



U.S. Citizenship and Immigration Services

[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

Last Name	First Name	Middle Initial	Other Last Names Used
		--	--
Date of Birth	Social Security Number		Email Address
	*** ** 0007		--
Citizenship Status	Document Name		Document State
A citizen of the United States	Driver's license		Minnesota
Document Type	Document Expiration Date		
Driver's license or ID card issued by a U.S. state or outlying possession	December 04, 2016		
Hire Date	Employer Case ID		
August 14, 2013	--		
Submitted By	Submitted On		
	August 14, 2013		

- 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.

Verify Employee Employee Name Case Verification Number [View/Print Case Details](#)

Enter Form I-9 Information ✓ Verification Results ✓ **Close Case**

Is currently employed with this company?
 Select yes or no and click **Continue**.

Yes
 No

[Back](#) [Continue](#)

- 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.

Case Closed [View/Print Case Details](#)

✓ **Employment Authorized**

You have closed case. Record this case verification number on the employee's Form I-9 or print the case details and keep on file.

Last Name	First Name	Middle Initial	Other Last Names Used
Date of Birth	Social Security Number	*** ** 0007	Email Address
Citizenship Status A citizen of the United States	Document Type Driver's license or ID card issued by a U.S. state or outlying possession	Document Name Driver's license	Document State Minnesota
Document Expiration Date December 04, 2016	Hire Date August 14, 2013	Employer Case ID --	
Submitted By	Submitted On August 14, 2013		

[E-Verify Home](#) [New Case](#)

- 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:

- 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](#)