

Self CheckTM
Apply with confidence.



U.S. Citizenship
and Immigration
Services

Self Check

A Service of E-Verify

www.uscis.gov/selfcheck

www.uscis.gov/selfcheck/espanol

Presented by:
The Verification Division of
US Citizenship and Immigration Services
The Department of Homeland Security

Purpose

To provide information about **Self Check**, a service of **E-Verify**

Key Topics

- How does Self Check apply to you?
- Background on E-Verify and Self Check
- Overview of the Self Check Process

What is Self Check? How Does it Apply to Me?

- Self Check is a FREE online service that lets you make sure your records are accurate BEFORE an employer checks your employment eligibility.
- All employers are required to verify the identity and employment eligibility of everyone hired in the United States. Some employers use the E-Verify program (a web-based service) to do this verification.
- In fact, employers use E-Verify at more than one million hiring sites in the U.S. to verify new workers' employment eligibility.
- Self Check lets you verify the same records employers check in E-Verify.

What is E-Verify and How Does it Work?

- E-Verify is a free, web-based service operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that lets enrolled employers electronically verify the employment eligibility of their newly hired employees.
- E-Verify use is voluntary for most employers but employers do use it. In 2011, U.S. employers ran more than 17 million cases through E-Verify.
- The E-Verify process is illustrated below:



What is the Background on Self Check?

- Self Check was requested in a committee report by Congress in 2009
- It was implemented in three phases, beginning with an initial launch to 5 states plus the District of Columbia in March 2011, and a second implementation to 16 additional states in August of 2011.
- As of February 09, 2012, Self Check is now available **nationwide**. This includes all 50 states plus Guam, Puerto Rico, the US Virgin Islands and the Commonwealth of the Northern Marianas Islands.
- Since the launch of Self Check in March 2011, over 65,000 individuals have used Self Check to verify their employment eligibility.

A Comparison of Self Check and E-Verify

	E-Verify Program	Self Check Service
Audience	U.S. businesses	U.S. workers
Purpose	Verify employment eligibility of workforce	Check your own employment eligibility
System Security	Employer registration process and user accounts	Identity assurance process on each use
Legislative Mandate	Required in certain states and for most federal contractors	Voluntary; results cannot be used against you
Availability	50 states and U.S. territories	50 states and U.S. territories

