

This document is a general overview of E-Verify when used with our Electronic On-boarding (EOB) system. The information from the completed Form I-9 is used to create the E-Verify cases. It is not meant to be a step by step guide but to provide additional information about the process. Please follow the prompts in the application to complete the E-Verify cases.

Overview of the E-Verify Process for Oasis EOB

The compiled I-9 information is submitted as an E-Verify case. It occurs immediately after the employee is verified in the EOB system.

If the information matches DHS and SSA records the case will be closed automatically as authorized.

You may be prompted to load copies of certain documents and perform photo matches for certain cases.

If there is a discrepancy, you will usually have one chance to review and submit those changes without a formal notification to the employee being needed. Review the I-9 documents provided and ensure that they match what was entered in the case. Resubmit any changes.

If those changes do not result in an authorized case, then the case will have a Tentative Nonconfirmation (TNC) status. The employee will have to participate in the correction process for compliance reasons.

Employee must choose to contest the TNC via the email they receive or by speaking with their hiring manager.

If the changes have not resulted in an authorization the employee may have to reach out to SSA or DHS to address the case. This should only be done once the information in the case has been checked for accuracy. There is a formal process for this, and the employee has a set amount of time to make that correspondence before receiving a final non-confirmation.

All cases need to be worked to completion. The employee can work their normal schedule if the case is being worked or until a final nonconfirmation has been received.


The following provides more detail about this process and various statuses.

Creating and E-Verify Case

Employment Eligibility Verification

Case status: ✔ General Processing

Verification number: 2022307160608LL

 *Waiting for response from E-Verify...*

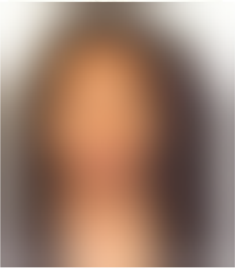
[DHS Detail Report](#)

E-Verify cases are created immediately upon the verification of the employee in the Electronic On-boarding (EOB) system. The Form I-9 information captured is sent to E-Verify for authorization. It usually takes seconds to receive a response from the E-Verify system. The information is checked against the Social Security Administration (SSA) database and then against the Department of Homeland Security (DHS) database. The goal is to receive an **Employment Authorized** result for the E-Verify case.

Photo Match Case status

DHS Photo Matching

Does the photo below match the photo on the Employment Authorization Document provided by the employee?



[Yes](#) [No](#) [No Photo Displayed](#)

If the employee presented a federal government issued document with a picture ID for their Form I-9 photo matching will likely be requested. Compare

the photo on the screen to the photo on the document. This is not for comparing the photo against the actual person. If the photo matches, select **Yes**. If it does not match, select **No**. In some cases, the photo is not available and a message of **Not Found** is displayed. In those cases, select **No Photo Displayed**.

Scan and Upload Case

Employment Eligibility Verification

Case status: Scan and Upload front and back of Employee's document

Verification number: 2019310195655DE

When **No Photo Displayed** is selected a copy of the documents will likely have to be attached to the case.

Upload Document

Because there was no photo found for [REDACTED], submit a valid photo of [REDACTED] Document. The file can be a .jpg, .pdf, or .png file no greater than 3MB. If the employee is not responsive and not working, please click 'Close E-Verify Case'.

1. Please upload an image of the front of the Document (or in the case of a U.S. passport, upload the Passport ID page)


No file selected.

2. Please upload an image of the back of the Document (or in the case of a U.S. passport, upload the Passport Barcode page)

No file selected.

To load a copy of the front of the document, select option 1. Find the file on your device. Repeat this for the back of the document by selecting option 2. Select **Continue**

Employment Eligibility Verification

Case status:  Closed

Closure: Employment Authorized Auto Close


Verification number:

[DHS Detail Report](#)

If the submitted data in the case matches SSA and DHS records, a response of **Verification Complete - Employment Authorized Auto Close** is received. Authorized cases will close automatically. Open cases will send a weekly reminder email until they are closed.

