

# I-9 Verifications Fact Sheet

---

Your screening company offers I-9 verifications as a post-hire service that supplements your screening program, and we'd like to take this opportunity to help you understand some important facts about this helpful verification service.

## What is the difference between an I-9 and an I-9 verification?

Practically every employer needs to collect and maintain I-9 paperwork on every employee they hire, and they must obtain this paperwork within 3 days of the start date. The paperwork must be kept on file in case the company is ever audited by the Department of Homeland Security. Unfortunately, the paperwork alone has no way of guaranteeing that any employee is legitimately documented, and an audit will take much more time as a result.

An I-9 verification takes I-9 documentation much further by providing verification and proof that the employee is in fact legally authorized to work in this country. By integrating with both the Social Security Administration and the Department of Homeland Security, an I-9 verification provides an electronic paper trail that can prove the legitimate status of all employees and can satisfy an audit quickly and easily. In addition, it proves that the employee is providing real documentation and telling the truth about their status, giving more credibility to them as an employee.

Several states already require I-9 verifications in addition to paperwork, and other laws are in the works that would require them for additional states or for certain classes of federal workers.

## What is E-Verify?

E-Verify is the software and system provided by the DHS (and powered by a company called CSC) to provide online verification of I-9's. This system takes a fair amount of time to set up, train on, and manage effectively. Your screening company's technology is integrated to E-Verify, meaning that you can get all the advantages of I-9 verification without needing to use a separate website or to learn and manage the process yourself.

## How many steps does it take to verify an I-9?

It depends. If you use your screening company's electronic I-9 verification, then 80-90% of your I-9 verifications will come back as verified within an hour after submission (on average), with no additional steps necessary.

The remaining 10-20% of searches require additional verification, which can involve up to a dozen steps including tentative non-confirmation, secondary confirmation by the SSA, an inquiry to the DHS, and so on. Some steps involve the applicant taking action if desired, which of

course can slow down the process by several days. The majority of I-9's which are not auto-verified are due to name mismatches between the applicant's documentation and the SSA or DHS databases, and can be resolved by the applicant.

Your screening company will manage the entire process and provide all necessary paperwork for any I-9's that are not automatically verified.

## How do I-9 verifications protect me in case of an audit?

If you perform electronic I-9 verifications, the results are stored along with rest of the background report in your background screening software. These results include complete documentation proving that the candidate was accurately and properly verified, and you can provide this to an auditor simply by looking up the employees in question in your screening software system. This should satisfy the auditor that you have done all necessary due diligence in ensuring that your employees are legally authorized to work.

## What resources do I have in case of any problems?

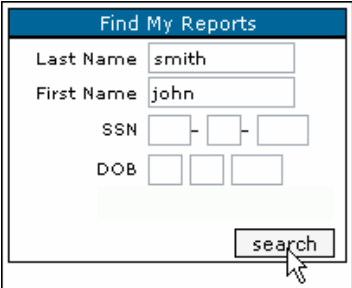
Your screening company is ready and able to answer your questions about I-9's or to handle any specific problems that may arise. As long as your I-9 request has accurate information, you will normally only hear from your screening company when the request is complete or if more steps are needed by you (such as informing a candidate to take paperwork to the SSA to confirm their identity).

In addition, your screening company has direct access to the software vendor that built the I-9 Verification engine, and indirect access to developers who help maintain E-Verify. You can rest assured knowing that this team will quickly and effectively process all your I-9 verification requests.

## How an I-9 verification works

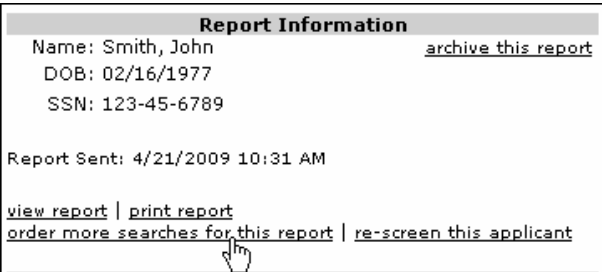
1. When a candidate has been hired, bring them up in your screening software within 3 days of their start date (but not before their start date). Use the **Find My Reports** area to look up your employee.

**NOTE:** If you attempt to run the I-9 before the start date, or more than 3 days after, it will not complete successfully.



The screenshot shows a web form titled "Find My Reports". It contains input fields for "Last Name" (filled with "smith"), "First Name" (filled with "john"), "SSN" (three empty boxes), and "DOB" (three empty boxes). A "search" button is located at the bottom right, with a mouse cursor pointing at it.

2. Once you are looking at the employee's screen, order an



The screenshot shows a web page titled "Report Information". It displays the following details: Name: Smith, John; DOB: 02/16/1977; SSN: 123-45-6789. Below this, it says "Report Sent: 4/21/2009 10:31 AM". At the bottom, there are four links: "view report", "print report", "order more searches for this report", and "re-screen this applicant". A mouse cursor is pointing at the "order more searches for this report" link.

additional search for them by clicking [order more searches for this report](#), as shown.

3. The employee's name and info will auto-populate the profile screen, though you may need to add the address if it was not added originally. Confirm that the information is correct, and click **Continue**.

4. You'll be presented with an online form that asks for the same info collected on a paper I-9 form. Fill out this information accurately, making sure to add all required fields. (Again, make sure the Hire Date is no later than today's date, and earlier than 3 days ago.)

**Employee Information and Verification**

Hire Date: \*  mm/dd/yyyy

Citizenship status: \*

Alien Identification (Registration) Number:

Alien I-94 (Admission) Number:

Alien Authorized to work until:  mm/dd/yyyy

Maiden Name:

Employee Signature Date: \* 03/23/2009 mm/dd/yyyy

**Employer Review and Verification**

Complete List A -OR- Both List B and List C

5. When finished, confirm and submit as you would any order.
6. Check the online system or your email notification after at least 1 hour. If the candidate has not been auto-verified, then your screening company will contact you with any additional steps or give you the final status later. You can request the status of the verification at any time by clicking [status request](#) while viewing the search in progress.

That's it! I-9 verifications are as simple as ordering any other search or verification, and the results are automatically integrated into your overall applicant screening report.



**[www.InfoCheckUSA.com](http://www.InfoCheckUSA.com)**