dates

Reassign

Correct I-9 Form

Set Hiring Manager

Delete I-9 form

I-9 Employment Eligibility Form

Form I-9 Corrections Options

What would you like to do with this form?

Send Section 1 to Employee

Applicant Name: * Ronald Rogers

E-mail: * krogers@hireright.com

Correction Reason: EXAMPLE: Please enter your name as it appears on your documents.

Submit

No SSN on Start Date

- Start Date
 - New Hire completes section 1 marking they have not been issued SSN yet.
 - Employer completes section 2, but E-Verify doesn't run due to lack of SSN in section 1.
- After SSN Card Is Issued
 - Employer sends Section 1 back to the New Hire to correct once the SSN card is issued.
 - New Hire corrects section 1 to include SSN.
 - Employer right-clicks on the corrected I-9 record in HireRight and selects "Order E-Verify".
 - E-Verify runs its normal course.

No SSN on Start Date

- E-verify will not occur without an SSN

Help | Live Chat | Print

I-9 Employment Eligibility Form

Thank You

Thank you for your submission for James Cobb.

Order Details

Electronic I-9 Form	Created Successfully
E-Verify Case Status	Error

Warning

Please note that an SSN is required on the I-9 Form and is required to run an E-Verify Check. The employee has indicated on Section 1 that they do not yet have an SSN issued from the SSA. When the employee receives his/her SSN, please use the corrections functionality to update the I-9 Form with the correct SSN value and then submit an a-la-carte E-Verify Check using the option "E-Verify Check".

[View I-9 Form](#) [Upload Supporting Documents](#) [Correct I-9 Form](#) [Close Window](#)

- Email reminder is sent to Section 2 Completer as a reminder to Update I-9 with newly issued SSN and initiate E-verify Check

Making Corrections

1. Locate the I-9, right-click, and select *Correct I-9 Form*.
2. Click *Submit*.
3. An email is sent to the New Hire with a link to access the Form I-9.

Screening Manager Manage I-9 Forms

New Print Additional Columns More Options

Current User Last 90 days

Sent to Employee Pending Employer Completed E-Verify Tentative

First Name	Last Name	SSN
Ronald	Rogers	***-**-1111
Timothy	Smith	
Timothy	Talmadge	
Theodore	Smith	

Verify I-9 Docs

View

Send Form

Start/Termination Dates

Reassign

Correct I-9 Form

Set Hiring Manager

Delete I-9 form

I-9 Employment Eligibility Form

Form I-9 Corrections Options

What would you like to do with this form?

Send Section 1 to Employee

Applicant Name: * Ronald Rogers

E-mail: * krogers@hireright.com

Correction Reason: EXAMPLE: Please enter your name as it appears on your documents.

Submit

No SSN on Start Date

- Form Initiator receives a Notification to update Section 1 of the I-9 form with live SSN information
 - You may wish to advise the new hire why the correction is being requested, as shown here

Dear James Cobb,

You completed an I-9 Employment Eligibility form online and submitted that form on 07/10/2018. You may now review your completed form and make any edits or corrections to the form as necessary.

Correction Reason:
Please enter your social security number you recently received

Please review and correct this form as soon as possible by going to the website listed below. Enter the login and password, and Sign in to review and edit your I-9 Form.

Web Address:
<https://ows01.hireright.com/ac.html?key=E0340BA9BB51CC34D08238AB2FF0DBC3>

Login: kari.talmdage@hireright.com
Password: (use the password you created at the first login) (a user-defined password will be established after login)

Our objective is to complete this process quickly. Please make every effort to accurately provide all of the requested information. If you have any questions in completing the online I-9 Form, please contact HireRight Customer Service. Customer Service is available 24 hours a day, 5 days a week beginning Sunday 5 p.m. through Friday 9 p.m. Pacific Time (GMT -8). You can call them at:
(866) 521-6995 (within the U.S. and Canada)
+1 (949) 428-5804 (outside the U.S. and Canada).

No SSN on Start Date

- Once Section 1 has been updated with the SSN, order the E-verify

Screening Manager Manage I-9 Forms

New Print Additional Columns More Options Refresh

All Users Last 90 days Refreshed just now

Sent to Employee Pending Employer Completed E-Verify Duplicate E-Verify Tentative Pending Info Review Pending Photo Match Final Non-Confirmation

E-Verify Status	First Name	Last Name	SSN	Date	Next Action	Start Date
-	James	Cobb	***-**-1111	07/10/2018	-	07/10/2018
-	Jane	Smith	-	05/31/2018	Update SSN	05/31/2018

View Order E-Verify Send Form Start/Termination Dates Manage Supporting Docs Reassign Re-verify I-9 Form Correct I-9 Form Delete I-9 form Flag

Additional E-Verify Tasks Overview



E-verify Email Notifications

- Photo Match
- Reminder to Complete E-verify
- Referral Required
- Resubmission
- Action Required: SSA/Admission Number Mismatch
- Tentative Non-Confirmation
- TNC Final Status



Delayed E-Verify Status

- If the E-Verify status is not returned immediately, it remains in the *Pending Employer* tab. The pending status is most likely due to incorrect formats or insufficient data.
- For cases pending more than 10 federal workdays with no update, reach out to HireRight for assistance at 866-521-6995.
- E-Verify results are returned back to the HireRight account. The Section 2 completer should also be notified. Temporary and final status information is provided in the E-Verify Status column.