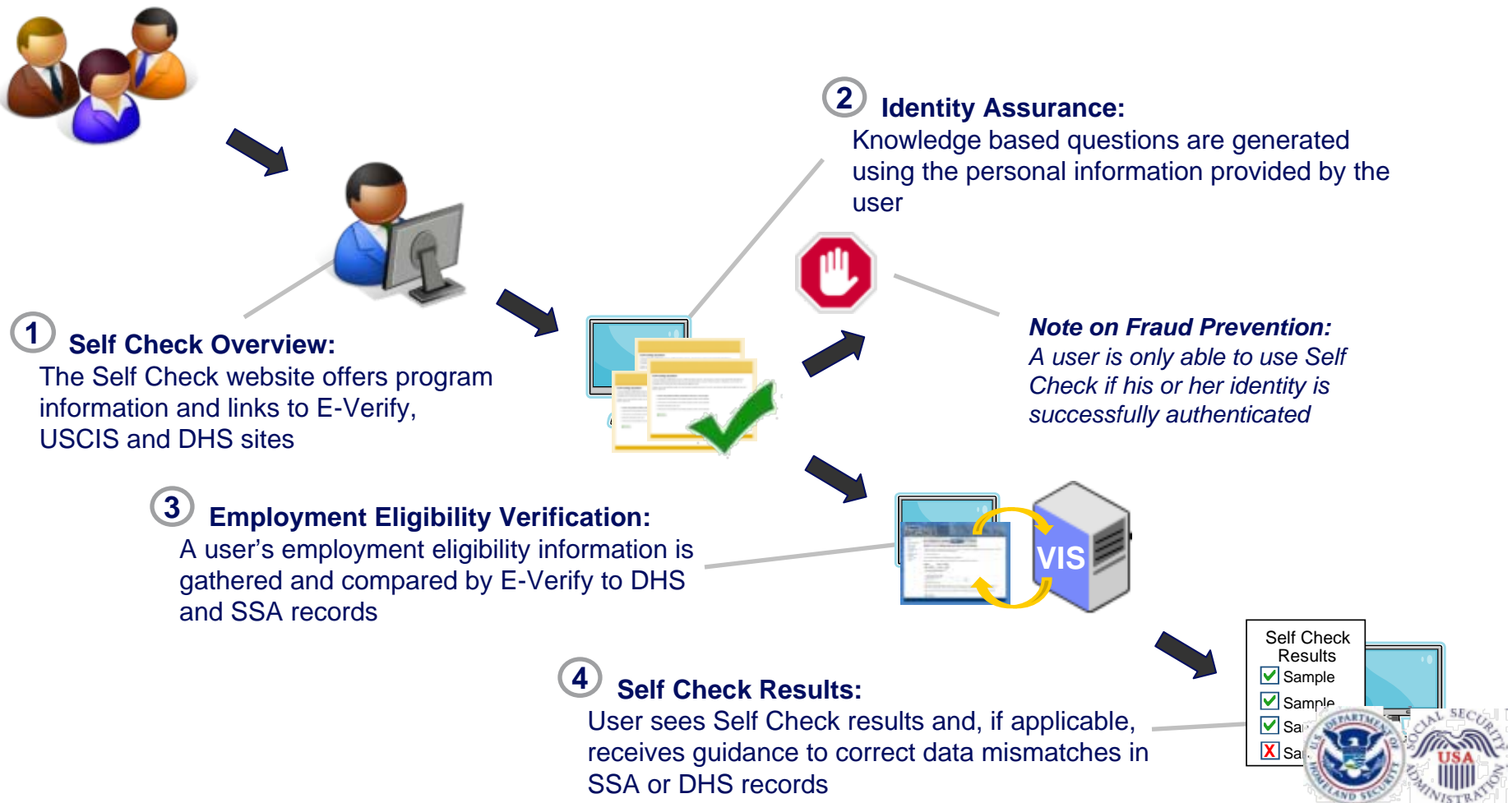
Self Check Provides Value to You!

- Self Check gives you:
 - An opportunity to learn about the employment eligibility verification process.
 - Insight into your employment eligibility as of the date you use Self Check.
 - If necessary, guidance to resolve a mismatch between the information you provide and the data in your records. While following up on a Self Check mismatch is not required, doing so lets you know why there is a mismatch and how to correct it.
- Self Check does not give you a work authorization credential:
 - All employers must still verify the employment eligibility of new hires using the Form I-9, Employment Eligibility Verification
 - E-Verify employers must still verify the employment eligibility of new hires using the Form I-9 and run new hires through E-Verify