Review of Case Data Required status

Employment Eligibility Verification

Case status:  Review of case data required.

Verification number: 2022224134429BE

[DHS Detail Report](#) [Review Case](#)

There are various statuses that can be received if the case is not authorized on the initial submission. There are also corrective actions needed to work the cases to receive an authorization.

After the initial case creation, if the information in the Form I-9 does not match DHS or SSA records then it usually returns a status of **Review of Case Data Required**. This is an opportunity to review and change any incorrect data in the case without going through the Tentative Nonconfirmation (TNC) process. Click **Review Case** to see what fields need to be reviewed

⚠ Are you sure? Check your data entry with [redacted] Information.

First name Entered: [redacted]

Information entered is correct
 Information entered is **NOT** correct (field for update will be provided below)

Last name Entered: [redacted]

Information entered is correct
 Information entered is **NOT** correct (field for update will be provided below)
Please choose if the Last name enter is correct or is **NOT** correct

Date of Birth Entered: [redacted]

Information entered is correct
 Information entered is **NOT** correct (field for update will be provided below)
Please choose if the Date of Birth enter is correct or is **NOT** correct

Social security # Entered: [redacted]

Information entered is correct
 Information entered is **NOT** correct (field for update will be provided below)

Correct **Social security #**:

[redacted] ✓

Once **Review Case** is selected the fields from the case present on the page. The fields identified from the Form I-9 should be carefully reviewed along with the documents provided and checked for any discrepancies. These can include:

- Spelling of the names as it appears on the Social Security card and documents.
- Check the document numbers and expiration dates that were provided.

All of these could potentially prevent an employment authorization result. Correct the information and resubmit those corrections by selecting **Continue**.

Working a Tentative Nonconfirmations (TNC) Case

A Tentative Nonconfirmation is received when the information in the E-Verify case does not match Social Security Administration (SSA) or Department of Homeland Security (DHS) information on file and the corrections in the **Review Case Data** did not correct the case to produce authorization. In some cases, the issue is provided in the status like the name does not match or the citizenship

selects their action, an email will be sent to the manager email listed under the location. A sample of the email is listed in the appendix of this document.

Further Action Notice Options

After [redacted] has reviewed the Further Action Notice, indicate the decision below:

- [redacted] will take action to resolve this E-Verify case. [redacted] understands that action must be taken by a certain date.
- [redacted] will not take action to resolve this case. [redacted] understands that this cannot be undone and choosing not to take action could result in termination of employment.
- The information entered was not correct. I am choosing to close this case.
- Correct I-9 Remotely
- Correct I-9

Continue ⓘ

Employee will take action to resolve this E-Verify case – this is selected when the employee will contact the SSA or TNC. They must understand it must be done by certain date. This will generate a referral letter that must be provided to the employee.

Employee will take no action to resolve this case – this is selected if the employee chooses to walk away from the position or be terminated.

Correct I-9 Remotely – should only be used if the employee is not present. This will allow the employee to log back in and make changes to Section 1 of the Form I-9. The employee will use the same login information as their original on-board. If this is selected in error, please delete the temporary record created for this employee to return to the prior status. The employee must be notified to log back in.

Correct I-9 – will allow correction in Section 1 and Section 2 of the Form I-9. The employee should be present for this. When section 1 of the I-9 screen is displayed turn the controls over to the employee to complete their portion. The hiring manager will complete Section 2 of the I-9. If the corrections address the issue you will receive an employment authorization. A **Correct I-9** or **Correct I-9 Remotely** should be attempted before referring the employee as most cases are

not authorized because of entry errors. Carefully review information entered for accuracy before having the employee take any action.

Working the TNC Case Actions

Employee is taking action to correct E-Verify case. Referring an Employee to SSA \DHS:

It is possible that the information DHS or SSA has on file for that new hire needs correction. This should only be done if the information in the case matches the documentation provided and an authorization has still not been received. If the employee decides to take action about their case, select **will take action to resolve this E-Verify case**.

