

DHS/SSA List of Do's and Don'ts
for
USING E-VERIFY
4/2011

Top E-Verify Dos

- ☺ Use program in a non-discriminatory manner, without regard to the national origin or citizenship status of your employees
- ☺ Use program for new employees after they have completed the I-9 Form
- ☺ Promptly provide and review with the employee the notice of tentative nonconfirmation
- ☺ Promptly provide the referral notice from the Social Security Administration (SSA) or Department of Homeland Security (DHS) to the employee who chooses to contest a tentative nonconfirmation
- ☺ Allow an employee who is contesting a tentative nonconfirmation to continue to work during that period
- ☺ Check E-Verify daily for updates in connection with the tentative nonconfirmation
- ☺ Contact E-Verify if you believe an employee has received a final nonconfirmation in error
- ☺ Display the required E-Verify participation poster (available from E-Verify) and the required antidiscrimination poster issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC)
- ☺ Accept any Form I-9 List B document with a photo from an employee who chooses to provide a List B document
- ☺ Safeguard the password used to access the E-Verify program in order to ensure the privacy of employees' personal information
- ☺ Delay running an E-Verify query for an employee who has not yet been issued a Social Security number until the Social Security number is issued
- ☺ Allow an employee who has not been issued a Social Security number to work throughout the period that the employee is waiting for his or her Social Security number to be issued

Top E-Verify Don'ts

- ⊗ Use program to verify any employee hired on or before November 6, 1986
- ⊗ Use program to verify current employees, unless permitted as a federal contractor
- ⊗ Use program for an existing employee previously verified through E-Verify at the time of hire, even as a federal contractor
- ⊗ Use program selectively based on a “suspicion” that an employee may not be authorized to work in the US or based on national origin
- ⊗ Use program to pre-screen employment applicants unless you are a State Workforce Agency
- ⊗ Influence or coerce an employee’s decision whether to contest a tentative nonconfirmation
- ⊗ Terminate or take adverse action against an employee who is contesting a tentative nonconfirmation, including denying or reducing scheduled hours, delaying or preventing training, mistreating the employee, requiring the employee to work longer hours, requiring the employee to work in poorer conditions, refusing to assign the employee to work on a federal contract or other job, or subjecting the employee to any assumption that s/he is unauthorized to work during this period, unless and until receiving a final nonconfirmation or no show response
- ⊗ Ask an employee to obtain a printout or other written verification from SSA or DHS when referring that employee to either agency
- ⊗ Ask an employee to provide additional documentation of his or her employment eligibility after obtaining a tentative nonconfirmation for that employee
- ⊗ Request specific documents in order to activate E-Verify’s photo tool feature
- ⊗ Run an E-Verify query for an employee who is waiting for his or her Social Security number to be issued until the employee is issued a Social Security number
- ⊗ Require an employee to use E-Verify Self Check or present any E-Verify Self Check documentation