Self Check is Four Simple Steps



How The User Experiences Self Check



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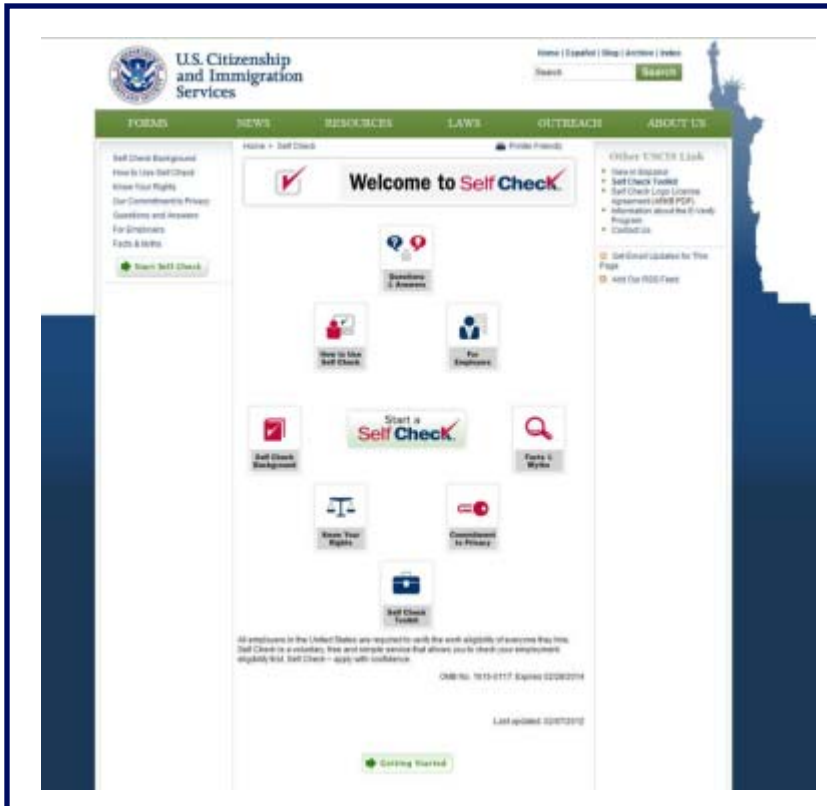


U.S. Citizenship
and Immigration
Services

A Preview of Self Check



Screen Previews | Informational USCIS Self Check Website



Website:
www.uscis.gov/selfcheck
www.uscis.gov/selfcheck/espanol



Screen Previews | Self Check Data Entry



Website:
<https://selfcheck.uscis.gov>

Términos de uso de Self Check

Al acceder, ver o utilizar Self Check, usted acepta usar este servicio de acuerdo con los términos de uso, la Declaración de Privacidad y todos las leyes y reglamentos aplicables. Para utilizar el servicio Self Check, debe aceptar estos términos de uso marcando el encasillado que se encuentra en el margen inferior de esta página.

Términos de uso

Seguridad
 Usted está ingresando a un Sistema del Gobierno de Estados Unidos de América que sólo puede utilizarse para los propósitos autorizados. Los sitios web del Departamento de Seguridad Nacional (DHS, por sus siglas en inglés) se han desarrollado de acuerdo con las Directrices previstas por ISS, que incluyen evaluaciones de riesgo y certificaciones regulares. El Director de Informática del DHS es la autoridad final sobre los requisitos de seguridad y controles de los sitios Web de Seguridad Nacional. Todas las acciones para garantizar la calidad, integridad y utilidad de la información en este sitio han sido llevadas a cabo, a la vez que se garantiza la privacidad y seguridad. Sólo personal autorizado puede

Declaración de privacidad

Nuestro compromiso de privacidad con usted
 USCIS se comprometa a mantener la privacidad de su información personal de identificación (PII, por sus siglas en inglés) conforme con las normas de USDS.

Su expectativa de privacidad
 USCIS comprende que usted espera que su privacidad e información personal estén protegidas. Por lo tanto, el servicio Self Check está diseñado para solicitarle que valide su identidad antes de permitirle el acceso a la información que poseemos sobre usted.

Las preguntas de validación de identidad realizadas y las

Al marcar esta casilla, el botón "Continuar en Español" e "Continue in English" y mediante el uso de este sitio, usted acepta utilizarlo de acuerdo con estos términos y condiciones y todas las leyes y reglamentaciones aplicables. Si no está de acuerdo con estos términos, no puede utilizar Self Check.

Buttons: [Continuar in English](#) [Continuar en Español](#)

ESTABLISH IDENTITY **CONFIRM WORK ELIGIBILITY**

1 Enter ID Data 2 Take a Quiz 3 Enter Document Data 4 Test Results

Enter Your Identifying Information

The information that you enter below will be used by a third party identity assurance service to generate questions. Every Self Check user is required to answer these questions to ensure that an individual is only allowed to perform an employment eligibility check on his or her own records. The name and date of birth entered below will be "locked in" for use in the employment eligibility check later.