Pending Information Review

- Why: I-9 form information differs from what is on file for E-verify

I-9 Employment Eligibility Form

Review E-Verify Information: Confirm information is correct

Please check the information below to ensure it is correct. Make any updates as necessary.

Last Name: *	<input type="text" value="Test"/>
First Name: *	<input type="text" value="Test"/>
Middle Initial:	<input type="text"/>
Other Names used (if any):	<input type="text" value="N/A"/>
Social Security Number: *	<input type="text" value="111-11-1111"/>
Date of Birth: *	<input type="text" value="12"/> / <input type="text" value="19"/> / <input type="text" value="1970"/>

Actions:

- ✓ Review the information for data entry errors, transposed numbers, etc.
- ✓ Correct any errors
- ✓ Click Continue to submit to E-Verify check

Pending Information Review

- There are two possible outcomes:
 1. Review for Errors
 - a) **ACTION:** Correct the E-Verify information and Continue to submit to E-verify.
 - b) Review the information. If no obvious errors are found, click Continue.
 - a) If a tentative non-confirmation is returned, follow the process of notifying the New Hire.
 2. No Errors, a TNC will be returned
 - a) **ACTION:** Meet with New Hire regarding TNC
 - Referral steps are referred to later in this training

Duplicate E-Verify Cases

- Why: A duplicate record was recognized within your account and requires resolution
 - Close E-verify Case
 - Ignore and Continue with E-verify

Duplicate E-Verify Alert - Internet Explorer

File Edit View Favorites Tools Help

Duplicate E-Verify Alert

E-Verify records indicate that cases with the same SSN number have been processed for this employer within last 30 days

Case Number	SSN	Case Created On	Date of Hire	Eligibility Statement Text
2016091034338YX	***-**-000	03/31/2016 00:00	03/31/2016	Employee Referred to DHS

You must choose one of the following options below :

Do not continue this E-Verify case - choosing this option will close the E-Verify case that you just created. *

Reason for Closing: *

Ignore existing duplicate case(s), review /update the employee information below and continue processing the E-Verify case that you created. *

First Name: *

Last Name: *

Middle Initial:

Other Names Used:

SSN: *

Date of Birth: *

Ignore existing duplicate case(s) and continue processing the E-Verify case that you created. You are required to specify a reason, if you choose this option. *

Reason for Continuing: *

Specify Reason Text: *

127%

Photo Match

- Why: Certain List A documents are subject to photo matching, in accordance with E-verify requirements.
 - U.S. Passport, U.S. Passport Card, Permanent Resident Card, Employment Authorization Card

Action:

- Compare the Photo on the document to the Photo on the Photo Match prompt and indicate whether it is a match


I-9 Employment Eligibility Form

E-Verify Photo Matching and Comparison

E-Verify has returned a photograph of your new employee edede3 edede.

Please compare the photo displayed below from E-Verify to the photo on the document the employee presented in Section 2 to determine if the photos are reasonably identical. The photos should be identical but you should take into account minor variances in shading and detail based upon the age and wear of the document and the quality of your computer display.

Please Note: Do NOT compare the photo displayed by E-Verify to the employee directly - this step was already completed during Section 2.



Does the photograph above match the photograph on the document presented by the employee?

Yes

No

No photo displayed

Choose Yes or No ←

Submit

Sample List A Photo Matching Documents

- U.S Passport
- U.S. Passport Card
- I-551
(Permanent Resident Card)
- Form I-766
(Employment Authorization Card)



Document Retention

Document Imaging:

1. Scan the documents and save as a **PDF**
2. Review the image to make sure the image is clear

Document Retention:

1. Upload the **PDF** after completing Section 2
2. Delete the image once it has been uploaded



Photo Match Upload Required

- The system will prompt you if the photo requires uploading

I-9 Employment Eligibility Form

Upload Supporting Documents

Per E-Verify Photo Matching requirements, you are required to upload a PDF copy of the Supporting Document for this employee.

Please note that only PDF documents are accepted for upload. The documents you upload will be transferred and stored in our secure document storage. This process may take up to several minutes. As soon as your document is uploaded it will appear in the list.

File To Upload: No file chosen

Document Type:

List of Supporting Documents

Photo Match: Referral

- **If the Photo does not Match, an email notification will remind you of the need for Referral and prompt the Refer prompt in the message.**

- Referral process requires New Hire to contact the document issuer and resolve the issue in order to continue employment

Check the Photo Match tab for any additional steps

Referral steps are referred to later in this training

I-9 Employment Eligibility Form

Confirm Employee Referral

By selecting Refer below, you are indicating that you have spoken to the employee about this Tentative Non-Confirmation status and the employee has been provided the Referral Letter. If you have not spoken to the employee, click Cancel.

Selecting Refer below will start the 8 federal working days the employee is allowed to make initial contact with the SSA or DHS.

Mail Copy of Employee Documents to E-Verify

Express mail a copy of documents to send to DHS if TNC is due to photo mismatch. Do NOT send original documents to USCIS.

