

# HireRight: Step-by-Step Guide

## Using HireRight for Form I-9 and E-Verify

This guide provides step-by-step procedures for using HireRight to complete the Employment Eligibility Verification Form I-9 and E-Verify check electronically.

Federal law requires employees to complete Section 1 of the Form I-9 by the first day of work for pay. Employees may complete Section 1 at any time between accepting a job offer and their first day of work for pay.

As someone authorized to verify an employee's eligibility, you must ensure that an employee fully completes Section 1 of the Form I-9 on time, review the employee's documents, and fully complete Section 2 of the Form I-9 within three business days of the first day of work for pay. For example, if an employee begins work on Monday, you **must** complete Section 2 by Thursday.

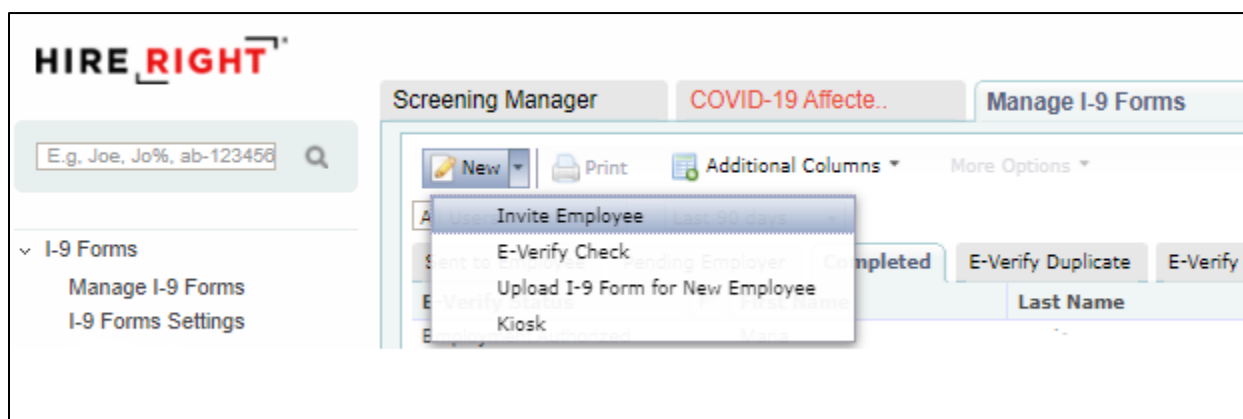
For more information about the Form I-9, acceptable documents, and your responsibilities for verifying an employee's eligibility to work, complete the online course, *CU: Form I-9*, available in the Human Resources folders in SkillSoft.

For additional information about E-Verify refer to the USCIS website: <https://www.uscis.gov/e-verify/employers>.

## Inviting an Employee to Complete the Electronic Form I-9 Section 1

To begin the Form I-9 process, invite the employee using the Invite Employee option in HireRight. This sends the employee an e-mail invitation to fill out the electronic Form I-9:

1. Login to your HireRight account and click **Manage I-9 Forms**.
2. Click the **New** menu.
3. Click **Invite Employee**.



4. Enter the employee's **First Name**, **Last Name**, and **E-mail** address.

**NOTE:** While it is not required, it is a recommended best practice to insert the *Employee Start Date* at this time. This will initiate reminder emails to the employee or employer of deadlines and requirements, based on status.

Some accounts display text boxes for a Hiring Manager. This lets you designate a non-HireRight system user temporary access to complete Section 2 of this specific Form I-9. If you or another system user will be completing Section 2, leave these boxes blank.

5. Click **Submit**.

HireRight sends the employee an e-mail with an invitation to complete Section 1 of the Form I-9.

## Completing Section 2 – Employer Review & Verification

Before you can complete Section 2 of the Form I-9 in HireRight, the employee must have completed Section 1 electronically.

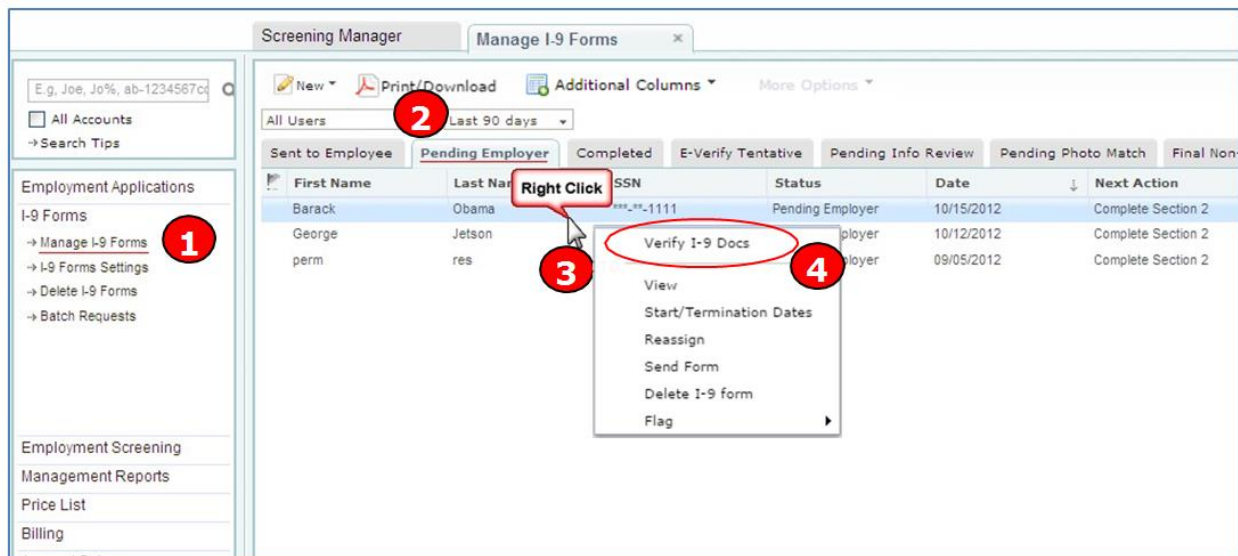
Employees must present unexpired original documentation that shows their identity and employment authorization. Ensure that any document the employee presents is on the List of Acceptable Documents or is an acceptable receipt.