Work Record (Tentative Non-Confirmation)

First name: MI: Last name: Social security #: Birth date:

Verification number:
20222011521543C

What is this?
A "Tentative Nonconfirmation" response is received when the information you provided was compared electronically to information contained in the SSA or DHS databases, and the agency was unable to confirm the information matched, or verify that the person is eligible to work in the United States. **This does not mean that the employee is not authorized to work.**

What happens next?
STEP 1
Download, print and review the Further Action Notice with [redacted] privately. Make sure that [redacted] fully understands the Further Action Notice. This document will explain why [redacted] received this result, and what to do next.

[Download English Further Action Notice](#) [Download Spanish Further Action Notice](#)

STEP 2
Ask if [redacted] will choose to take action to resolve this error and correct the data mismatch that led to this result.

- If [redacted] chooses to take action to resolve this case, indicate that in the option below. Make sure [redacted] understands that after you select this option, there will be a deadline of **8 federal working days** starting today to take action. If an email was provided, [redacted] will receive a confirmation email that indicates when this countdown begins.
- If [redacted] chooses not to take action to resolve this case, indicate that in the option below. You will receive a final result that indicated that we were unable to confirm employment eligibility. [redacted] needs to understand that refusing to take action could result in losing this job.

After [redacted] has reviewed the Further Action Notice, indicate the decision below: >>>

[redacted] will take action to resolve this E-Verify case. LACEY understands that action must be taken by a certain date.

[Refer Case \(English\)](#) [Refer Case \(Spanish\)](#)

[redacted] will not take action to resolve this case. [redacted] understands that this cannot be undone and choosing not to take action could result in termination of employment.

The information entered was not correct. I am choosing to close this case.

Correct I-9 Remotely

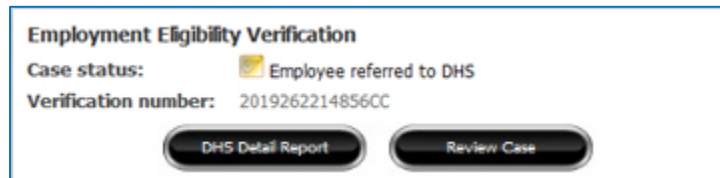
Correct I-9

[Continue](#)

The referral letter provides specific instructions for the employee on how to contact SSA \DHS to address this case. In the meantime, the employee can work their normal schedule. It is a violation to stop the employee from working previously arranged schedule as it may be considered a discriminatory act.

Select **Refer Case** on the language of choice. The referral letter will present. This automatically is saved to the employee's record. Provide this to the employee as it contains the specific instructions to address the TNC.

SSA\DHS will send back the updated case status information through the E-Verify system. E-Verify will correspond through the E-Verify case.



The screenshot shows a box titled "Employment Eligibility Verification". Inside the box, the "Case status:" is "Employee referred to DHS" with a yellow flag icon. The "Verification number:" is "2019262214856CC". At the bottom of the box are two buttons: "DHS Detail Report" and "Review Case".

The case will be in a status of **Employee referred to DHS\SSA**, If the employee does not visit or call the agency in the letter within 8 federal working days, E-Verify will automatically send a Final Non-confirmation or a no show response in approximately 10 days after the referral was generated if the employee makes no contact. On occasion SSA\DHS may notify via the case that the case is still pending. If the employee is authorized the case will be closed automatically.

Employee is not taking action to correct E-Verify case.

Select this if the employee elects to not to take the position or contest the E-Verify case. You select one of the reasons provided.

Work Record (Tentative Non-Confirmation)

First name: _____ MI: _____ Last name: _____ Social security #: _____ Birth date: _____

Verification number:
20222011521543C

What is this?
A "Tentative Nonconfirmation" response is received when the information you provided was compared electronically to information contained in the SSA or DHS databases, and the agency was unable to confirm the information matched, or verify that the person is eligible to work in the United States. **This does not mean that the employee is not authorized to work.**


What happens next?

