

E-VERIFY NOTIFICATION

Upon enrolling in the E-Verify system:

- At each hiring site (generally where I-9 forms are completed), **four posters must be displayed**. These may be printed on standard 8-1/2" x 11" paper. There is no requirement for them to be laminated or purchased. You may download them from the USCIS website.
 - E-Verify Participation poster in English and Spanish
 1. http://www.uscis.gov/USCIS/Controlled%20Vocabulary/Native%20Documents/E-Verify/E-Verify_Poster_V08-08_Standard_English.pdf
 2. <http://www.uscis.gov/USCIS/E-Verify/EVerifyPosterSpanish1.pdf> AND
 - Right to Work poster in English and Spanish
 3. [http://www.uscis.gov/USCIS/Verification/E-Verify/E-Verify_Native_Documents/Right to Work Poster English.pdf](http://www.uscis.gov/USCIS/Verification/E-Verify/E-Verify_Native_Documents/Right_to_Work_Poster_English.pdf)
 4. [http://www.uscis.gov/USCIS/Verification/E-Verify/E-Verify_Native_Documents/Right to Work Poster Spanish.pdf](http://www.uscis.gov/USCIS/Verification/E-Verify/E-Verify_Native_Documents/Right_to_Work_Poster_Spanish.pdf)
- Be sure to note in your offer letters the need for employees to complete the Form I-9 and to have the information verified through E-Verify. Employees must be informed that they will need to provide a social security **number** (temporary or permanent) for this verification to be completed timely.
(They do NOT have to present a social security card as documentation of their eligibility to work in the U.S. They may present any document(s) from the List of Acceptable Documents on the Form I-9.)
- If employees choose to present documents from List B, they must present documents that include a photo ID.
- Effective June 1st, the Recruitment Management System (RMS) will include notification that state agencies participate in E-Verify.