EXPRESS MAIL: Send a copy of the photo document along with a copy of the employee's referral letter to:
U.S. Citizenship and Immigration Service
10 Fountain Plaza, 3rd Floor
Buffalo, NY 14202
Attn: Status Verification Unit - Photo Tool

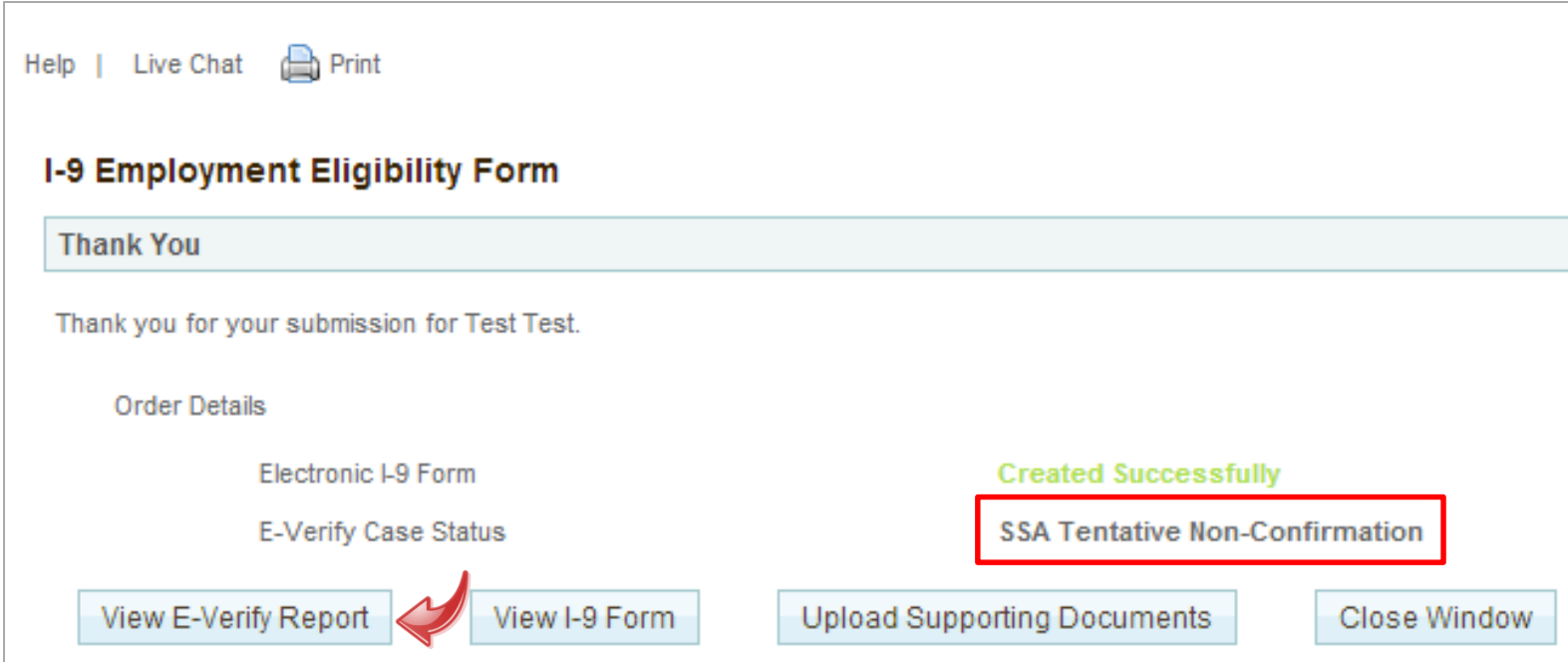
Inform all hiring sites of the USCIS shipping information. USCIS will not pay for any shipping costs. Participants are free to choose an express shipping carrier at their own expense


Employee has eight federal government workdays to contact DHS via instructions on the Referral Letter
Designated Agent checks E-Verify for case updates and follows steps to close case.

IMPORTANT: The employer may not ask the employee for additional evidence or confirmation that DHS resolved his or her case

E-verify Tentative Status: SSA or DHS TNC

- TENTATIVE E-verify Case Status requires you to provide Notification within 3 days



Help | Live Chat  Print

I-9 Employment Eligibility Form

Thank You

Thank you for your submission for Test Test.


Order Details

Electronic I-9 Form

E-Verify Case Status

Created Successfully

SSA Tentative Non-Confirmation

[View E-Verify Report](#)  [View I-9 Form](#) [Upload Supporting Documents](#) [Close Window](#)

Click shortcut link to **View E-verify Report** to access notification templates.

E-Verify Status Tabs

The screenshot shows the 'Screening Manager' interface with the 'Manage I-9 Forms' tab active. The 'E-Verify Tentative' tab is highlighted with a red box. A table below shows two records with 'SSA Tentative Non-Confirmation' status, which is also circled in red. Colored arrows point to various UI elements: a green arrow to 'Additional Columns', yellow arrows to 'More Options' and 'Refresh', and a red arrow to the 'Last Updated' timestamp.

First Name	Last Name	SSN	E-Verify Status	Date
Julie	Moore	***-**-1111	SSA Tentative Non-Confirmation	11/09/2011
Alecia	Moore	***-**-1111	SSA Tentative Non-Confirmation	11/09/2011

No action required for Authorized status

The screenshot shows the 'Screening Manager' interface with the 'Completed' tab active. The 'E-Verify Tentative' tab is highlighted with a red box. A table below shows one record with 'Employment Authorized' status, which is also circled in red.

