

E-Verify is celebrating its 40th edition. Thank you for subscribing and posting our newsletter to your websites. Your continued support is appreciated.

A NEWSLETTER FOR ALL EMPLOYERS \* JANUARY 2018 ISSUE 40



## NEW YEAR—NEW GOALS!



### Form I-9 Storage and Retention

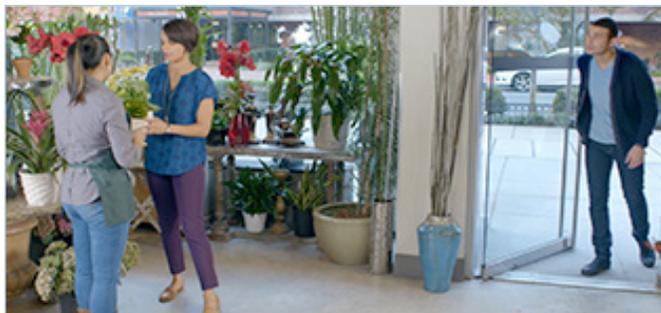
If your company is considering the best process to properly retain and store your Forms I-9, make it a goal to learn about all the options and refer to section 10.5 of our Handbook for Employers M-274, Retaining Copies of Form I-9 Documentation.

### New Automated Client Enrollment Feature for EEs

In December 2017, E-Verify added a new feature. Now clients of E-Verify employer agents (EAs) can sign their memorandum of understanding (MOU) electronically and reducing the time it takes for clients to become “enrolled.” See the updated Supplemental Guide for E-Verify Employer Agents and job aids to learn more.

### Free Spanish Language Form I-9 Interactive Resources

USCIS posted three short Spanish language videos to help employees, employers, and employer agents complete Form I-9. Each closed-captioned video gives examples and important information on how to properly complete most fields, and displays completed screen shots of each section. Visit the Spanish language I-9 Central webpage to learn more.



### E-Verify Enrollment

Take the employment eligibility verification process to the next level by enrolling in E-Verify. Here are a few resources to make it easy:

1. An E-Verify enrollment checklist to help you prepare.
2. A short video overview.
3. A quick reference guide to navigate you through the enrollment and user registration process.

### E-Verify and Compliance

E-Verify has been mandatory in federal hiring since Aug. 10, 2007. Follow the government’s example and learn how to enroll today. E-Verify is free, easy and offers many webinars and resources to help you stay compliant.



### E-Verify Annual Purge of Records Over 10 Years Old

E-Verify must dispose of records that are dated on or before Dec. 31, 2007. E-Verify employers have through Feb. 28, 2018, to download and retain case information from the “Historic Records Report”. See the fact sheet for more information.

### Temporary Protected Status Update – Honduras and Nicaragua

DHS announced extension of Temporary Protected Status (TPS) for Honduras for six months through July 5, 2018 and automatically extended Employment Authorization Documents (EADs) through July 4, 2018.

TPS for Nicaragua will end Jan. 5, 2019. DHS has automatically extended EADs through March 6, 2018.

For employer guidance, visit the I-9 Central TPS webpage.

## QUESTIONS AND ANSWERS

### FORM I-9 Q&A: How far in advance can the Form I-9 be completed?

Form I-9 may be completed as soon as the employer has offered the individual a job and the individual has accepted the offer. Each newly hired employee must complete and sign Section 1 of Form I-9 no later than his or her first day of employment.

### E-VERIFY Q&A: I lost or forgot my user ID. How can I retrieve it?

1. From the E-Verify login page, click ‘Forgot Your User ID’.
2. Enter the e-mail address associated with your E-Verify user ID and click ‘Submit’. If the e-mail address that you entered is on file, your User ID will be emailed to you.
3. Check your email. Your user ID reminder should be in your inbox. Check your spam folder if the email is not in your inbox.