Physically examine each document to determine if it reasonably appears to be genuine and to relate to the employee presenting it. If you reject a document, allow the employee to present other documentation from the List of Acceptable Documents. For more information about the Form I-9, refer to the online course, *CU: Form I-9*, available in SkillSoft.

### Verifying Form I-9 Documents

To verify the Form I-9 documents:

1. Login to your account and click **Manage I-9 Forms**.
2. Click the **Pending Employer** tab.
3. Select the employee record.
4. Right click on the employee record and select **Verify I-9 Docs**.



The employee's Employment Eligibility Verification page of the Form I-9 appears.

- Review the information entered by the employee, and click **Next** at the bottom of the page.

The Employer Review & Verification page appears.

- Ensure that any document the employee presents is on the List of Acceptable Documents or is an acceptable receipt. For more information, see [Accepting Receipts for Lost, Stolen or Damaged Documents](#) on page 9. Physically examine each document to determine whether it reasonably appears to be genuine and relate to the employee presenting it.

Refer to the *CU: Form I-9* online course in SkillsSoft for more information about acceptable documents.

7. Select either the **List A** or the **List B & C** link, depending on which documents the employee provided.

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

[I-9 Handbook for Employers \(M-274\)](#)

[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:  
Citizenship Status:

Information Required for University of Colorado

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 "List 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 "List 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):  /  /

Section 2 Additional Information

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

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

Business Name:

Your First Name:

Your Last Name:

Title:

Email Address:

**Business Address**

Address:

City:

State:

Zip/Postal Code:

Proceed to Form I-9 Completion

**Document B**

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.

**Notes: This employer participates in E-Verify. Any List B document presented to an employer participating in E-Verify MUST contain a photo.**

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

Document Title:

Issuing Authority:

Document #:

Expiration Date (if any):  /  /

**Document C**

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

Document Title:

Issuing Authority:

Document #:

Expiration Date (if any):  /  /

8. Select the **Document Type** that most accurately represents the documents the employee provided.
9. Enter the **Document Title**, **Issuing Authority**, **Document Number** and **Expiration Date** (if any) that appear on the original documents the employee presented. Document Title and Issuing Authority must be typed exactly as they appear on the face of the document. Repeat steps 8 and 9 for Document C if you chose List B & C in Step 7 above.

The additional information area is provided for employers to use in documenting any additional notes employers are required to document regarding provided documentations, such as an extension on a work visa. Click the checkbox to add additional information.

10. Click the "I attest under penalty of perjury, that I have examined the documents presented by the above-named employee....." box.
11. Enter **Employee Start Date**. Enter or confirm "Employment" information not already prepopulated in the Employment Information area.
12. Click **Proceed to Form I-9 Completion**.

For International Hires/Student Visas:

- **I-20:** Select **Foreign Passport**, then select the **The Employee has presented a Student Visa** box and enter the Student Visa type.
- **I-94:** Select **Foreign Passport**, and the I-94 document section appears. Select **The Employee has presented a Student Visa** box and enter the Student Visa type.

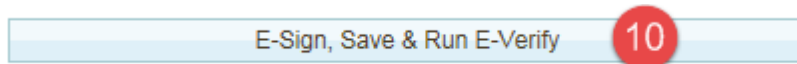
The Visa number can be found in the employee's passport. For further information about Student Visas, refer to the USCIS website: <https://www.uscis.gov/i-9-central/complete-correct-form-i-9/complete-section-1-employee-information-and-attestation/foreign-students>

**Note:** For questions about where to find document information, contact U.S. Citizenship and Immigration Services (USCIS) at 888-464-4218.

13. Enter your Full Name – the email address will be prepopulated and validated upon submission.

14. Read and check the four attestation statement checkboxes.

15. After you ensure all information is populated correctly on the form you can sign electronically. Click the **E-Sign, Save & Run E-Verify** button to finish. The Form I-9 is electronically stored in HireRight.

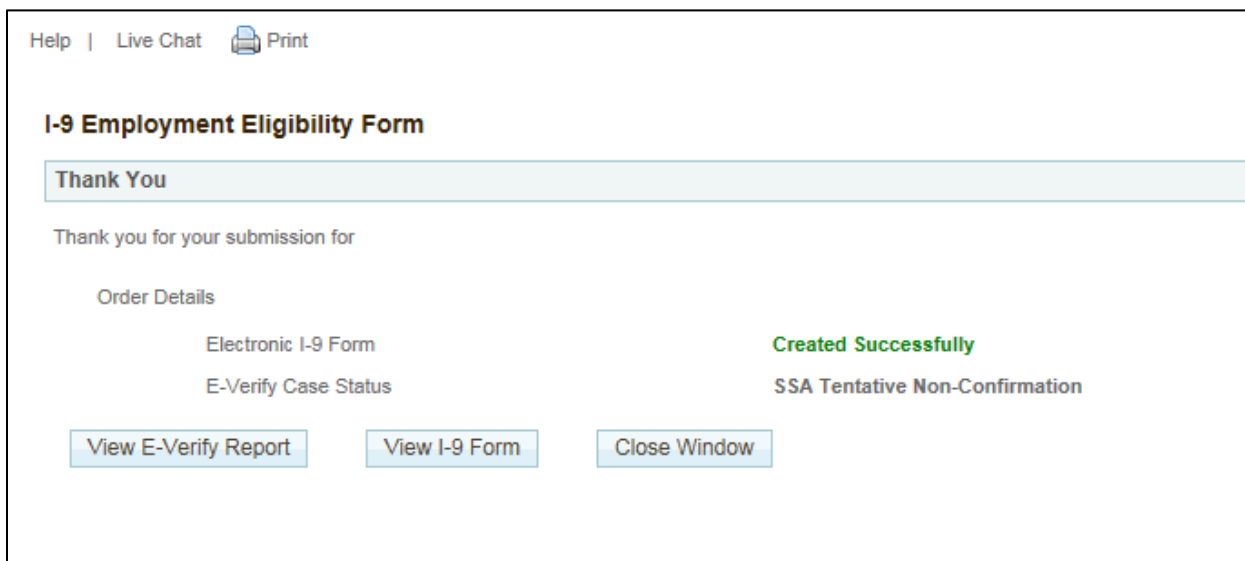


The applicant is required to provide either one document from List A, or a document from each List B and C.