First Name	Last Name	SSN	E-Verify Status	Date
Chad	Smith	**--1111	Employment Authorized	06/01/2012

Tentative Confirmations

- If a status of Tentative Non-Confirmation (TNC) is returned on an E-Verify, the employer must speak to the New Hire about the TNC and provide the Further Action Notice within 3 days of receiving status.
- The TNC status alone does not indicate that the New Hire is not authorized to work in the USA. This status indicates that the New Hire has an issue that needs to be resolved with the Social Security Administration or Department of Homeland Security in order to determine final work authorization status.
- If the employee chooses to contest the TNC Status, the employer will Refer the employee to the appropriate agency for resolution. At that point, the employee must take action within 8 Federal Government Working Days.
- If the employee does not take action within 8 Federal Government Working Days, a Final Non-Confirmation Status will be issued and the employer may terminate the employment.

Resolving Tentative Non-Confirmation (TNC)

- Meet with the New Hire within 3 days of receiving the status

- Before Meeting

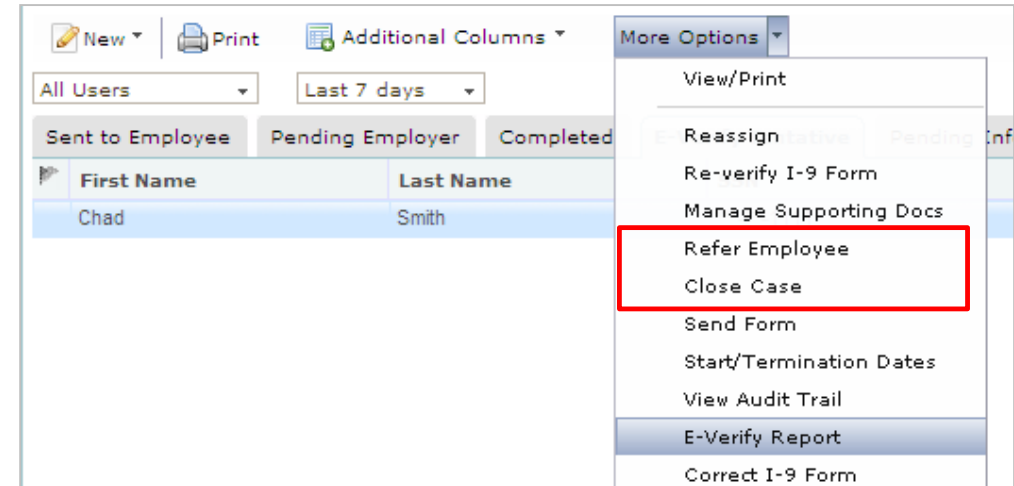
- Access the E-verify Report
- Print the Further Action Notice

- During the Meeting

- Review the notification with New Hire
 - New Hire must indicate, in writing, whether or not they will contest
 - Option to upload signed originals in HireRight

- After Meeting

- **Refer Employee:** For New Hires who Contest:
 - SSA TNC: Requires VISIT SSA local office to resolve www.ssa.gov/locator
 - DHS TNC: Requires TELEPHONE DHS to resolve (888-897-7781)
 - <http://www.uscis.gov/e-verify/employees/how-correct-your-immigration-records>
- **Close Case:** For New Hires who do not wish to Contest



Further Action Notice Location

File Edit View Favorites Tools Help
x Share Browser WebEx

Report -

Background Verifications
Download PDF

Employment Eligibility
English E-Verify Notices
SSA Further Action Notice
SSA Referral Date Confirmation
Spanish E-Verify Notices
SSA Further Action Notice
SSA Referral Date Confirmation

Miscellaneous
Reviewer's Comments

Applicant Reports
HE-082614-I-9 Employment Eligibility (1/2)

I-9 Employment Eligibility

Completed - Data Found ¹

Name: Saturn
DOB: [REDACTED]
SSN:

Case Verification Number Received

The Case Verification Number for this employee's I-9 employment eligibility check is: 20164230172332LD
Please note that a case verification number alone does not indicate work eligibility.

SSA Tentative Non-Confirmation Status Received - Employee Referral Required.