STEP 1
Download, print and review the Further Action Notice with _____ privately. Make sure that _____ fully understands the Further Action Notice. This document will explain why _____ received this result, and what to do next.

[Download English Further Action Notice](#) [Download Spanish Further Action Notice](#)

STEP 2
Ask if _____ will choose to take action to resolve this error and correct the data mismatch that led to this result.

- If _____ chooses to take action to resolve this case, indicate that in the option below. Make sure _____ understands that after you select this option, there will be a deadline of **8 federal working days** starting today to take action. If an email was provided, _____ will receive a confirmation email that indicates when this countdown begins.
- If _____ chooses not to take action to resolve this case, indicate that in the option below. You will receive a final result that indicated that we were unable to confirm employment eligibility. _____ needs to understand that refusing to take action could result in losing this job.

After _____ has reviewed the Further Action Notice, indicate the decision below: 

_____ will take action to resolve this E-Verify case. _____ understands that action must be taken by a certain date.

_____ will not take action to resolve this case. _____ understands that this cannot be undone and choosing not to take action could result in termination of employment.

- Self terminated
- Terminated for reasons other than E-Verify
- Terminated for choosing not to contest a TNC
- Continues to work after choosing not to contest a TNC

The information entered was not correct. I am choosing to close this case.

- Correct I-9 Remotely
- Correct I-9

[Continue](#)

Self-terminated is an option used when the employee decides to not accept the position for reasons take other than the status of the E-Verify case.

Terminated for reasons other than E-Verify- select if the employee is terminated for any reason other than something related to this E-Verify case

Terminated for choosing not to contest a TNC- select if the employee chooses not to take action for their case.

Continues to work after choosing not to contest a TNC- The only circumstance when this option can be validly selected is if the employee presents DHS documentation saying they are approved. Almost all correspondences are done through the E-Verify case itself but there are very rare circumstances where the timing was too close, and the employee case was closed in the system just before authorization so paper approval is provided by DHS. This is highly uncommon as the E-Verify system is the preferred method of correspondence and these paper authorizations are extremely rare. This should not be selected unless you have appropriate documentation from DHS or SSA. This documentation should be retained for future reference if audited.

Final Nonconfirmation

Employment Eligibility Verification

Case status: **Final Nonconfirmation**

Verification number: 2022208124528LJ

[Work Record](#)

If a Final Nonconfirmation is received, you must terminate the employee per your MOU agreement. Click **Work Record** to update the case.

Self Terminated – select If the employee decides to leave the job

Employee Terminated - If the employee is terminated, choose.

Employee Not Terminated - The only circumstance when can be validly selected is if the employee presents DHS documentation saying they are approved. Almost all correspondences are done through the E-Verify case itself but there are very rare circumstances where the timing was too close, and the employee case was closed in the system just before authorization, so paper approval is provided by DHS. This is highly uncommon as the E-Verify system is the preferred method of correspondence and these paper authorizations are extremely rare.

Tips for accurate information when correcting a case:

- The name on the Form I-9 should be the same as it appears on the Social Security card.
- Date of Birth and citizenship status should be verified with the employee.
- The document numbers should be entered without dashes or spaces.
- Government issued documents like the Permanent Resident card or Employee Authorization cards require the document number of the card. This is usually 13-character number that starts with 3 letters and ends with 10 numbers. The document number will not start with "USA". There are some sample of List A Documents in the Appendix below. For more details about the Form I-9 please go to the [USCIS website](#).

