

# E-Verify<sup>+</sup> Do's and Don'ts



## Do

-  Maintain an active program administrator listed on your E-Verify account
-  Keep up-to-date points of contact on the E-Verify account
-  Create a case as soon as possible, no later than the third business day after the employee's started work for pay
-  Download and file a copy of your employees Form I-9 for your own records
-  Turn on notifications and keep up-to-date with your account throughout the employment verification process



## Don't

-  Create duplicate cases for the same employee without having a valid reason
-  Request employees present specific or unnecessary extra Form I-9 documentation
-  Accept a restricted Social Security Card
-  Fail to enter the employee's email address when it was provided on their Form I-9
-  Fail to create a case no later than the third business day after the employee started work for pay
-  Have Tentative Nonconfirmation (mismatch) cases remain open and without action for more than 10 federal government working days after E-Verify issued the mismatch

Find out more at  
[www.E-Verify/plus](http://www.E-Verify/plus)