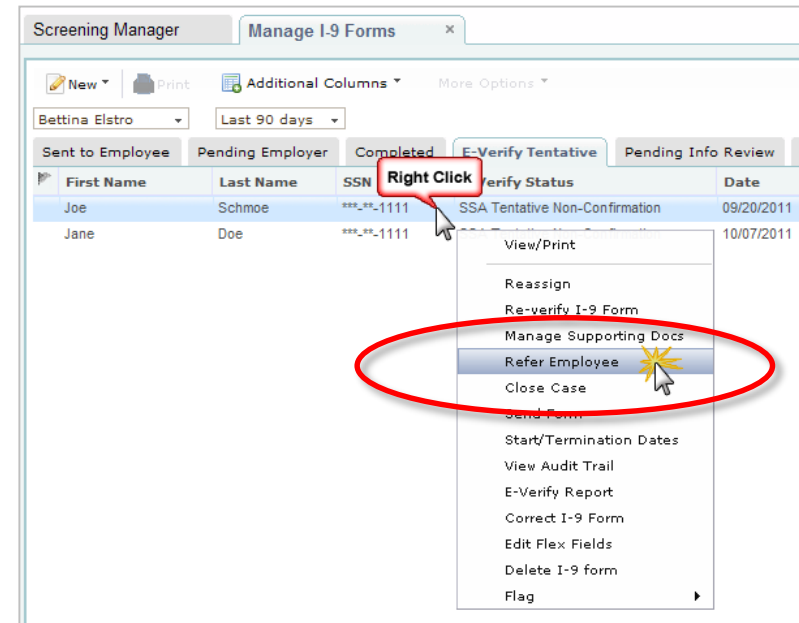
A status of "SSA Tentative Non-Confirmation" has been received on this employee for the I-9 employment eligibility check. Please download and print the SSA Tentative Non-Confirmation Letter and Referral and present these documents to the employee to either contest this status and be referred to the appropriate agency for resolution, or agree to this status. This status alone does not indicate that this employee is not authorized to work in the USA. This status indicates that the employee has an issue that needs to be resolved with the Social Security Administration in order to determine final work authorization status.

Resolving Tentative Non-Confirmation (TNC)

- For **No Contest**, upload or store the signed Further Action Notice Letter with the I-9/E-verify record and *Close the Case*. (see next slide)

- For **Contest**, you will need to select *Refer the Employee*.

» To refer, select the record, right-click, and select Refer Employee.



To Close Case

1. Go to E-verify Tentative tab
2. Right-click on New Hire
3. Select Close Case

The screenshot displays the HireRight E-Verify interface. At the top, there are navigation options: 'New', 'Print', 'Additional Columns', and 'More Options'. Below this, there are filters for 'All Users' and 'Last 90 days'. The main area shows a table with columns for 'E-Verify Status', 'First Name', 'Last Name', 'SSN', 'Date', and 'Next Action'. The 'E-Verify Tentative' tab is selected. A context menu is open over the row for Jane Doe, with 'Close Case' highlighted by a red circle. Other options in the menu include 'View', 'Reassign', 'Re-verify I-9 Form', 'Manage Supporting Docs', 'Refer Employees', 'Send Form', 'Start/Termination Dates', 'E-Verify Report', 'Correct I-9 Form', 'Edit Flex Fields', 'Delete I-9 form', and 'Flag'.

E-Verify Status	First Name	Last Name	SSN	Date	Next Action
SSA Update and Resubmit - Referred	Jane	Smith	***_**-1111	05/31/2018	-
SSA Update and Resubmit - Referred	Tim	Cobb	***_**-1111	04/20/2018	-
SSA Tentative Non-Confirmation	Jane	Doe	***_**-1111	04/10/2018	Print and Review TNC with Employee
SSA Update and Resubmit - Referred	Daniel	Doss	***_**-1111	04/06/2018	-
SSA Tentative Non-Confirmation	REGINALD	BARCLAY	***_**-1111	04/07/2018	Print and Review TNC with Employee
SSA Tentative Non-Confirmation	Jessica	Guinn	***_**-1111	04/02/2018	Print and Review TNC with Employee
SSA Tentative Non-Confirmation	Tobi	Raymond	***_**-1111	03/29/2018	Print and Review TNC with Employee
SSA Tentative Non-Confirmation	Jane	Smith	***_**-1111	03/29/2018	Print and Review TNC with Employee
SSA Tentative Non-Confirmation	Michael	Burnam	***_**-1111	03/29/2018	Print and Review TNC with Employee

To Close Case

- Follow prompts to indicate the reason for Closing Case
 - New Hire is not contesting the status or taking recommended resolution steps
- Other Close Case Reason
 - I-9 had errors and needs to be redone

Employment Eligibility Verification

Close Case

Verification Status: SSA TENTATIVE NONCONFIRMATION

Have you (the employer) provided a notification of the Tentative Non-Confirmation (TNC) to the employee?

Yes
 No

Please select from the options below.

Employee still works for the employer.
 Employee does not work for the employer.

To Refer Employee

1. Go to E-verify Tentative tab
2. Right-click on New Hire
3. Select Refer Employee

The screenshot displays the 'E-Verify Tentative' tab in a web application. The interface includes a top navigation bar with options like 'New', 'Print', 'Additional Columns', and 'More Options'. Below this is a filter section with 'All Users' and 'Last 90 days'. The main area is a table with columns: 'E-Verify Status', 'First Name', 'Last Name', 'SSN', 'Date', and 'Next Action'. A right-click context menu is open over the row for Jane Doe, with 'Refer Employee' highlighted. The 'Print and Review TNC with Employee' link in the Next Action column is circled in red.

