

## Referral Letter to the U.S. Department of Homeland Security (DHS)

Employee's Last Name, First Name		Employee's Social Security Number	
Employee's A-Number		Employee's Document Number(s)	
Date Referred to DHS		Case Verification Number	
Reason for this Referral Letter:	<input type="checkbox"/>	<b>DHS Tentative Nonconfirmation.</b> The information entered for this employee does not match U.S. Department of Homeland Security records.	
	<input type="checkbox"/>	<b>Photo Mismatch Resulting in DHS Tentative Nonconfirmation.</b> The photograph on the document this employee provided for Form I-9, Employment Eligibility Verification does not match with the photograph in U.S. Department of Homeland Security records.	

### Instructions for the Employer

**IMPORTANT**  
The employee must sign and date below.

- Review this Referral Letter (in private) with the employee as soon as possible.
- Ensure the name, Social Security number (SSN), U.S. Passport number, A-number, I-94 number and/or driver's license number or state ID card number at the top of this Referral Letter are correct. If this information is incorrect, you must close this case in E-Verify and create a new case with the correct information.  
**IMPORTANT:** If the employee cannot read, you must read this Referral Letter to the employee. If the employee does not fully understand English, and speaks Spanish, Chinese, Haitian-Creole, Japanese, Korean, Russian, Tagalog or Vietnamese, you must provide the employee with this Referral Letter in one of these languages, found in 'View Essential Resources.'
- You and the employee must sign and date this Referral Letter in the space provided below.
- Give a copy of this signed Referral Letter in English to the employee and attach a copy to the employee's Form I-9.

**Complete all blank fields below.**

Employer's Name	
Employer Representative's Name	Employer Representative's Phone Number
Employer Representative's Signature	Date
Employee's Signature	Date

#### For Photo Mismatch ONLY

You must complete this Referral Letter and send a copy, along with a copy of the employee's photo document, to DHS. You can either attach and submit a digital copy of the photo document in E-Verify or send a paper copy to DHS via an express shipping carrier of your choice. Do NOT send through regular United States Postal Service mail.

Express Shipping Carrier Address	Attach and Submit
U.S. Department of Homeland Security- USCIS 10 Fountain Plaza, 3rd Floor Buffalo, NY 14202 Attn: Status Verification Office- Photo Matching	Make a digital copy of the employee's photo document (e.g. with a scanner or a camera) and save it to your computer. Then attach and submit the copy in E-Verify.

## Instructions for the Employee

### Why You Received this Referral Letter to the U.S. Department of Homeland Security (DHS)

Your employer participates in E-Verify, a program managed by the U.S. Department of Homeland Security (DHS) and the Social Security Administration (SSA). E-Verify compares the information you gave on Form I-9, Employment Eligibility Verification with the government's records to verify that you are permitted to work in the United States. If you presented an Employment Authorization Document, Permanent Resident Card or a U.S. Passport or Passport Card, E-Verify allows your employer to verify that the photograph on your document matches the photograph in DHS records.

You received this Referral Letter because E-Verify indicated that the information entered into E-Verify from your Form I-9 does not match DHS records. You received a 'DHS Notice to Employee of Tentative Nonconfirmation' and you decided to contest. This does not mean that you gave incorrect information to your employer or that you are not permitted to work in the United States.

A DHS Tentative Nonconfirmation may occur if:

- Your name, A-number, and/or I-94 number was recorded incorrectly in DHS records.
- Your U.S. Passport, Passport Card, driver's license or state ID card information could not be verified.
- Your information was not updated in DHS records at the time your information was checked in E-Verify.
- Your citizenship or immigration status changed.
- There is another type of error on your DHS record.
- Your employer did not submit your information correctly to E-Verify.

### What You Must Do

1. Ensure that your name, Social Security number, U.S. Passport number, A-number, I-94 number and/or driver's license number or state ID card number on the first page of this Referral Letter are correct. Tell your employer immediately if there is incorrect information.

**Foreign Students and Exchange Visitors Only:** DHS cannot resolve this case if your Student Exchange Visitor Information System (SEVIS) record is incorrect. Before you call DHS, try to contact your Designated School Official or Responsible Officer and ensure your SEVIS record is correct.

2. You must call DHS **within 8 federal government workdays** from the date of this Referral Letter, by **MM/DD/YYYY**, to resolve your case.

- **For a DHS Tentative Nonconfirmation call 888-897-7781 (TTY: 877-875-6028)**

Your employer cannot take any adverse action against you based on your decision to contest a TNC or while your case is still pending with DHS. Adverse actions include: terminating or suspending employment, withholding pay or training, delaying a start date or otherwise limiting your employment.

3. **Have this Referral Letter with you when you call DHS.** DHS may ask you to provide additional information or documents to resolve your case.
4. **This Referral Letter is important** – save a copy for your records.
5. Tell your employer immediately if any of the information you gave changes as a result of your call to DHS so your employer can update their records.

### For More Information

For more information on E-Verify, including our privacy practices and program rules, visit the E-Verify website at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

### Report Violations

If you believe your employer has violated E-Verify rules, or treated you in a discriminatory or unfair manner, we encourage you to report it. To report employer misuse, privacy violations, and general E-Verify complaints, contact the E-Verify Employee Hotline at 888-897-7781 (TTY: 877-875-6028) or e-mail [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov).

To report employment discrimination based upon your citizenship, immigration status, or national origin, or other misuse of E-Verify, contact the Department of Justice, Civil Rights Division, Office of Special Counsel for Immigration Related Unfair Employment Practices at 800-255-7688 (TTY: 800-237-2515). For more information, visit the Office of Special Counsel's website at [www.justice.gov/crt/osc](http://www.justice.gov/crt/osc).