**Note:** After you electronically sign, the E-Verify process begins and the following actions will occur:

- Employee data is automatically sent to the Department of Homeland Security (DHS) for verification.
- The DHS responds with a case number:
  - A report displays a unique DHS case number and status.
  - The DHS typically responds within five minutes with one of the following results:
    - Tentative Non-Confirmation (TNC) – requires additional steps for verifying the employee’s authorization to work.
    - Authorized.

You will see the following screen appear showing the results of the E-Verify check:



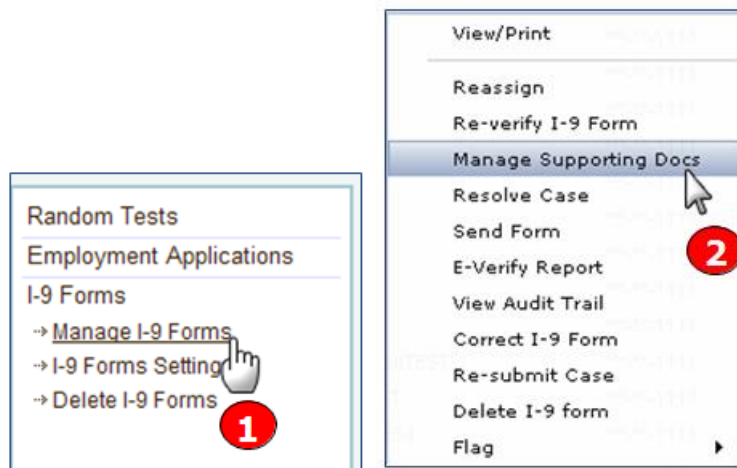
For more information about the results, see the [Receiving E-Verify Results](#) section.

## Uploading Supporting Documents

Scanned images of Form I-9 supporting documents (such as images of Social Security cards) can be stored in HireRight. Check with your campus HR for specific processes and policies.

**Note:** The documents you upload must be PDF documents.

1. Login to your account and click **Manage I-9 Forms**.
2. Right-click on the applicant and select **Manage Supporting Docs**.



The Upload Supporting Documents page appears.

3. Click **Choose File** to locate and select the file you want to upload from your computer.  
**Note:** Only PDF files may be uploaded.
4. From the **Document Type** menu, indicate the type of document you are uploading. (U.S. Passport shown.) If the document type you are uploading is not listed, select **Other Document** and type a description in the Document Description field that appears.
5. Click **Upload**.
6. When you are finished, click **Close**.

**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:  No file chosen

Document Type:  ▼

List of Supporting Documents



## Accepting Receipts for Lost, Stolen or Damaged Documents

If an employee is unable to present required documents, the employee can present an acceptable receipt in lieu of a document from the Lists of Acceptable Documents.

This option only applies to a receipt that shows the employee has applied to replace a document that was lost, stolen, or damaged per USCIS guidelines. You can click the **Information on Receipts** link displayed on the left side of the page in Section 2 or Section 3 for additional guidelines provided in the [M-274 Handbook for Employers](#).

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

If an employee presents a receipt meeting the above requirements:

1. Select **The employee has presented a Receipt for the replacement of a lost, stolen, or damaged document** check box for the List A, List B, or List C document that was presented by the employee.

The screenshot shows a web form for document verification. At the top, there are two tabs: 'List A' (selected) and 'List B & C'. Below the tabs is a section titled 'Document A'. The text in this section reads: '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.'

A red box highlights a checkbox with the text: 'The Employee has presented a Receipt for a replacement of a lost, stolen, or damaged document.' To the left of this checkbox is a red circle with the number '1'. Below the checkbox, a red text label states: 'The receipt is valid for 90 days from the date of hire'. Below this are several form fields:

- Document Type: \* (U.S. Passport)
- Document Title \* (U.S. Passport)
- I certify that the document title entered matches exactly to that of the document presented. \*
- Issuing Authority \* (U.S. Department of State)
- I certify that the issuing authority entered matches exactly to that of the document presented. \*
- Document #: \* (12345678)
- Expiration Date (if any): \* (08 / 23 / 2016)

Complete the rest of Section 2, electronically sign, and click **Submit**.



At this time, HireRight starts a timer. The employee now has 90 days to bring in a hardcopy of the original acceptable document.



After 60 days, HireRight sends you an e-mail reminding you that the employee has 30 days remaining.



If your company participates in E-Verify, and if the employee presents a receipt showing they applied to replace a document that was lost, stolen or damaged, a case cannot be created in E-Verify. You must wait until the employee presents the actual document for which the receipt was presented before you can create a case in E-Verify for the employee.

- Notice that when you view the Electronic Form I-9 (by clicking the Print/Download button) you'll see the word **RECEIPT** in red, indicating that a receipt was accepted in lieu of an original. The expiration date that appears is the expiration date of the receipt (90 days after the employee's start date).