E-Verify Status	First Name	Last Name	SSN	Date	Next Action
SSA Update and Resubmit - Referred	Jane	Smith	***-**-1111	05/31/2018	-
SSA Update and Resubmit - Referred	Tim	Cobb	***-**-1111	04/20/2018	-
SSA Tentative Non-Confirmation	Jane	Doe	***-**-1111	04/10/2018	Print and Review TNC with Employee
SSA Update and Resubmit - Referred	Daniel	Doss		04/08/2018	-
SSA Tentative Non-Confirmation	REGINALD	BARCLAY		04/04/2018	Print and Review TNC with Employee
SSA Tentative Non-Confirmation	Jessica	Guinn		04/02/2018	Print and Review TNC with Employee
SSA Tentative Non-Confirmation	Tobi	Raymond		03/29/2018	Print and Review TNC with Employee
SSA Tentative Non-Confirmation	Jane	Smith			Print and Review TNC with Employee
SSA Tentative Non-Confirmation	Michael	Burnam			Print and Review TNC with Employee

To Refer Employee

- You will receive a prompt before referring employee.
- This is to ensure you have spoken to the New Hire prior to referral.

I-9 Employment Eligibility Form

Confirm Employee Referral



By selecting Refer below, you are indicating that you have spoken to the employee about this Tentative Non-Confirmation status and the employee has been provided the **Further Action Notice**. **If you have not spoken to the employee, click Cancel.**

Selecting Refer below will start the 8 federal working days the employee is allowed to make initial contact with the SSA or DHS and generate a "Referral Date Confirmation" letter. Please print and provide Referral Date Confirmation letter to the employee.

The timeline for resolution will now be monitored automatically. At that point, the New Hire must take action within 8 Federal Working days.

CONTEST: Referral Letter

Instructions for Employer



Referral Letter to the Social Security Administration (SSA)

For SSA Field Office Staff: Use EV-STAR and See POMS RM 10245.005f

Cobb	James
Employee's Last Name	Employee's First Name
4567	12/1970
Employee's Social Security Number	Employee's Month/Year of Birth
02-08-2017	TST00246558140X
Date Referred to SSA	Case Verification Number

Reason for this Referral Letter:

- SSN does not match: The name and/or date of birth entered for this employee do not match Social Security Administration records.
- SSN is invalid: The Social Security number entered in E-Verify is not valid according to Social Security Administration records.
- SSA is unable to confirm U.S. citizenship: The citizenship status selected for this employee does not match Social Security Administration records.
- SSN record does not verify, other reason: The Social Security Administration found a discrepancy in this employee's record.
- SSA unable to process data: The Social Security Administration found a discrepancy in this employee's record.

Instructions for the Employer

IMPORTANT
The employee must sign and date below.



- Review this Referral Letter (in private) with the employee as soon as possible.
- Ensure the name, Social Security number and month/year of birth at the top of this Referral Letter are correct. If this information is incorrect, you must close this case in E-Verify and create a new case with the correct information.
IMPORTANT: If the employee cannot read, you must read this Referral Letter to the employee. If the employee does not fully understand English, and speaks Spanish, Chinese, Haitian-Creole, Japanese, Korean, Russian, Tagalog or Vietnamese, you must provide the employee with this Referral Letter in one of these languages, found in 'View Essential Resources.'
- You and the employee must sign and date this letter in the space provided below.
- Give a copy of this signed Referral Letter in English to the employee and attach a copy to the employee's Form I-9. Inform the employee that he or she must bring this Referral Letter when he or she visits an SSA field office.

Complete all blank fields below.

ABC Technical, A Sales Demo Company	
Employer's Name	
Karl Talmadge	9494285800
Employer Representative's Name	Employer Representative's Phone Number
Employer Representative's Signature	Date
Employee's Signature	Date

Page 1 of 3 | Referral Letter to the Social Security Administration | Revision Date 01/05/11 www.dhs.gov/E-Verify

Instructions for New Hire



Instructions for the Employee

Why You Received this Referral Letter to the Social Security Administration (SSA)

Your employer participates in E-Verify, a program managed by the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA). E-Verify compares the information you gave on Form I-9, Employment Eligibility Verification, with the government's records to verify that you are permitted to work in the United States.

You received this Referral Letter from your employer because E-Verify indicated that the information entered into E-Verify from your Form I-9 does not match SSA's records. You received an 'SSA Notice to Employee of Tentative Nonconfirmation' and you decided to contest. This does not mean that you gave incorrect information to your employer or that you are not permitted to work in the United States.

An SSA Tentative Nonconfirmation may occur if:

- Your citizenship or immigration status changed since you received your Social Security number.
- You did not report a name change to SSA.
- Your name, Social Security number, or date of birth was recorded incorrectly in SSA records.
- There is another type of mismatch with your SSA record.
- Your employer did not enter your information correctly in E-Verify.

What You Must Do

- Ensure that the name, Social Security number and month/year of birth on the first page of this Referral Letter are correct. Tell your employer immediately if there is incorrect information.
- You must visit an SSA field office within 8 federal government workdays from the date of this Referral Letter, by 02 / 18 / 17 (MM/DD/YYYY), to resolve your case.

To locate an SSA field office, visit www.socialsecurity.gov/locator or call SSA at 800-772-1213 (TTY: 800-325-0778). If you live in an area where there is a Social Security Card Center, you may be required to visit the Card Center.

