

**Self Check**<sup>TM</sup>  
Apply with confidence.



U.S. Citizenship  
and Immigration  
Services

# Self Check

A Service of E-Verify

[www.uscis.gov/selfcheck](http://www.uscis.gov/selfcheck)

[www.uscis.gov/selfcheck/espanol](http://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
<b>Audience</b>	U.S. businesses	U.S. workers
<b>Purpose</b>	Verify employment eligibility of workforce	Check your own employment eligibility
<b>System Security</b>	Employer registration process and user accounts	Identity assurance process on each use
<b>Legislative Mandate</b>	Required in certain states and for most federal contractors	Voluntary; results cannot be used against you
<b>Availability</b>	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

### ESTABLISH IDENTITY

1 ENTER ID DATA



2 TAKE A QUIZ



3 ENTER DOCUMENT DATA



4 GET RESULTS







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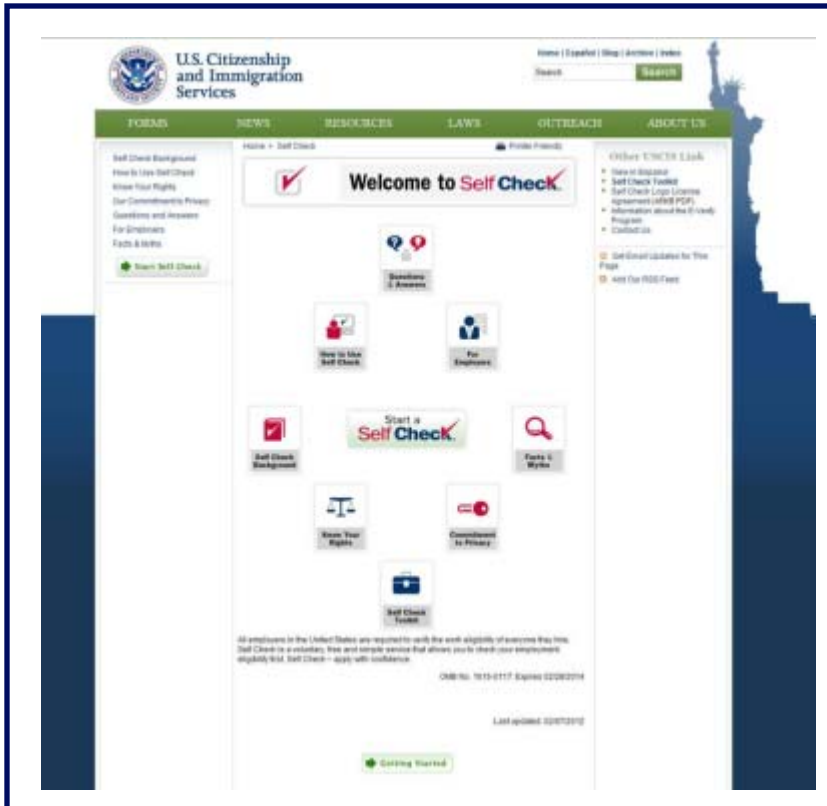


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# A Preview of Self Check



## Screen Previews | Informational USCIS Self Check Website




Website:  
[www.uscis.gov/selfcheck](http://www.uscis.gov/selfcheck)  
[www.uscis.gov/selfcheck/espanol](http://www.uscis.gov/selfcheck/espanol)





# 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

#### 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

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### 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.

Please Review

No Review Requested



# Screen Preview | Notice of Possible Mismatch

The screenshot shows the 'Self Check' interface. At the top, there is a navigation menu with links: '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 and blue header with the 'Self Check' logo. Below the header, the title 'Notice of Possible Mismatch with Department of Homeland Security (DHS) Records' is displayed in red. Three buttons are available: 'Print', 'View PDF', and 'Ver en Español'. A table provides the following information:

Deene, David Name (Last Name, First Name, MI)	01/11/2012 Date of Mismatch
XXXXXXXXXX Employee's A Number or I-94 number	2012011456324 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 data entered did not match the DHS records. A list of reasons follows:

- 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](http://www.uscis.gov/selfcheck) and [www.uscis.gov/selfcheck/espanol](http://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](mailto: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](http://www.dhs.gov/E-Verify)
- E-Verify Email: [E-Verify@dhs.gov](mailto: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/](http://www.justice.gov/crt/osc/)
- DOJ OSC Hotline: (800) 255-7688