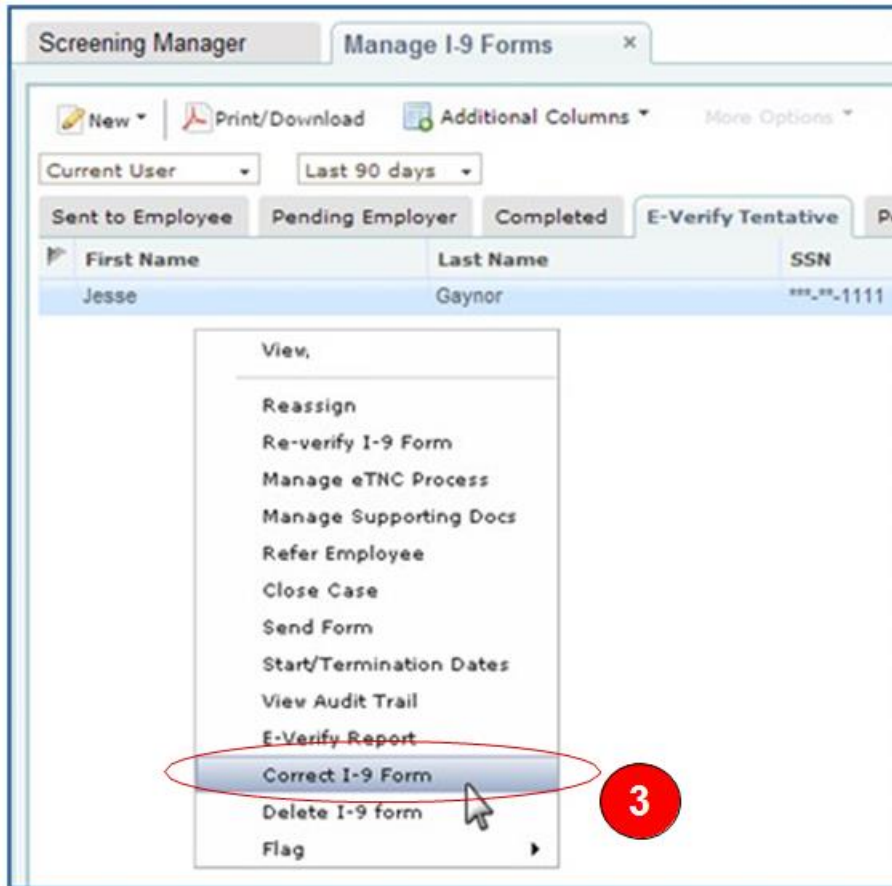
**Section 2 Review & E-Sign**

**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.")*

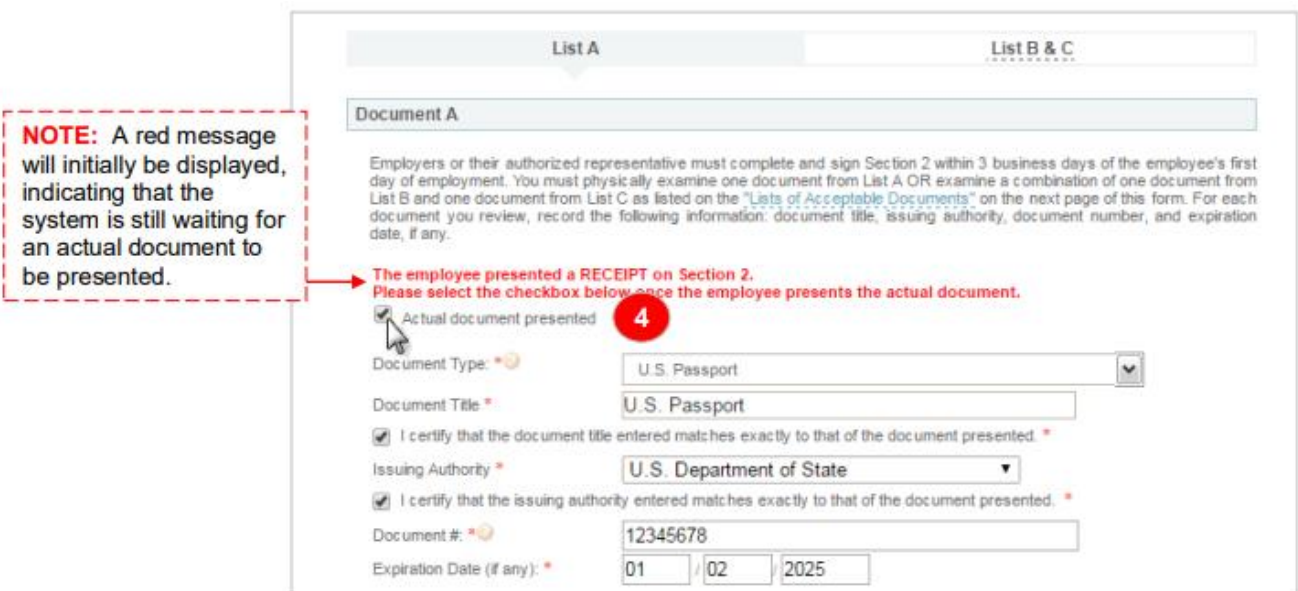
<b>Employee Info from Section 1:</b>	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
<b>List A</b>	<b>OR</b>	<b>List B</b>	<b>AND</b>	<b>List C</b>
<b>Identity and Employment Authorization</b>		<b>Identity</b>		<b>Employment Authorization</b>
Document Title U.S. Passport		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 <b>RECEIPT</b> <b>2</b>		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	Additional Information: QR Code - Sections 2 & 3			

- When the employee presents the actual document, use the **Correct I-9 Form** command to open employee's I-9 Form and correct Section 2.

**Note:** The Corrections User Permission must be enabled.



4. Select the **Actual document presented** check box and enter a new **Document #** (number) and **Expiration Date**. Then click **Next**.



5. Review the information on the Correction Review page, which displays the old value and the new value, indicating your changes.
  - If you need to create an E-Verify case for this employee, click **Save and Run E-Verify**.
  - If an E-Verify case is not needed, then click **Submit Changes**.

### Correction Review

**Correction Review**

Please review the changes you have made carefully. Once you are sure you want to accept these changes and update this I-9 form, click Submit Changes. If you do not wish to commit these changes, click Cancel.

If you wish to go back to the previous page and update your corrections, click on menu to the left.

Field	Old Value	New Value	Reason/Change Summary*
Document A: Receipt Presented	Receipt	Document	<input type="text"/>
Document A: Expiration Date(U.S. Passport)	08/23/2016	01/02/2025	<input type="text"/>

Submit Changes
5 Save and Run E-Verify
Cancel

The Electronic Form I-9 will also be updated. The red RECEIPT indicator will be removed, and the new expiration date will be included from the actual document.

### 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.")*

<b>Employee Info from Section 1:</b>	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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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		Additional Information - QR Code - Sections 2 & 3		

The I-9 Audit Trail will record everything that is required by USCIS to correctly document receipts for lost, stolen, or damaged documents.

