



## U.S. Citizenship and Immigration Services

### What is E-Verify?

E-Verify is an Internet-based system that compares information from an employee's Form I-9, Employment Eligibility Verification, to data from U.S. Department of Homeland Security and Social Security Administration records to confirm employment eligibility.

#### Instant Verification of Employment Eligibility

E-Verify's most impressive features are its speed and accuracy. **E-Verify is the only free,** fast, online service of its kind that verifies employees' data against millions of government records and provides results within as little as three to five seconds.



#### Today, E-Verify is:

- **Used nationwide by more than 600,000 employers of all sizes**
- **Used at more than 1.9 million hiring sites**
- **Joined by about 1,400 new participating companies every week**
- **One of the federal government's highest-rated services for customer satisfaction.**

*This page provides general overview information about E-Verify. For instructions and policy guidance, [click here](#) to visit the For Employers section of the website, or [click here](#) to visit the For Employees section of the website.*

Last Reviewed/Updated: 02/26/2016



## Enrollment Checklist



### Before you enroll, you must decide:

- Who will electronically sign the E-Verify Memorandum of Understanding (MOU) on behalf of your company?
- Which hiring sites will participate in E-Verify?
- If you are a federal contractor with the FAR E-Verify clause, which employees will you verify?
- Which company location(s) will access E-Verify?
- Who in your company will have access to E-Verify?
- Who in your company should be a program administrator?



### To enroll, you will need to know:

- Contact information for your company's E-Verify Memorandum of Understanding (MOU) signatory (name, phone number, fax number and email address)
- Company name
- "Doing business as" name (optional)
- Data Universal Numbering System (DUNS) number (optional)
- The physical address of the location from which your company will access E-Verify (including county)
- Company mailing address (if different from physical address)
- Employer identification number (also called a Federal Tax ID Number)
- Total number of employees for all of your company's hiring sites that will participate in E-Verify (you'll choose from a range of numbers)
- Parent organization (optional)
- Administrator name (E-Verify corporate account) (optional)
- The first three digits of your company's primary North American Industry Classification System (NAICS) code (if you don't know it, we'll help you find it when you enroll)
- The number of hiring sites that will participate in E-Verify in each state



### For all registered users, you must be ready to provide:

- Name
- Phone number
- Fax number (optional)
- Email address

[Text Version of Page \(PDF, 30 KB\)](#)

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## U.S. Citizenship and Immigration Services

# The Enrollment Process

When you enroll your company in E-Verify, you need to tell us some basic information about your company and agree to the rules of our program. During the enrollment process, you will:

- Answer four yes/no questions to determine your access method
- Select your organization designation if your company is a federal contractor or other special category
- Review, acknowledge, and agree to the memorandum of understanding (MOU)
- Enter your company details
- Enter your North American Industry Classification System (NAICS) Code
- Provide hiring site information
- Register E-Verify program administrator(s)
- Review and certify the information you entered
- Print your electronically signed MOU

### 1. Visit Enrollment Website and Accept Terms

You can enroll in E-Verify through the [enrollment website](#). You must read and agree to the terms explained before you may continue. Then review the [enrollment checklist](#) and be sure you have all of the required information before you click "Begin E-Verify Enrollment."

### 2. Determine Your Access Method

An [access method](#) provides companies with different functions within E-Verify. The four access methods are employer, E-Verify employer agent, corporate administrator, and Web services.

E-Verify will guide you through four questions to help determine which access method is right for your company. Read the questions carefully because errors can delay us from approving your company's enrollment. Each access method includes an explanation and a question for you to answer. You'll need to answer all four questions in order to continue.

### 3. Review and Confirm Access Method

E-Verify gives you an opportunity to review your enrollment answers and to confirm that the access method selected fits your company's needs.

### 4. Select Your Organization Designation

Certain types of organizations have unique E-Verify requirements so it's important for us to know if your company is a federal contractor with or without the Federal Acquisition Regulation (FAR) E-Verify clause or a federal, state or local government organization. If you select one of those categories, you may be asked additional questions related to that category. If none of those categories applies to your company, you should select 'None of these categories apply.'

## **5. Review and Agree to the Memorandum of Understanding (MOU)**

Review your company's obligations as explained in the MOU and indicate whether that you agree with the terms. You will be given the opportunity to download a copy of your electronically signed MOU at the end of the enrollment process.

## **6. Enter MOU Signatory Information**

Enter the contact information of the person who electronically signed the MOU on the preceding page. You're also given the opportunity to designate this person as an E-Verify program administrator.

## **7. Enter Company Information**

Enter your company details, including your company's name, parent organization, physical verification location, mailing address, employer identification number and total number of employees. If you are enrolling your company in E-Verify employer access and you would like to link this account to an existing corporate administrator account, you may do so.

