

## E-Verify

### What it is the E-Verify Program?

E-Verify (formerly the Basic Pilot/Employment Eligibility Verification Program) is an on-line system operated jointly by the Department of Homeland Security (DHS) and the Social Security Administration (SSA). The system allows employers to easily and efficiently check the work status of new hires on-line by comparing information from an employee's I-9 form against SSA and DHS databases.

### How can Validity assist my organization with our I-9 verification needs?

As a certified DHS designated agent, Validity may perform the I-9 verifications on behalf of your organization. You will provide us with the required information that is needed to conduct the search via iDsource, our on-line management system or an order form and we will conduct the search on your behalf. The results will be returned within 24 to 48 hours on your completed background report. The results will be stored on iDsource for six years, allowing you to access the information 24/7.

### What information do I need from the applicant?

You will need their name, Social Security number, date of birth, date of hire, citizenship status and the acceptable document(s) that were provided to complete the I-9 form. If the applicant is a lawful permanent resident alien or an alien authorized to work in the United States, you will need the applicant's alien number or I-94 number.

### How can I get started with this service?

Employers interested in using the Employment Eligibility Verification (EEV)/Basic Pilot Program must first register on-line and sign a Memorandum of Understanding (MOU) with the United States Citizenship and Immigration Service (USCIS) and the SSA. Validity will provide your organization with a MOU that you will need to complete. You may view a sample form at <http://www.uscis.gov/files/nativedocuments/MOU.pdf>.

Upon completion, you will return the MOU to Validity. We will forward this to the appropriate government agency and have your account established in approximately 48 business hours. You will be notified when you can start initiating requests to Validity for this service.

### What is the cost for this service?

The fee is \$5.00 per search.