I-9 Form   Annotations/Notes <b>Audit Trail</b>					
<b>I-9 Employment Eligibility Form</b>					
Below you will find the list of actions and any changes made for this I-9 form.					
Date	Action			Who	
07/27/2016 11:50:45 PST	Section 1 Submitted			John Moore (New Hire) MMDD: 0101 IP Address:	
07/27/2016 15:07:35 PST	Section 2 Submitted			Annabelle Lee E-Mail Address: ai@demo.email IP Address:	
08/01/2016 10:32:40 PST	Form Corrections Section 2			Annabelle Lee E-Mail Address: ai@demo.email IP Address:	
		Field	Old Value	New Value	Reason/Change Summary
		Document A: Receipt Presented	12345678 Receipt	12345678 Actual document	lost document replaced
		Document A: Expiration Date	08/23/2016	01/02/2025	new exp. date
08/01/2016 10:33:20 PST	Note added			Annabelle Lee	

## Receiving E-Verify Results

This section provides information about the E-Verify process that occurs after the Form I-9 is submitted. Once you complete Section 2 of the Form I-9 and submit it with an electronic signature, this process is initiated automatically.

To complete the E-Verify process you will need to confirm the results that are returned. E-Verify will respond with one of two types of results:

- **Tentative** – requires additional steps for verifying an employee’s authorization to work.
- **Final** – E-Verify has made a final determination status.

## Possible Statuses

- **Final** – Final statuses indicate whether or not the employee is legally authorized to work in the United States. The employee will either continue to work or be terminated based upon a final status.
  - Employment Authorized
  - DHS/SSA Final Non-Confirmation
  - DHS/SSA Employment Non-Authorized
  - DHS/SSA No-Show
- **Temporary** – A temporary status does not mean that the employee is not authorized to work. Temporary statuses require additional action from the employer to address the status to the employee

and the employee has to then follow up with DHS or SSA. The employee can continue to work while the temporary status is being resolved.

- DHS/SSA Tentative Non-Confirmation  
See Handling a Tentative Non-Confirmation Status for more information.
- DHS/SSA Tentative Non-Confirmation – Photo Mismatch  
See

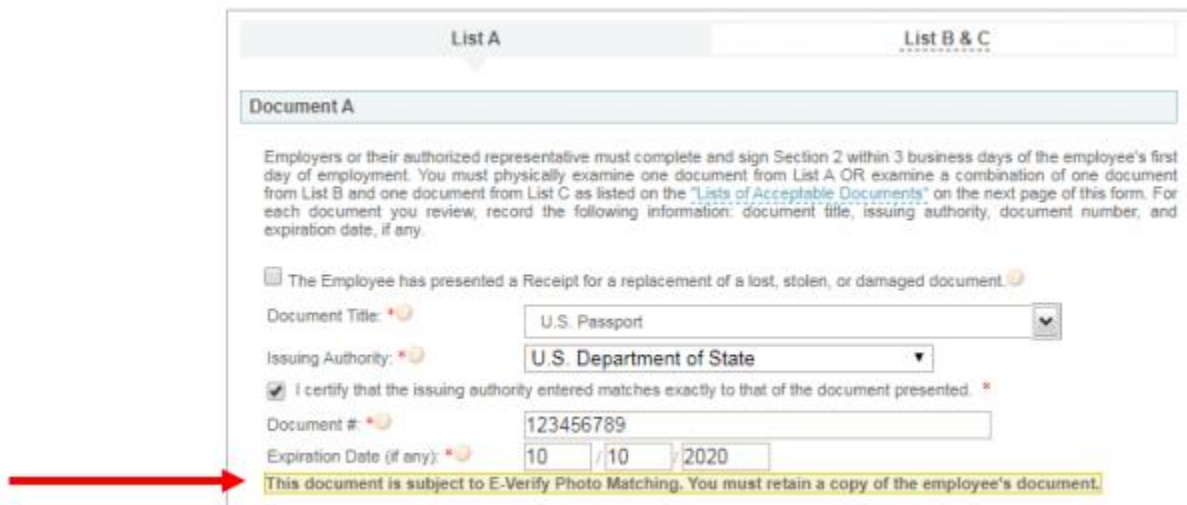
- Using the HireRight E-Verify Photo Matching Tool for more instructions.
  - DHS/SSA Verification in Process  
This status means that additional time is needed from E-Verify to provide a final status. No action is needed on your part at this time in the process.
  - DHS/SSA Case in Continuance  
This status means that additional time is needed from E-Verify to provide a final status. No action is needed on your part at this time in the process.
  - DHS/SSA Institute Additional Verification  
This status means that E-Verify has instituted additional verification procedures to verify the new hire's employment eligibility and that resolution of the status may take some extra time. No action is needed on your part at this time in the process.
- Note:** If the status is Temporary, refer to [Handling a Tentative Non-Confirmation Status](#) and contact your campus HR.

## Using the HireRight E-Verify Photo Matching Tool

As mandated by the U.S. Department of Homeland Security, all users using the HireRight E-Verify solution are required to use the E-Verify Photo Matching Tool. The HireRight E-Verify Photo Matching Tool lets you verify that the photo displayed in E-Verify is identical to the photo on the document that the employee presented to you in Section 2 of the Form I-9. Once E-Verify is initiated, a window will appear that prompting you to compare the photo on the employee's documentation with a photo displayed in the HireRight E-Verify page. This helps ensure that the documents provided are valid.

The photo matching step automatically occurs when an employee presents any of the following documents as proof of employment eligibility

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



The screenshot shows the 'Document A' section of Form I-9, Section 2. It includes instructions for employers and a checklist of information to record. The form is filled out with the following details:

- 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 #: 123456789
- Expiration Date (if any): 10 / 10 / 2020

A red arrow points to a highlighted note at the bottom of the form: "This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document."

When the employee presents one of the above documents and the Form I-9 information entered by the employer matches DHS records, the employee's photo automatically displays on the HireRight E-Verify page after completing Section 2 of the Form I-9.

**Note:** If an employee presents a U.S. Passport (or Passport Card), Permanent Resident Card, or Employment Authorization Document, E-Verify requires that the employer **must make a copy of that document and keep it on file with the Form I-9**. If you prefer to not keep a paper copy, you may scan and upload a PDF file to the HireRight system using the Manage Supporting Documents feature (provided this permission is activated for your account).