Your employer cannot take any adverse action against you based on your decision to contest a TNC or while your case is still pending with SSA. Adverse actions include: terminating or suspending employment, withholding pay or training, delaying a start date or otherwise limiting your employment.
- Bring this Referral Letter with you when you visit the SSA field office.
- Bring the following original documents to the SSA field office, if you have them. SSA must see:
 - Proof of your age; for example, a birth certificate or passport
 - Proof of your identity; for example, a driver's license from a U.S. state
 - Proof of a legal name change; for example, a marriage certificate, if you changed your name since you received your Social Security number and
 - Proof of your work-authorized status:
 - If you are a U.S. citizen: proof of your U.S. citizenship, for example, a Naturalization Certificate, U.S. public birth certificate, or U.S. passport, or
 - If you are not a U.S. citizen: proof of your work-authorized legal alien status, for example, a Permanent Resident Card (Form I-551 or 'green card'), Employment Authorization Document (Form I-766), or Arrival-Departure Record (Form I-94) showing work-authorized status.
- This Referral Letter is important – save a copy for your records.
- Tell your employer immediately if any of the information you gave changes as a result of your visit to the SSA field office so your employer can update its records.

For More Information

To contact SSA, call 800-772-1213 (TTY: 800-325-0778) or visit SSA's website at www.socialsecurity.gov. To find an SSA field office near you, visit www.socialsecurity.gov/locator.

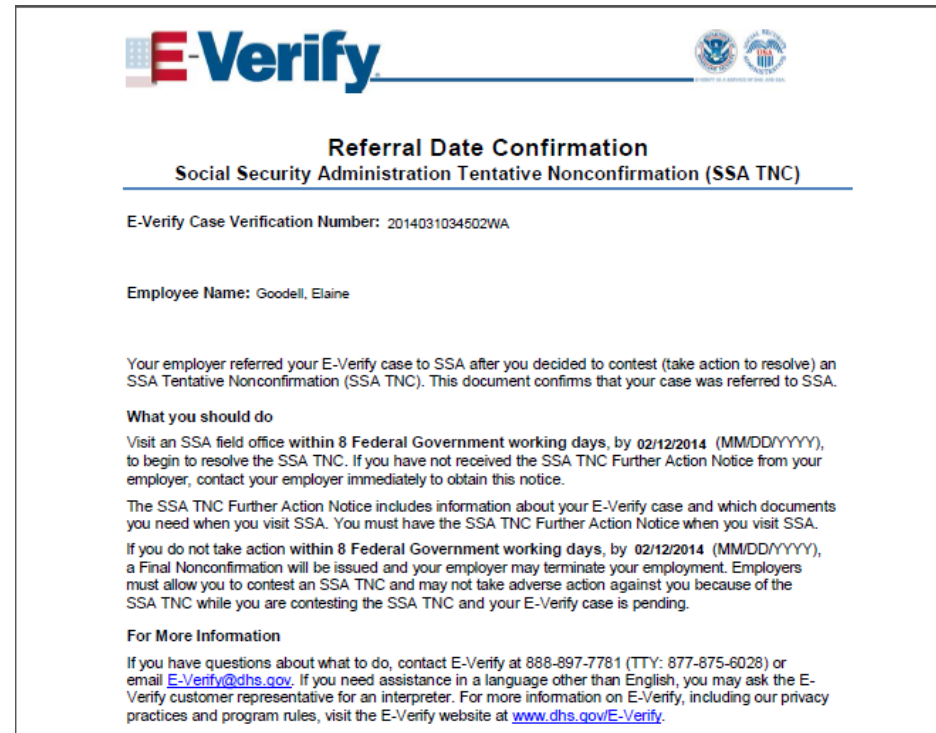
For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at www.dhs.gov/E-Verify.

Page 2 of 3 | Referral Letter to the Social Security Administration | Revision Date 01/05/11 www.dhs.gov/E-Verify


Resolving Tentative Non-Confirmation (TNC)

Referral Date Confirmation Letter

- The E-Verify generated “*Referral Date Confirmation*” letter will appear in a new window with prepopulated instructions for New Hire.



The image shows a screenshot of an E-Verify letter titled "Referral Date Confirmation" for a Social Security Administration Tentative Nonconfirmation (SSA TNC). The letter includes the E-Verify logo, the Department of Homeland Security and Social Security Administration logos, and specific case information for Elaine Goodell. It provides instructions on how to resolve the TNC by visiting a SSA field office within 8 federal government working days by 02/12/2014. It also mentions that a Final Nonconfirmation will be issued if no action is taken within the 8-day period and that employers must allow the employee to contest the TNC.

E-Verify 

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

E-Verify Case Verification Number: 2014031034502WA

Employee Name: Goodell, Elaine

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 02/12/2014 (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 02/12/2014 (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 888-897-7781 (TTY: 877-875-6028) or email E-Verify@dhs.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.

Referral Process for Tentative Non-Confirmation (TNC)

- Referral Process
 - » New Hire continues to work during contest period
 - » *Employer cannot take adverse action during contest stage*
 - » New Hire has 8 government work days to initiate first contact
 - » Referral allows HireRight to automatically track this time frame
 - » HireRight continues to ping E-verify system for final/updated status
- Email Notification advises when Final Status is returned

E-Verify Interim and Final Statuses

Interim Statuses:

- **DHS Verification in Progress:** DHS is still processing the initial E-Verify check.
- **SSA/DHS in Continuance (Institute Additional Verification):** Indicates that the DHS needs more than 10 Federal Government workdays to resolve the case. The E-Verify report will update automatically when DHS has more information to provide.

Final Statuses:

- **Authorized/Employment Authorized:** Authorized for employment

No action required.