## **8. Enter or Select North American Industry Classification System (NAICS) Code**

Enter the first three digits of your company's NAICS code if you know it. If you do not know your company's NAICS code, you can leave the NAICS code field blank and click "Generate NAICS code."

## **9. Provide Hiring Site Information**

Enter the number of hiring sites that will participate in E-Verify for each state. Do not include sites that will not participate in E-Verify. Remember, while you are free to choose E-Verify participation on a site-by-site basis, your company must use E-Verify for all newly hired employees at each participating site.

## **10. Register E-Verify Program Administrators**

During enrollment, you can register as many program administrators as you would like, however, you must register at least one. If you indicated earlier that your MOU signatory should also be a program administrator, that person is listed though you can choose to add more. After enrollment, your program administrator(s) can register general users and additional program administrators.

## **11. Review and Certify Information**

Please review the information you've provided because errors can cause delays in approving your enrollment. If you need to change any information, you can do so before you certify and submit your enrollment.

## **12. Print Signed Memorandum of Understanding (MOU)**

The enrollment confirmation page confirms that we have received your enrollment information. Before you go, be sure to print a copy of the Memorandum of Understanding (MOU) you electronically signed. We recommend you share it with your human resources manager, legal counsel and other appropriate staff.

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## U.S. Citizenship and Immigration Services

### System Requirements

E-Verify is an Internet-based service with very simple system requirements. Employers who use E-Verify need:

- A computer with Internet access and one of the following Web browsers:
  - Internet Explorer - version 6.0 and above
    - However, versions prior to 11 have TLS 1.2 disabled by default and you will need to enable it in Internet options by clicking Advanced and then checking the box next to “Use TLS 1.2”
  - Firefox version - 3.0 and above (though we recommended 38.1 or above)
  - Chrome version - 7.0 and above (though we recommended 44 or above)
  - Safari version - 4.0 and above (though we recommended 8 or above)
- Access to a printer
- Adobe Acrobat Reader software. E-Verify documentation is accessible online as

Portable Document Format (PDF) files. If you do not have a program installed on your computer that enables you to view PDF files, you can download the free [Adobe Acrobat Reader software](#).

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## U.S. Citizenship and Immigration Services

### Before You Start

Before you begin using E-Verify, it's important to:

- Set aside time to complete the enrollment process
- Make sure your company is not already enrolled
- Review the [E-Verify Memorandum of Understanding \(MOU\)](#)

Enrolling in E-Verify is easy, but if you need help or have questions:

- Watch the [How to Enroll in E-Verify video](#)
- Read the [Quick Reference Guide for E-Verify Enrollment \(PDF, 1.25 MB\)](#)
- Review the [Enrollment Checklist](#)
- Participate in an [E-Verify Webinar](#)

Contact [E-Verify Customer Support](#)

Visit the [E-Verify Enrollment page](#) to begin enrollment.



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## U.S. Citizenship and Immigration Services

### Publications: Memorandums

On Dec. 8, 2013 E-Verify released three new and three revised Memorandums of Understanding. The MOUs have a revision date of June 1, 2013. The revision date may be found at the bottom of each MOU page. Please see the new and revised MOUs listed below and the [E-Verify MOU Fact Sheet \(PDF, 110 KB\)](#) for additional information

#### Revised Memorandums of Understanding for E-Verify Browser Users

- [E-Verify Employer Memorandum of Understanding \(June 2013\) \(PDF, 149 KB\)](#)
- [E-Verify Employer Agents Memorandum of Understanding \(June 2013\) \(PDF, 178 KB\)](#)
- [Employers using an E-Verify Employer Agent Memorandum of Understanding \(June 2013\) \(PDF, 168 KB\)](#)

#### New Memorandums of Understanding for Web Services Users

- [Web Services Employers Memorandum of Understanding \(June 2013\) \(PDF, 211 KB\)](#)
- [Web Services E-Verify Employer Agents Memorandum of Understanding \(June 2013\) \(PDF, 333 KB\)](#)
- [Employers using a Web Services E-Verify Employer Agent Memorandum of Understanding \(June 2013\) \(PDF, 228 KB\)](#)

#### Memorandum of Understanding for State Workforce Agencies

- [E-Verify Memorandum of Understanding for State Workforce Agencies \(SWA\) \(June 2008\) \(PDF, 312 KB\)](#)

#### Memorandums of Agreement

- [Memorandum of Agreement between USCIS and ICE \(December 2008\) \(PDF, 300 KB\)](#)
- [Memorandum of Agreement between USCIS and OSC \(March 2010\) \(PDF, 369 KB\)](#)

Last Reviewed/Updated: 03/25/2016



**U.S. Citizenship and  
Immigration Services**

## **Enrollment Checklist**

Enrolling in E-Verify is easy. This checklist helps you prepare.