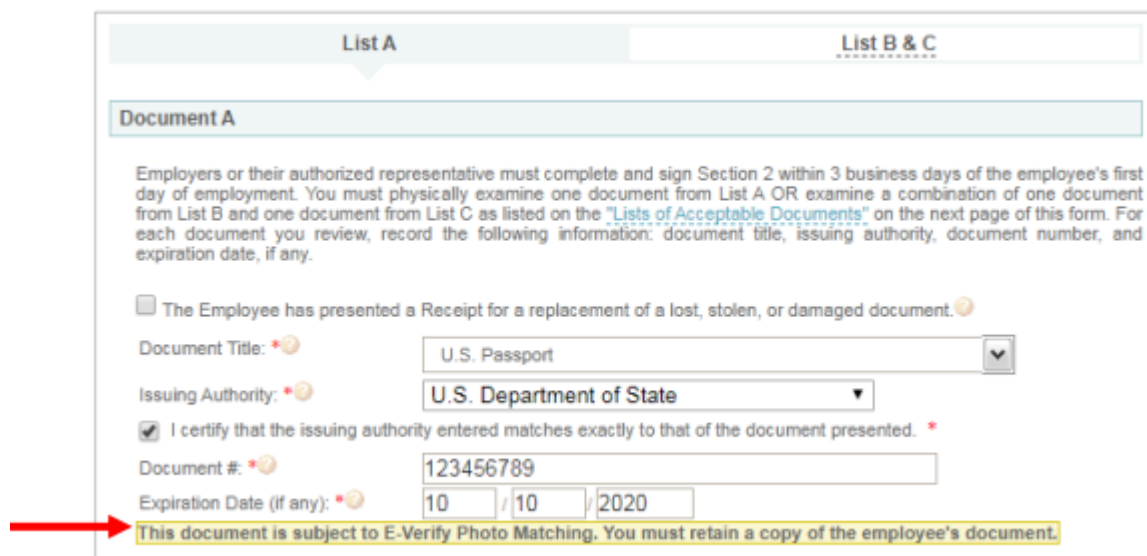
## Using E-Verify Photo Matching

As mandated by the U.S. Department of Homeland Security, all customers using HireRight's E-Verify solution are required to conduct an E-Verify Photo Match when certain documents are provided.

In the HireRight Form I-9 and E-Verify interface, photo matching may be required when an employee presents one of the following documents in Section 2:

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

**Note:** As of 12/3/2010, Alien number (#) will no longer be accepted as a document number (#) for I-551 & I-766, and you must make and retain a photocopy of the I-766 and I-551 if either of these documents are presented by the employee.



The screenshot shows the 'List A' tab selected in the 'Document A' section. The form fields are filled with the following information:

- 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 #: 123456789
- Expiration Date (if any): 10 / 10 / 2020

A red arrow points to a yellow highlighted warning message at the bottom of the form: "This document is subject to E-Verify Photo Matching. You must retain a copy of the employee's document."

An E-Verify Photo Match is activated once you click **E-Sign, Save & Run E-Verify**.

Electronic Signature of Employer

First Name: \* Kari

Last Name: \* Smith

E-mail Address: smithk@abcco.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 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. \*

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

Once the E-Verify check is initiated, a screen will return from E-Verify that includes a photograph (usually within 15 seconds).

1. Compare the photo displayed by E-Verify to the photo on the employee's document, and determine if the photos are reasonably identical.

**SAMPLE RETURNED MESSAGE FROM E-VERIFY (USUALLY WITHIN 15 SECONDS.)**

**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

Submit

2. Select **Yes** or **No** to the question:

“Does the photograph above match the photograph on the documented presented by the employee?”

- **Yes** - the photo on the employee’s document matches the photo displayed by E-Verify. Clothing, hair style, facing direction and appearance on the card should be identical to the photo displayed by E-Verify.
- **No** - the photo on the employee’s document is not identical to the photo displayed in E-Verify.
- No Photo Displayed.

3. Once you have verified the photograph on the screen matches the photograph given to you, click **Submit**.

**Important:** Do not match the photo on the screen to the person; match it to the photo presented.

## Expecting the E-Verify Response

Employee data is automatically sent to E-Verify:

- E-Verify will respond with a unique Case Number.
- The E-Verify report will display the Case Number and status.

**Note:** E-Verify usually provides a response within five minutes.



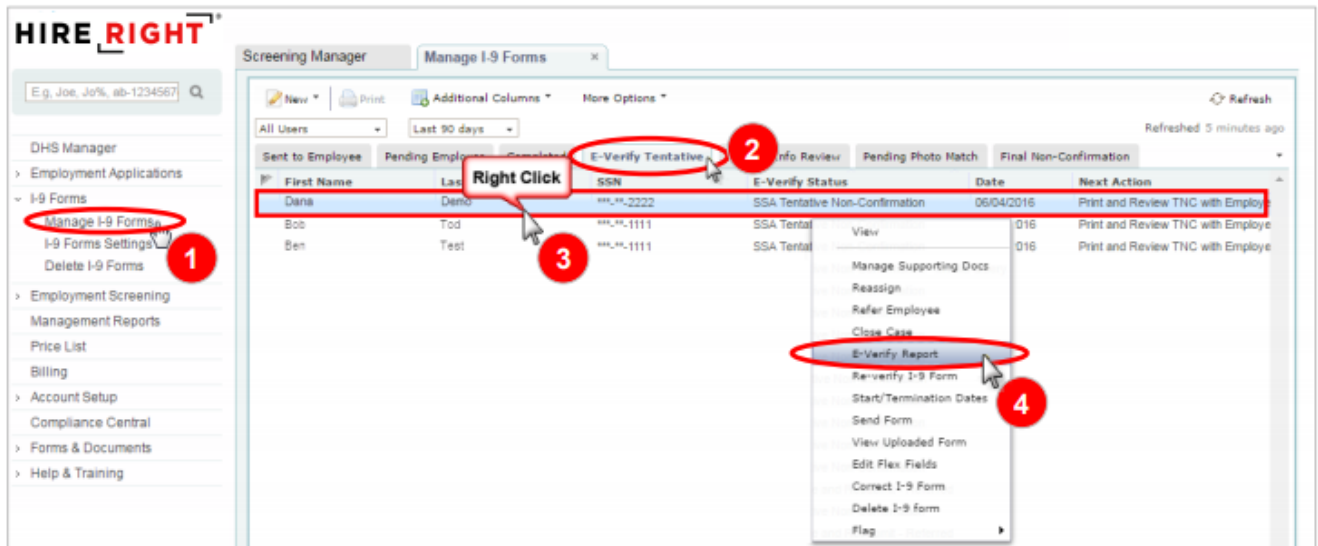
# Handling a Tentative Non-Confirmation Status

