



Remember the Do's and Don'ts When Creating E-Verify Cases

DO's	DON'Ts
<ul style="list-style-type: none">Review acceptable documents from Form I-9 Lists of Acceptable Documents	<ul style="list-style-type: none">Discriminate against workers because of their national origin, citizenship, or immigration status
<ul style="list-style-type: none">Review an identity document with a photo if the employee presented a List B document	<ul style="list-style-type: none">Verify employees hired before Nov. 7, 1986
<ul style="list-style-type: none">Create a case for each newly hired employee no later than the third business day after the employee starts work for pay	<ul style="list-style-type: none">Request specific documents from employees when they complete their Form I-9

<ul style="list-style-type: none"> • Enter the employee's email address in E-Verify if they provided one on their Form I-9 	<ul style="list-style-type: none"> • Create cases for employees hired before you enrolled in E-Verify*
<ul style="list-style-type: none"> • Notify each employee who receives a Tentative Nonconfirmation (TNC) and give them the opportunity to contest it 	<ul style="list-style-type: none"> • Create duplicate cases for the same employee
<ul style="list-style-type: none"> • Give employees their Further Action Notice and discuss it with them privately 	<ul style="list-style-type: none"> • Terminate or take adverse action against an employee because they received a TNC
<ul style="list-style-type: none"> • Close cases timely 	<ul style="list-style-type: none"> • Share any login information, including user ID and password
<ul style="list-style-type: none"> • Safeguard all personally identifiable information 	

*Certain federal contractors may create E-Verify cases for employees that were hired before the contractor enrolled in E-Verify.

Learn more about creating and closing E-Verify cases by visiting our [E-Verify Videos](#) and [Monitoring and Compliance](#) pages. Visit our [Temporary Policy Related to COVID-19](#) page for E-Verify and Form I-9 changes due to the coronavirus. Stay tuned for more! Follow us [@EVerify](#) on Twitter.