Additional Information and Reminders

- You must close all cases. The system will send reminder emails weekly until they are.
- This guide cannot account for all scenarios. In general working cases is a matter of reviewing the information entered. Resubmitting any changes until you get an authorization. Refer the employee only if all information entered matches the physical documents provided and an authorization was not received. Remember with every instance of a TNC a new case number is created.
- The employee will have to enter their Section 1 information when making corrections to an Everify case for compliance reasons. This can be done remotely or in person.
- There are states that participate in the RIDE program. This program validates the driver's license information for the states that participate. More information about the program can be found here. <https://www.uscis.gov/e-verify/employers/drivers-license-verification>.
- E-Verify is not a mandatory program in all states but it can be used voluntarily if desired. Many states do require the use of E-Verify and the laws that dictate their use vary by state. If used voluntarily it must be used organization wide in all locations.
- Only new employees or rehires creating an I-9 can be run through the E-Verify system. The only exception to this rule is Federal government contractors and the client must be registered as such with E-Verify.
- The **DHS Detail Report** listed under every employee record provides the details about the E-Verify case if needed. The status in the case shows the initial status received and the final case status.
- Working the Everify cases will edit the I-9. This may cause the I-9 to be out of sync with the record and additional steps will be needed. The system will prompt you when that is the case. The employee may have to log in again to complete and sign Section 1 again to sync.

Terms Glossary

- **Correct I-9 Remotely** - is an option used when an employee needs to edit Section 1 of the Form I-9 to correct a TNC. This creates a temporary record in the system for the employee to log back into EOB and make changes to Section 1 of the Form I-9. The employee will use the same login information as their original on-board.
- **DHS** – Department of Homeland Security, the government agency that runs the E-Verify program.
- **DHS Detail Report** – This is a report that is available under for each employee E-Verify case. The report shows the initial and final status of the E-Verify case.
- **DHS No Show** - A DHS No Show indicates that the employee did not contact DHS within the eight federal government workdays. A DHS No Show response is considered a Final Nonconfirmation.
- **DOB** – Date of Birth
- **Employment Authorized Auto close** – A case result of Employment Authorized means that the information entered into E-Verify matched DHS and/or SSA records and that E-Verify verified the work eligibility for the employee entered. The case is closed automatically.
- **EOB** - Electronic On-boarding. This is the electronic system used to complete the Form I-9 and new hire paperwork.
- **Final Nonconfirmation** - An SSA or DHS Final Nonconfirmation case result is received when E-Verify cannot verify an employee's employment eligibility after an employee has contacted DHS or visited an SSA field office. Once an SSA or DHS Final Nonconfirmation has been provided, you must close the case. You may terminate employment with no civil or criminal liability as noted in Article II, Section C – Responsibilities of the Employer (#6) in the MOU.
- **I-9** - Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. For more information go to the [USCIS web site](#).
- **MOU** – Memorandum of Understanding, document signed by the Employer Agent (NCYCLES), the employer and DHS. This document outlines the responsibilities for all parties as it relates to the E-Verify program.
- **Photo Match or Photo Matching** – Photo matching is an automatic part of creating a case in E-Verify that prompts users to compare an employee's photo ID with a photo displayed on the E-Verify screen. The photo matching step occurs automatically when you create a case for an employee that has presented a U.S. Passport or Passport card, Permanent Resident Card (Form I-551) or an Employment Authorization Document (Form I-766) for their Form I-9 documentation

