

I-9 Employment Eligibility Verification Fact Sheet

GObackgrounds.com offers an **I-9 Employment Eligibility Verification** as a post-hire service that supplements your screening program, and we'd like to take this opportunity to help you understand some important facts about this verification service.

What is the difference between an I-9 and an I-9 Employment Eligibility Verification from eVerify?

Practically every employer needs to collect and maintain I-9 paperwork on every employee they hire, and they must obtain this paperwork within 3 business days of the start date. The paperwork must be kept on file in case the company is ever audited by the Department of Homeland Security (DHS). Unfortunately, the paperwork alone has no way of guaranteeing that any employee is legitimately documented, and an audit will take much more time as a result.

An **I-9 Employment Eligibility Verification** takes I-9 documentation much further by providing verification and proof that the employee is in fact legally authorized to work in this country. By integrating with both the Social Security Administration (SSA) and the Department of Homeland Security (DHS), an **I-9 Employment Eligibility Verification** provides an electronic paper trail that can prove the legitimate status of all employees and can satisfy an audit quickly and easily. In addition, it proves that the employee is providing real documentation and telling the truth about their status, giving more credibility to them as an employee.

Several states already require an **I-9 Employment Eligibility Verification** in addition to paperwork, and other laws are in the works that would require them for additional states or for certain classes of federal workers.

What is eVerify?

eVerify is the software and system provided by the DHS to provide on-line verification of I-9's. This system takes a fair amount of time to set up, train on, and manage effectively. GObackgrounds.com's technology is integrated to eVerify, meaning that you can get all the advantages of I-9 verification without needing to use a separate website or to learn and manage the process yourself.

How many steps does it take to verify an I-9?

It depends. If you use GObackgrounds.com's electronic **I-9 Employment Eligibility Verification**, then 80-90% of your I-9 verifications will come back as verified within an hour after submission (on average),

with no additional steps necessary.

The remaining 10-20% of searches requires additional verification, which can involve up to a dozen steps including tentative non-confirmation, secondary confirmation by the SSA, an inquiry to the DHS, and so on. Some steps involve the applicant taking action if desired, which of course can slow down the process by several days. The majority of I-9's which are not auto-verified are due to name mismatches between the applicant's documentation and the SSA or DHS databases, and can be resolved by the applicant.

GObackgrounds.com will manage the entire process and provide all necessary paperwork for any I-9's that are not automatically verified.

How do I-9 Employment Eligibility Verifications protect me in case of an audit?

If you perform an electronic **I-9 Employment Eligibility Verification**, the results are stored along with the rest of the background report in your GObackgrounds.com on-line account. These results include complete documentation proving that the candidate was accurately and properly verified, and you can provide this to an auditor simply by looking up the employees in question in your GObackgrounds.com on-line account. This should satisfy the auditor that you have done all necessary due diligence in ensuring that your employees are legally authorized to work in the U.S.

What resources do I have in case of any problems?

GObackgrounds.com is ready and able to answer your questions about I-9's or to handle any specific problems that may arise. As long as your I-9 request has accurate information, you will normally only hear from GObackgrounds.com when the request is complete or if more steps are needed by you (such as informing a candidate to take paperwork to the SSA to confirm their identity).

In addition, GObackgrounds.com has direct access to the software vendor that built the **I-9 Employment Eligibility Verification** engine, and indirect access to developers who help maintain eVerify. You can rest assured knowing that this team will quickly and effectively process all your I-9 requests.

1. When a candidate has been hired, bring them up in your GObackgrounds.com on-line account within 3 business days of their start date (but not before their start date). Use the **Find My Reports** area to look up your employee.

NOTE: If you attempt to run the I-9 before the start date, or more than 3 business days after, it will not complete successfully.

2. Once you are looking at the employee's screen, order an additional search for them by clicking **order more searches for this report**, as shown.

3. The employee's name and info will auto-populate the profile screen, though you may need to add the address if it was not added originally. Confirm that the information is correct, and click **Continue**.

4. You'll be presented with an on-line form that asks for the same info collected on a paper I-9 form. Fill out this information accurately, making sure to add all required fields. (Again, make sure the Hire Date is no later than today's date, and earlier than 3 days ago.)

5. When finished, confirm and **submit** as you would any order.

6. Check the on-line system or your email notification after at least 1 hour. If the candidate has not been auto-verified, then GObackgrounds.com will contact you with any additional steps or give you the final status later. You can request the status of the verification at any time by clicking **status request** while viewing the search in progress.

That's it! An **I-9 Employment Eligibility Verification** is as simple as ordering any other search or verification, and the results are automatically integrated into your overall applicant screening report. For more information, please contact:

Patrick K. Collard
Managing Member & Corporate Investigator
GObackgrounds.com
1-888-GOBACK-1 ext. 83
patrickc@GObackgrounds.com