*All fields marked with an asterisk are required.
 Please click any question mark icon below to view additional instructions.

Name :

*First Name: MI: *Last Name:

Date of Birth :

*Year: *Month: *Day:

Social Security Number :

- -

Address :


*Street:

*City: *State: *Zip Code:

If you don't see your state in the drop down menu, [click here](#)

Completing Your Identity Assurance Quiz

Be sure to:

- Enter all required information correctly
- If something is unclear, use the helper text 
- Read each question thoroughly and answer carefully
- Complete the quiz in a timely manner; you are given 60 seconds to answer each question
- If a question does not relate to you or none of the other answers are correct, select “None of the above”

Screen Previews | Identity Proofing Quiz



ID Proofing Question

You are using an independent, secure, identity assurance service. This service is using non-governmental information to generate identity-based questions that only you should be able to answer. When the quiz is completed, you will return to complete the E-Verify Self Check employment eligibility check.

Please do not use the Back button on your browser during this process. If you do, your session will be terminated and you will have to start over.

id to the user, one per page

- | options as the correct answer
- | options as the correct answer
- | options as the correct answer

ID Proofing Question

You are using an independent, secure, identity assurance service. This service is using non-governmental information to generate identity-based questions that only you should be able to answer. When the quiz is completed, you will return to complete the E-Verify Self Check employment eligibility check.

Please do not use the Back button on your browser during this process. If you do, your session will be terminated and you will have to start over.

A series of questions will be presented to the user, one per page

- The user can only select one of these options as the correct answer
- The user can only select one of these options as the correct answer
- Answer selected by the user
- The user can only select one of these options as the correct answer

Submit

ptions will be presented to the user, one per page

- only select one of these options as the correct answer
- only select one of these options as the correct answer
- ed by the user
- only select one of these options as the correct answer

governmental information to completed, you will return to

n will be terminated and you will

Screen Previews | Employment Authorization Response



- Self Check Home
- About Self Check
- How to Use Self Check
- Know Your Rights
- Commitment to Privacy
- Questions and Answers



Work Authorization Confirmed

Thomas,

Self Check compared the information you provided to U.S. government databases and can confirm that, based on the information you provided, you are eligible to work in the United States.

If you are hired today by an E-Verify participating employer and you use the same documents and information provided, you will most likely be instantly work authorized when your employer checks your information using E-Verify.

In the event that you are not instantly work authorized, please work with your employer to ensure that your information was entered correctly and, if necessary, follow the steps outlined by E-Verify to resolve any issues.

This does not mean that you are guaranteed to pass through E-Verify without issue. A number of things can happen between now and when a future employer checks your information using E-Verify that may cause you to get a mismatch. Those things include name changes, citizenship status changes, expiration of work authorization, or a simple data entry error when your employer is entering your information into E-Verify. It is important that you keep your records up to date with the government to ensure an accurate employment verification process.

Thank you for completing the Self Check process!

Screen Preview | Possible Mismatch

Self Check Home

About Self Check

How To Use Self Check

Know Your Rights

Our Commitment To Privacy

Questions and Answers

For Employers

Self Check

ESTABLISH IDENTITY


CONFIRM WORK ELIGIBILITY

1 Enter ID Data

2 Take a Quiz

3 Enter Document Data

4 Get Results



Possible Mismatch with Government Information

Thank you for checking on your work authorization information through Self Check. Unfortunately we were not able to automatically verify the information you provided against the government databases used by Self Check.

What does this mean?


- In order to make a final determination, Self Check staff needs to manually review database records
- This does not mean that you are not work authorized. It simply means we have to check the data manually before giving you an answer.

What can you do?


