

Create and Submit a Case

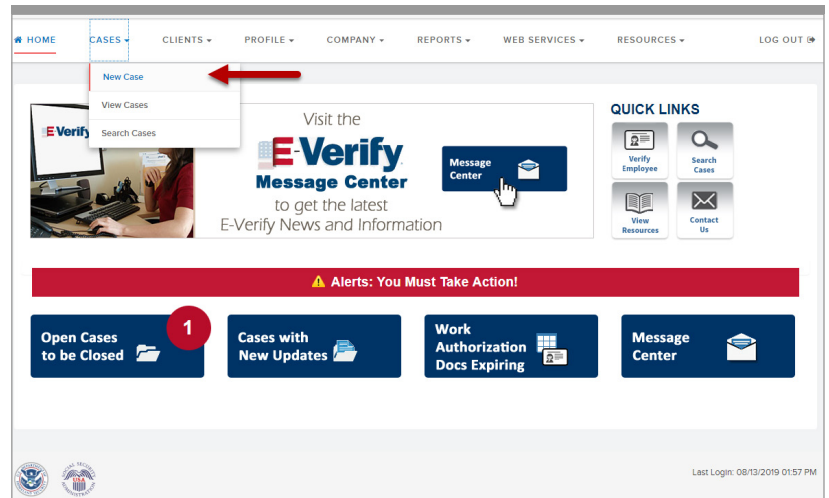


You can create and submit cases in E-Verify by following the steps below.

1

From the E-Verify homepage, select **Cases**.

From the drop-down menu, select **New Case**.



2

Enter the employee's information exactly as it appears on Form I-9.

If the employee provided an email address on Form I-9, you **must** enter it into E-Verify. If the employee did not include an email address, click the box next to *No email address provided*.

- ▶ **Note:** If you don't enter the required information in the correct fields, E-Verify will give you an error message and stop the case.

Click **Continue**.

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3 Select the same box the employee marked in the attestation section in **Section 1** of Form I-9.

Click **Continue**.

4 Click **List A Document** or **List B & C Document**.

Then select the document or combination of documents the employee provided in **Section 2** of Form I-9. Enter the information requested based on the documents selected.

Click **Continue**.

5 Enter the employee's first day of employment.

This is in **Section 2** of Form I-9. You can also choose one of the following:

- Today,
- 1 Day Ago, or
- 2 Days Ago

The corresponding date automatically populates in the **Employee's First Day of Employment** field.

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5

- ▶ **Note:** If you enter a date more than 90 business days beyond the current date, E-Verify will give you an error message. The date you enter **must** be between 11/07/1986 and 90 business days in the future.
- ▶ **Note:** If you create the case in E-Verify three or more days after the employee's first day of employment, you must explain why you are creating the case late. Choose one reason from the **Select a Reason for Delay** drop-down menu. If you choose **Other**, you must type a reason in the **Reason for Delay** text box.

Employee ID is an optional field you can use to assign an internal tracking code or unique identifier to a case.

Click **Continue**.

6

Review the information you entered into E-Verify and make sure it matches the information on the employee's Form I-9.

- If you need to make corrections, click **Edit Case Details**.
- To return to the **Review Case Screen**, click **Continue**.
- Once you confirm the information is correct, click **Submit Case**.
- ▶ **Note:** If you need more time to make sure the information is correct, you can click **Save & Exit**. You can go back to the case later by finding it under **View/Search Cases**.
- ▶ **Note:** If you determine you no longer need to submit this case, you may click the **Close Case** link. The case will be closed without being submitted.

Our job aid on [View/Search Cases](#) explains how to find a closed case later.

Is the information below correct?
Before submitting, take some time to check the information listed in Tes Test's Form I-9. You can change information before receiving case results by clicking the Edit Case Details button.

Employee Information and Attestation

Name	Tes Test
Date of Birth	12/13/1967
Unrestricted Social Security Number	123-45-6777
Client Company Name	Alpha Action Logg
Citizenship Status	Alien Authorized to Work
Alien/USCIS Number	A123456789

6

Employee or Authorized Representative Review and Verification

List A Document	Arrival/Departure Record (Form I-94) with temporary I-551 stamp or refugee admission stamp (receipt)
Expiration Date	12/21/2123
Country of Issuance	Afghanistan
Additional Document	Foreign Passport
Document Number	123456789
Expiration Date	12/12/2020
Country of Issuance	Afghanistan

Additional Case Details

Employee's First Day of Employment	08/12/2019
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[Edit Case Details](#)

By clicking 'Submit Case' I confirm that the case information accurately reflects the information on the employee's Form I-9.
Clicking 'Close Case' will result in the case automatically closing without being submitted.

Submit Case
Save & Exit
Close Case

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