- **R.I.D.E** - RIDE links E-Verify with various state motor vehicle department databases and allows it to verify the validity of driver's license and ID card information. Not all states participate in this program. The validations are done as part of the E-Verify case.
- **Refer Employee** – If the E-Verify case does not receive an authorization and all of the employee information in the case matches the documents provided it may be necessary to refer that employee. E-Verify will generate an SSA or DHS Referral Letter that must be printed. You must verify the information on the letter, then print, sign, and provide this letter to the employee. The Referral Letter provides instructions to the employer and the employee regarding the next steps. Employees that choose to contest the TNC have eight federal government workdays to visit a SSA field office or contact DHS.
- **Referral Letter** - To refer the employee, provide them the letter generated by the system. The referral letter provides specific instructions for the employee on how to contact SSA\DHS to clear up this case. Printing of this letter automatically refers the employee.
- **Resolve Case** - the act of working (correcting) an E-Verify case in the EOB system. Graphical button used to initiate the working of a case.
- **Review of Case Data Required** – the initial Form I-9 information is not correct. This provides one opportunity to correct the case without the formal process of a TNC.
- **Scan and update** – a status where you are required to scan and attach copies of the employee's documents.
- **Self-Terminated** – is an option used when an employee has a Tentative Non-Confirmation (TNC) and the employee decides to not take actions to correct.
- **SSA - Social Security Administration.** This government agency issues the social security numbers and cards. Their database is checked in E-Verify for Name, Date of Hire (DOB) and citizenship status.
- **TNC** - A Tentative Nonconfirmation (TNC) results when the information submitted in E-Verify from the Form I-9 does not initially match the information in the SSA or DHS records. There are two types of TNCs: SSA TNC and DHS TNC. A TNC does not mean that the employee is not authorized to work in the United States. You must promptly notify the employee of the TNC case result by printing the TNC letter. They may also receive an email with this information and instructions for next steps.

Appendix

The following is samples of emails or documents that may be used in the Everify process. These screens and emails may change or appear slightly different. They are not intended to be a definitive representation of a user's experience.

Sample TNC Email Employee

Subject: **E-Verify Case Status - Tentative Nonconfirmation (TNC)** Back To Inbox
 To: **elaine**
 From: **do_not_reply@usverify.com**
 Received: **Thu Dec 03 2020 10:52:45 GMT-0600 (Central Standard Time)**
 Sending IP: **68.216.178.197**
 Parts: [text](#) [html](#) [Show Links](#)

Attachments: [Subscribe to receive Attachments]

Dear Elaine Goodell,

I may inform you that your E-Verify case received a U.S. Department of Homeland Security (DHS) or Social Security Administration (SSA) Tentative Nonconfirmation (TNC) case result. A DHS or SSA TNC means that the information I entered in E-Verify from your Form I-9, Employment Eligibility Verification, did not match records available to DHS or SSA. A DHS or SSA TNC case result does not necessarily mean you are not authorized to work in the United States.

I must notify you of a TNC result and complete the referral process as soon as possible within 10 federal government working days after E-Verify issued the TNC result. You must decide whether to contest (take action) or not contest (do not take action) to resolve the TNC within 10 federal government working days after E-Verify issues the TNC result. You must notify your employer of your decision by the 10th federal government working day after E-Verify issued the TNC result or your employer will close your case in E-Verify.

TNC Referral Process - 10 days

1. E-Verify issued the TNC result.
2. Employer and employee must take action as soon as possible within 10 federal government working days after E-Verify issued the TNC result.
3. Employer notifies employee of TNC.
4. Employee notifies employer whether he/she will take action to begin resolving the TNC.

TNC Referred Process - 8 days

5. If employee contests TNC, employer refers case to SSA and/or DHS.
6. Employee visits SSA and/or calls DHS within 8 federal government working days.
7. Employer receives updated results.
8. Employer closes the case.

An SSA TNC may occur if:	A DHS TNC may occur if:
Your citizenship or immigration status was not updated with SSA.	Name, A-number, I-94 number and/or foreign passport number were recorded incorrectly in DHS records.
You did not report your name change to SSA.	U.S. Passport, Passport Card, driver's license or state ID card information could not be verified.
Your name, Social Security number, or date of birth is incorrect in SSA records.	Information was not updated in the employee's DHS records.
Your SSA records contain another type of mismatch.	Citizenship or immigration status changed.
Your employer did not enter your information correctly.	Record contains another type of error.
	Information was not entered correctly by the employer.