**Before Moving Forward:** Identify your campus process for handling Tentative Non-Confirmations.

Most of the time, E-Verify checks come back from the DHS and the Social Security Administration (SSA) with a status of Employment Authorized. On some occasions, a check will be returned with a status of Tentative Non-Confirmation (TNC), in which case the employee's information could not be verified against what was provided by the employee.

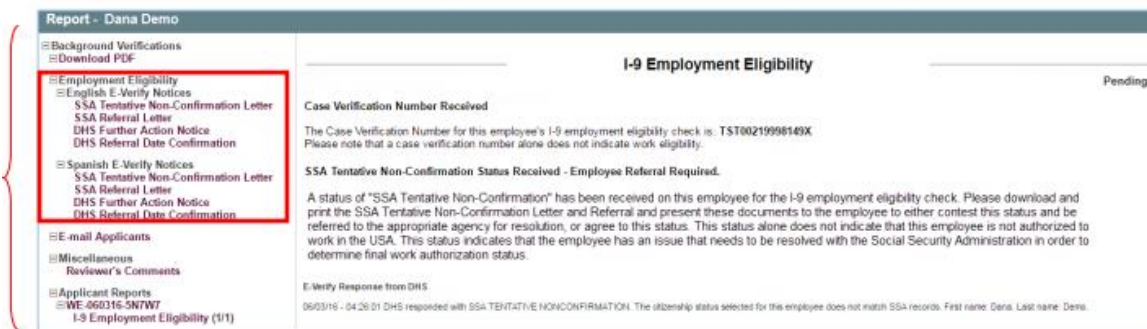
## Receiving a Tentative Non-Confirmation Status

1. Login to your account and click **Manage I-9 Forms**.
2. Click the **E-Verify Tentative** tab.
3. Select the employee that has the status of Tentative Non-Confirmation and **right-click**.
4. **Select E-Verify Report** from the drop-down menu.



From this page you can review:

- The applicant's report.
- Details about the DHS/SSA status.
- Instructions for resolving the status.
- Copies of the letters that need to be reviewed with the employee.



5. Print the DHS or SSA Further Action Notice letters.
6. Review the DHS/SSA Tentative Non-Confirmation letter with the employee to determine and document whether the employee wants to contest.
7. Both the employee and employer must sign and date the letter.
8. Keep the signed original on file and give the employee a copy.
9. If the employee **does not** contest, file the signed **Further Action Notice** in the employee's file and close the case.

## Closing the Case

1. From Manage I-9 Forms, select the record and right-click to open the Actions menu.
2. Click **Close Case**.
3. Select the option indicating whether the employee still works for your company.
4. Click **Close Case**.

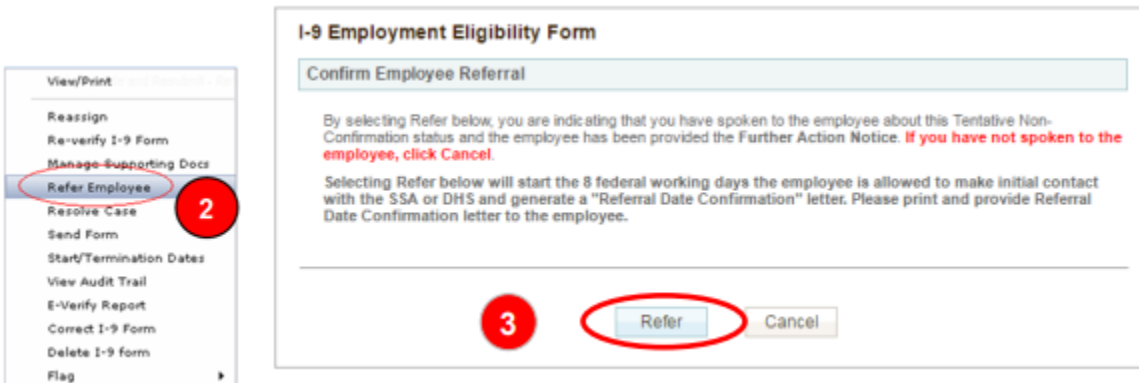
This formalizes the employee's choice not to contest, therefore terminating employment.



5. If the employee does contest, give the employee the SSA/DHS Referral Letter. The letter includes instructions for resolution steps. You must then refer the employee from your HireRight account.

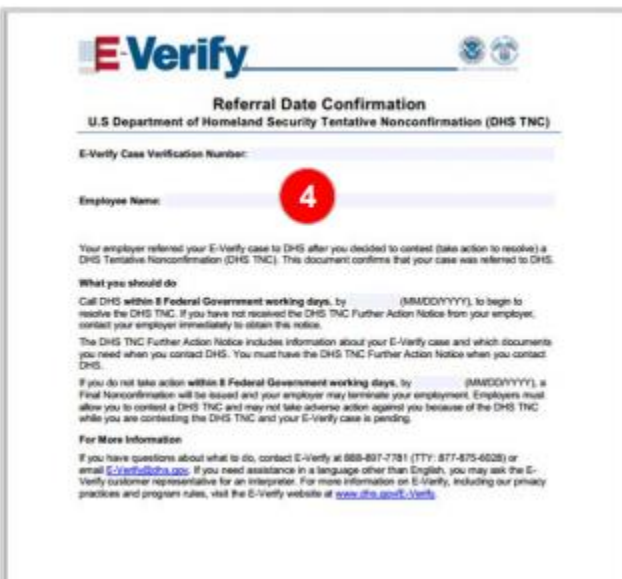
## Referring an Employee

1. From Manage I-9 Forms, select the record and right-click to open the Actions menu.
2. Click **Refer Employee**.
3. If you have spoken to the employee about the TNC and provided the Further Action Notice, click the **Refer** button. The timeline for resolution will now be monitored automatically. At that point, the employee must take action within eight business days.