- **SSA/DHS Final Non-Confirmation:** Referral process complete but employment eligibility could not be verified.

Required Action: Employee may be terminated. You must Close Case.

- **DHS No Show:** Referred but Future New Hire did not contact the agency within the 8 government business days.

Required Action: Employer must decide if the Future New Hire will be terminated. Close Case action must be taken. I-9/E-verify record will remain in final status tab that was issued prior case closure.

Section 3: I-9 Form Re-Verifications

Section 3 Completion

1. Name Change
2. Rehire
3. Expired Work Authorization
 - *New documentation has to be provided by the employee for continued employment.*

Use Search to find an Existing I-9 form

- Click result to select
- Be sure it is the I-9 Form, not the E-verify or Background Report record type.
- Right-click for the menu.

HIRE RIGHT[™] HireRight Training, | [Sign Out](#)

Screening Manager Manage I-9 Forms Search (green)

green

Print Download Note Smart Search Search All Accounts Search

Search For: green

No Filter Pending Adjudication

First Name	Last Name	View/Print	Type	
Tammy	Green	Send Form	I-9 Form	06/12/2014 HE-061314-
Tammy	Green	Start/Termination Dates	Background Request	06/13/2014 HE-061314-
		E-Verify Report		
		Manage Supporting Docs		
		Reassign		
		Re-verify I-9 Form		
		View Audit Trail		
		Correct I-9 Form		
		Delete I-9 form		
		Flag		

Right-click to access available actions

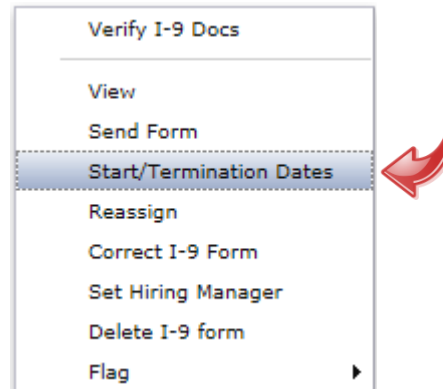
Section 3 Completion

- Complete Required Information fields, as needed, to document the update.
- Click Proceed to Form I-9 Completion and employee's applicable I-9 information is updated.

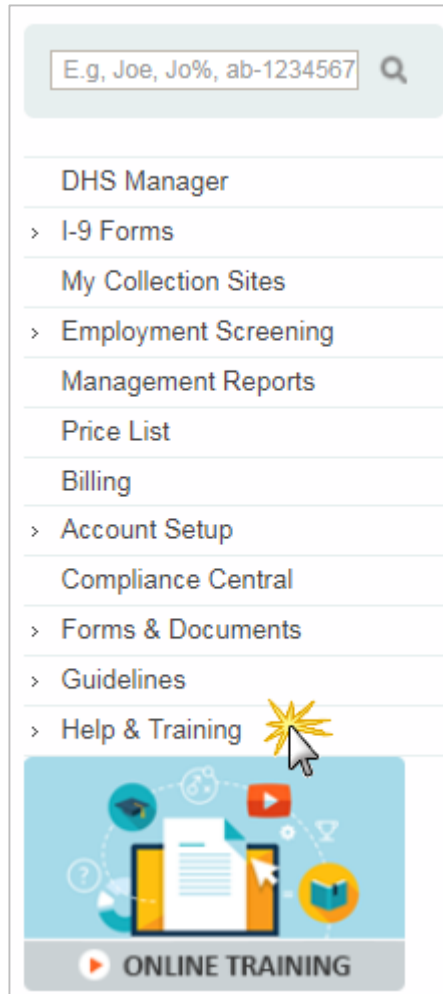
The screenshot shows a web-based form titled "Section 3 - Reverification and Rehires Worksheet". At the top, there are navigation options: "Save Form", "Print", "Clear Form", "Help", "Live Chat", and "Cancel & Discard". On the left side, there is a sidebar with a progress indicator for "EMPLOYMENT ELIGIBILITY VERIFICATION" and a list of links: "Directions", "Updating and Reverification Worksheet", "Section 3 Review and E-Sign", "Form I-9 Instructions", "List of Acceptable Documents", "Who is Issued This Document?", "Sample Document Images", and "Information on Receipts". The main content area is titled "Section 3 - Reverification and Rehires Worksheet" and includes a note: "Fields marked with an * are required". Below this, the "Employee Name" is "James Cobb" and the "Citizenship Status" is "Citizen of the United States". A section titled "Information Required for I9DNEW" contains a "Location" dropdown menu with "Irvine" selected. Below this, a section titled "To be completed and signed by employer or authorized representative" contains a "Purpose of Reverification" section with three radio button options: "Employee Name Change", "Employee Rehire", and "Employee Work Authorization renewal". At the bottom of the form, there is a button labeled "Proceed to Form I-9 Completion".

Start/Termination Dates

- You can change the Start Date up until Section 2 completion.
- Termination date can be manually entered or submitted in large batches for upload by your organization.



Self-Support Resources



Click **Help & Training** for Live Help and Training Materials.

Getting Help

Customer Service Hours of Operation

Sunday 5:00pm Pacific - Friday 7:00pm Pacific



- Live Chat



- Email



- Phone

Thank you!