[Click here to receive, read and decide your further action on your Tentative Nonconfirmation \(TNC\) case](https://stage.usverify.com/hrmgr/eob?p_action=WORK_EMPLOYEE_TNC_CASE&p_keycode=1U5VTDg16XBTeHvyfmDT%2B1LMq8%2ByNJ3P)
 If the link doesn't work, copy and paste the following into your browser:
https://stage.usverify.com/hrmgr/eob?p_action=WORK_EMPLOYEE_TNC_CASE&p_keycode=1U5VTDg16XBTeHvyfmDT%2B1LMq8%2ByNJ3P

The information contained in this email and any accompanying documents is intended for the sole use of the recipient to whom it is addressed, and may contain information that is privileged, confidential, and prohibited from disclosure under applicable law. If you are not the intended recipient, or authorized to receive this on behalf of the recipient, you are hereby notified that any review, use, disclosure, copying, or distribution is prohibited. If you are not the intended recipient(s), please contact the sender by e-mail and destroy all copies of the original message. Thank you

This is a sample of the email that the employee would receive if they entered their email on the I-9

Sample Email TNC Manager

do_not_reply@usverify.com via USVerify <do_not_reply@usverify.com> Report Generation 10:52 AM DU

Employee E-Verify Case Status - Tentative Nonconfirmation (TNC)

To: Dinesh Sapkota,
Reply-To: do_not_reply@usverify.com via USVerify <do_not_reply@usverify.com>

Dear Dinesh Sapkota,

The below associate's E-Verify case status has received a Tentative Nonconfirmation (TNC) status based on the information that was submitted to the E-Verify during their onboarding.

Name: Elaine Goodell
SSN: xx-xxx-3213
You are required to print and provide a copy of FAN letter to the employee.
It is your responsibility to notify an associate of a TNC result and complete the referral process as soon as possible within 10 federal government working days after E-Verify issued the TNC result.

An email notification has been sent to the associate with a link to download the Further Action Notice letter and choose the action they wish to take against the Tentative Nonconfirmation (TNC).
You will receive an another email when an associate completes this process. Then you can work their E-Verify case based on the action the employee wants to take against the TNC.

The information contained in this email and any accompanying documents is intended for the sole use of the recipient to whom it is addressed, and may contain information that is privileged, confidential, and prohibited from disclosure under applicable law. If you are not the intended recipient, or authorized to receive this on behalf of the recipient, you are hereby notified that any review, use, disclosure, copying, or distribution is prohibited. If you are not the intended recipient(s), please contact the sender by e-mail and destroy all copies of the original message. Thank you

This is sample email that would be received by the contacts listed under the location in EOB.

Sample Employee Download Further Action Notice

Tentative Nonconfirmation Instructions

First name: ELAINE	Last name: GOODELL	Social security #: xx-xx-3213	Birth date: 1977-06-09	Verification number: 2020338154822MC
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What is this?

What happens next?

Step 1:

- RECEIVE, read and reply to the Further Action Notice from E-Verify provided by your employer within 10 federal government working days after E-Verify issued the Tentative Nonconfirmation (TNC) by choosing your language download below.
- ENSURE that your name, date of birth, and Social Security number are correct.
- TELL your employer immediately if any information is incorrect. The Further Action Notice explains what a Tentative Nonconfirmation (TNC) is and explains how to visit a Social Security Administration (SSA) field office or contact the U.S. Department of Homeland Security (DHS) and what information you will need.

[Download English Further Action Notice](#) [Download Spanish Further Action Notice](#)

[Next](#)

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Sample Employee TNC Action Selection

Tentative Nonconfirmation Instructions

First name: ELAINE	Last name: GOODELL	Social security #: xx-xx-3213	Birth date: 1977-06-09	Verification number: 2020338165000JH
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What is this?

What happens next?

Step 1: (Completed)

Step 2: (Completed)

Step 3: (Completed)

Step 4: (Completed)

I chose to:

I will take action to resolve this E-Verify case. I understand that I have until 10 days to take action.

I will not take action to resolve this E-Verify case. I understand that if I do not take action E-Verify will be unable to confirm that I am authorized to work in the United States and my employer may terminate my employment.

[Previous](#)

I attest that I have read and understand all the information provided in the TNC Further Action Notice document.

[Electronically Sign and Submit](#)

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