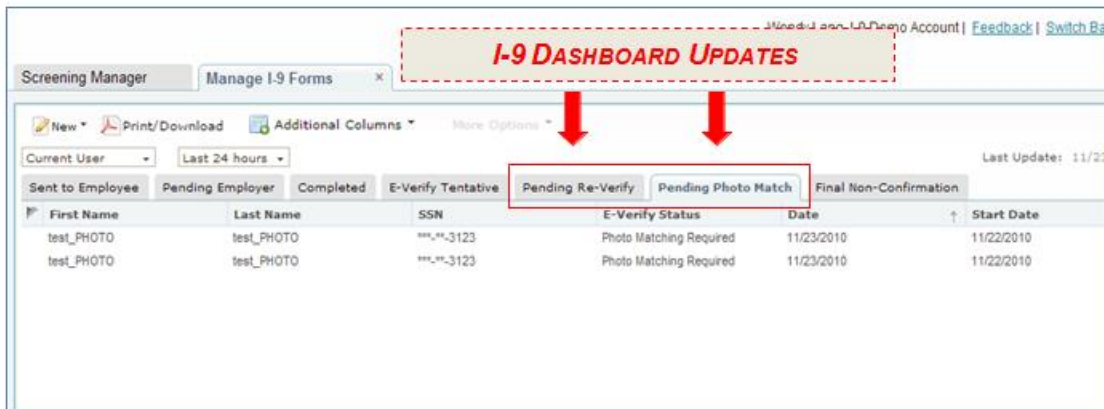
The E-Verify generated “Referral Date Confirmation” letter will appear in a new window.

HireRight prepopulates the Referral Date Confirmation letter with the employee information. Make sure that you and the employee receive a copy. If the information is not prepopulated, be sure to enter the information requested before printing.



Upon successful completion of the referral process (clicking the Refer button), the Referral Date Confirmation letter will be available alongside the Further Action Notice on the E-Verify report. Checking Your E-Verify Work Queue in HireRight

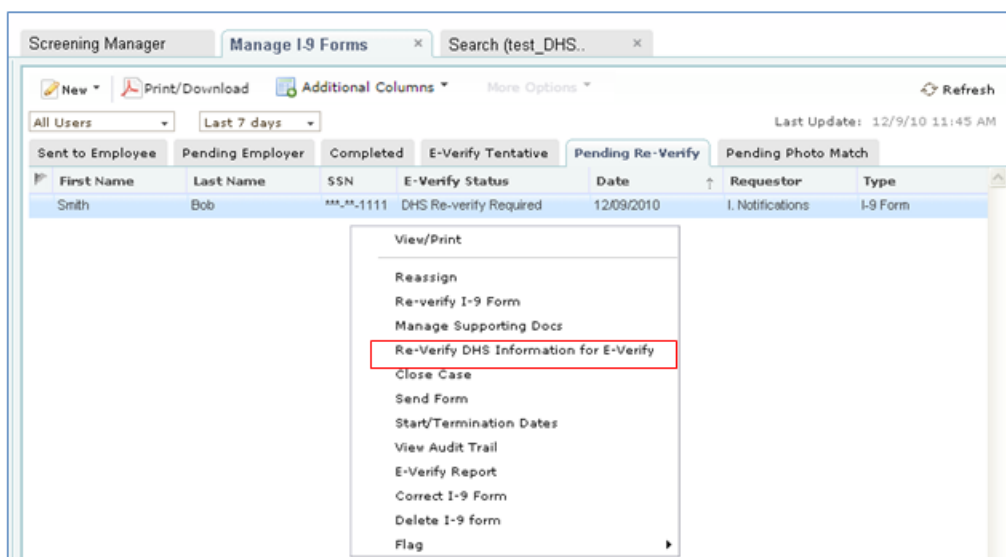
There are two tabs in E-Verify, on the Manage I-9 Forms Dashboard, from which you can check your pending verifications: **Pending Re-Verify** and **Pending Photo Match**.



## Pending Re-Verify

E-Verify may require you to review and confirm an employee’s data in order to continue processing the E-Verify check for the employee. This does not occur on every submission, however if it does occur:

1. Login to HireRight and select the **Pending Re-Verify** tab.
2. Select **Re-Verify DHS Information from E-Verify**. You are required to review and correct any data errors and resubmit back to E-Verify.



## Pending Photo Match

Uploading large documents can cause an upload to timeout and E-Verify may experience problems returning the photo. A message regarding the timeout is displayed on the Thank You page. In order to continue processing the E-Verify check for this employee, right click and select **Confirm E-Verify Photo** to view the photograph and confirm whether the photo matches the photo your employee presented on his/her documentation.



## Receiving a Photo Tentative Non-Confirmation

Sometimes you may get a status of **SSA TNC/DHS TNC – Photo Mismatch** from E-Verify. Follow the same steps as any other TNC. In addition, you will need to mail a copy of the employee documents to E-Verify.

**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.

## Using Resources from the USCIS Website

A photo displayed in E-Verify should be compared with the photo in the document that the employee has presented and not with the face of the employee.

### Following Photo Matching Requirements (Employer's Responsibility)

If an employee presents a Permanent Resident Card, Employment Authorization Document as the verification document, you must make a copy of that document and keep it on file with Form I-9.

If the photo displayed on the E-Verify screen does not match the photo on the employee's document, the employee will receive a DHS Tentative Non-confirmation (TNC) and must be given the opportunity to correct the problem. If the employee chooses to contest the TNC, the employer must mail a copy of the employee's document to DHS via express mail at the employer's expense.

### Avoiding Discrimination

Employees have the right to present any acceptable documentation to complete Form I-9. Employers may not require an employee to present a specific document. Employers must accept the documents the employee chooses to present as long as they appear to be genuine and relate to the person presenting them. Otherwise, employers may be in violation of federal law prohibiting discrimination in the verification process.