

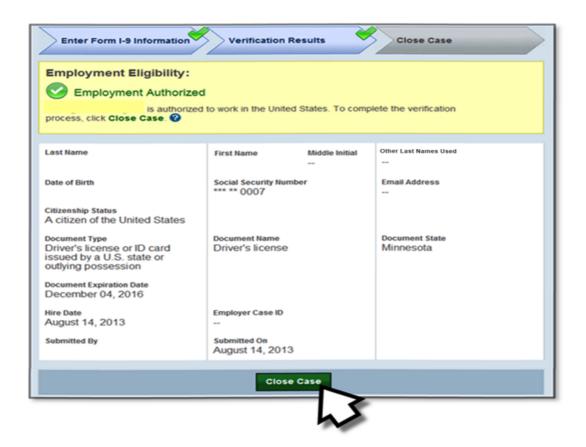
E-Verify User Manual

4.1 CLOSE CASE

To properly complete the E-Verify process, employers must close *every* case they create. To assist employers in making the correct choice and to reduce the number of options, E-Verify requires employers to state whether the employee is still employed. To close a case, employers follow the steps outlined in the Close Case – Process Overview.

CLOSE CASE – PROCESS OVERVIEW

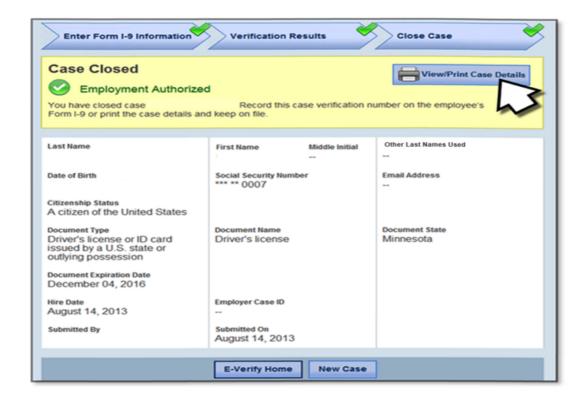
Click Close Case



Next, indicate whether the employee is still employed. Select Yes or No and click Continue.
 Your response to the question "Is (employee's name) currently employed with this company?" will determine which case closure statement options will appear on the next screen.



- Next, select the most appropriate statement and click Continue.
- Record the case verification number on the employee's Form I-9, or print the case details and file it with the employee's Form I-9.



This completes the E-Verify verification process.

Every case created in E-Verify **must** be closed. To close a case, select one of the case closure statements. E-Verify will present only the statements that are relevant to each case because not all of the case closure statements apply to every situation.

NOTE - CLOSE CASE

When answering the question, "Is the employee currently employed with this company?" it is important to consider the following:

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- If the employee did not contest a TNC or received a Final Nonconfirmation or DHS No Show, the employer must decide whether to allow the employee to continue working. If:
 - Employee's employment is continued, select Yes.
 - Employee's employment is to be terminated, select No.
- If the employee has accepted a job offer, but has not yet started work and received a TNC
 which the employee decided not to contest, or received a Final Nonconfirmation, decide
 whether to allow the employee to start work. If the employer decides to:
 - Allow the employee to start work as planned, select Yes.
 - Rescind the employee's employment offer, select No.

Last Reviewed/Updated: 06/12/2017

→ 4.1.1 CASE CLOSURE STATEMENTS