1 SELECT 'PLEASE REVIEW' BUTTON



2 READ & PRINT LETTER





3 CALL DHS



1. **SELECT "REVIEW" BUTTON** - If you want us to further review your work eligibility, please indicate by clicking the "Please Review" button below. Please note that this is not required, but is necessary if you would like us to continue a review at this time.
2. **READ AND PRINT LETTER** - Once you request additional review, read and print the letter which provides a summary of the issue and detailed guidance around your next steps.
3. **CALL DHS** - Once you have read and printed the letter, please follow the instructions in the letter to call DHS to begin the review process.

Please Note: Do not simply run another Self Check query. Doing so will produce the same result you obtained as a result of this query.





Screen Preview | Notice of Possible Mismatch

The screenshot shows the 'Self Check' website interface. At the top, the 'Self Check' logo is displayed. Below it, a navigation menu on the left includes links for 'Self Check Home', 'About Self Check', 'How to Use Self Check', 'Know Your Rights', 'Our Commitment to Privacy', 'Questions and Answers for Employers', and 'For Employers'. The main content area features a red heading: 'Notice of Possible Mismatch with Department of Homeland Security (DHS) Records'. Below the heading are three buttons: 'Print', 'View PDF', and 'Ver en Español'. A table displays the following information:

Deene, David	01/11/2012
Name (Last Name, First Name, MI)	Date of Mismatch
XXXXXXXXXX	2012011456324
Employee's A Number or I-94 number	Case Verification Number

Below the table, there is a section titled 'Instructions' with a sub-heading 'Why You Have This Notice'. The text explains that the mismatch occurred because the information provided did not match the DHS records. It lists several reasons for a mismatch:

- Your information must be manually checked by a DHS representative before confirming work authorization;
- Your personal data and/or document information may have been recorded incorrectly in DHS records;
- Your information may not have been updated in DHS records at the time your information was checked in Self Check;
- Your citizenship or immigration status may have changed; or
- Your record may contain another type of error.

Avoiding Unnecessary Self Check Mismatches

- Make sure you have your identity and work authorization documents with you before you begin
- Use unexpired, up-to-date identification documents
- Make sure you have entered your information accurately
- If you changed your name recently, be sure to update your records with DHS and SSA
- If you naturalized or changed your immigration status recently, be sure to visit SSA and update your records
- Avoid using aliases or nicknames and use only official name as reflected on your government records

Avoiding Unnecessary Self Check Mismatches

- If something is unclear **Click** the  icon located throughout the Self Check

*All fields marked with an asterisk are required.
 Please click any question mark icon below to view additional instructions

Help - Complex Surnames

- Hyphenated names and names with apostrophes are permitted. Enter the entire surname, including prefixes or name stems (excluding periods).
Example:

Correct

De La Cruz

O'Donoghue

Lopez-Garcia
- Do not include suffixes. This includes Jr., Sr., III, etc.
Example:

If you don't see your state in the drop down menu, click here

Hyphens/apostrophes are permitted and name stems

De La Cruz
 O'Donoghue
 Lopez-Garcia

Always enter the name in the "First Name" field

Employee's Name:
 Nguyen Mai
 Correct: Nguyen
 Correct: Mai

Resources for Self Check and E-Verify

Self Check

- Self Check Website: www.uscis.gov/selfcheck and www.uscis.gov/selfcheck/espanol
- To run a Self Check query: <https://selfcheck.uscis.gov>
- Self Check Service Line: (855) 804-0296; (877) 875-6028 (TTY number)
- Self Check Email: everifyselfcheck@dhs.gov

Mismatch/Records-related Questions

- National Customer Service Center: (800) 375-5283; (800) 767-1833 (TTY number)

E-Verify

- E-Verify Website: www.dhs.gov/E-Verify
- E-Verify Email: E-Verify@dhs.gov
- E-Verify Employee Hotline: (888) 897-7781

Department of Justice, Office of Special Counsel for Immigration-Related Unfair Employment Practices

- DOJ OSC Website: www.justice.gov/crt/osc/
- DOJ OSC Hotline: (800) 255-7688