



**SAMPLE**



**Further Action Notice**  
**Tentative Nonconfirmation (TNC)**

(Social Security Administration (SSA) and U.S. Department of Homeland Security (DHS))

<i>For SSA Field Office Staff: use EV STAR and see POMS RM 10245.005ff</i>	
Employee's Last Name, First Name	Employee's Social Security Number
Employee's A-Number	Employee's Month/Year of Birth
Date of Tentative Nonconfirmation	Case Verification Number
Reason for this Notice:	

Your employer, \_\_\_\_\_, participates in E-Verify. E-Verify compares the information that you provided on your Form I-9 (Employment Eligibility Verification) with Social Security Administration (SSA) and Department of Homeland Security (DHS) records to confirm that you are authorized to work in the United States.

**Why you received this notice:**

You received this Further Action Notice from \_\_\_\_\_ because it appears that some of the information that your employer entered into E-Verify does not match the records that DHS and SSA currently have for you. This does not necessarily mean you gave incorrect information to your employer, or that you are not authorized to work in the United States. There are several reasons why your information may not have matched – you can read more about these reasons online [www.e-verify.gov/employees/tentative-nonconfirmation-tnc-overview](http://www.e-verify.gov/employees/tentative-nonconfirmation-tnc-overview).

Next, you will need to take a few steps before E-Verify can let your employer know that you are authorized to work in the United States.

**What you need to do:**

- 1. Review your information at the top of this page.** Let \_\_\_\_\_ know if there are any errors. Your employer will be able to close this case and input your information in E-Verify again with the correct information, hopefully resolving this case. If your information is correct, move to step 2.
- 2. Decide if you want to take action to resolve this case.** If your information above is correct, then you can choose to take action to correct your record so that DHS and SSA records reflect that you are authorized to work in the United States.

If you decide not to take action to resolve this case, E-Verify will be unable to confirm that you are authorized to work in the United States and your employer can terminate your employment.

For information on employee rights and responsibilities, [www.e-verify.gov/employees/employee-rights-and-responsibilities](http://www.e-verify.gov/employees/employee-rights-and-responsibilities).

### **Taking action to resolve a case:**

You have **8 Federal Government working days** to take action (visit an SSA field office **AND** contact DHS) from the date your employer sends your case in E-Verify. Your employer must give you a Referral Date Confirmation, which will tell you the date by which you must visit SSA and contact DHS.

#### **Visit SSA Field Office:**

To take action to begin to resolve this case, you must visit an SSA field office to update your information. If you live in an area where there is a SSA Card Center, you are **required** to visit the Card Center. To locate an SSA office, visit [www.socialsecurity.gov/locator](http://www.socialsecurity.gov/locator), or call SSA at 800-772-1213 (TTY: 800-325-0778).

Bring this Further Action Notice when you visit SSA. Tell SSA that you have an E-Verify issue.

SSA cannot update your record without proof that a change is needed. Below are examples of documents you may need to prove your age, identity, name change, and citizenship status. Bring original documents, **not** photocopies:

- Proof of your age: a birth certificate or passport
- Proof of your identity: a driver's license or passport
- Proof of a legal name change: a marriage certificate, if you current name is not on your SSN card
- Proof of a U.S. citizenship or work-authorized status:
  - If a U.S. citizen – a Naturalization Certificate, U.S. public birth certificate, or U.S. passport, or
  - If you are not a U.S. citizen – a Permanent Resident Card (Form I-551), Employment Authorization Document (Form I-766), or Arrival-Departure Record (Form I-94) showing work-authorized status.

**IMPORTANT:** If you are a naturalized U.S. citizen and the reason for this notice on Page 1 is “SSA is unable to confirm U.S. citizenship;” you do not need to visit an SSA field office to resolve the SSA TNC. Instead, call DHS at 888-897-7781 within 8 Federal Government working days from the date your employer refers your case (TTY: 877-875-6028) to confirm your status as a U.S. citizen. Provide DHS the following information:

- The case verification number from Page 1 of this Further Action Notice; AND
- Your Naturalization Certificate Number or Alien Number. If you do not have your Naturalization Certificate Number or your Alien Number, visit an SSA field office with your proof of U.S. citizenship to resolve the SSA TNC.

#### **Contact DHS:**

To take action to resolve this case, you have two options. You can call DHS at 888-897-7781 (TTY: 877-875-6028) and speak to a representative, who will help you work through the details of your case. If you have a myE-Verify account, you can also electronically submit documents to DHS that show your employment authorization. Do this by:

1. Logging in to myE-Verify at <https://myeverify.uscis.gov>;
2. Clicking on myUploads and entering your case verification number;
3. Uploading your documents. Acceptable file formats are **.jpg**, **.jpeg**, **.png**, and **.pdf** and cannot exceed 4MB; and
4. Calling DHS at 888-897-7781 (TTY: 877-875-6028) and telling the representative that you uploaded documents for your case.



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Have this Further Action Notice open when you call DHS, so that you can refer to it. If you need help in another language, be sure to ask for an interpreter.

**Contact your State Motor Vehicles Agency (if instructed by DHS):**

If you provided your employer a state driver’s license or state identification card and DHS was unable to resolve your case, you may need to contact the state motor vehicles agency that issued your driver’s license or state identification card.

To check on the status of your case, visit myE-Verify at <https://myeverify.uscis.gov/>.

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**Please indicate below whether or not you intend to dispute this case.**

<b>I choose to: (check one)</b>			
<input type="checkbox"/>	I will take action to resolve this E-Verify case. I understand that I have until _____ to take action.		
<input type="checkbox"/>	I will not take action to resolve this E-Verify case. I understand that if I do not take action E-Verify will be unable to confirm that I am authorized to work in the United States and my employer may terminate my employment.		
Employee’s Signature		Date	

**Report Discrimination**

To report employment discrimination based upon your citizenship, immigration status, or national origin, contact the Department of Justice, Civil Rights Division, Immigrant and Employee Rights Section (IER) at 800-255-7688 (TTY:800-237-2515). For more information, visit IER’s website at [www.justice.gov/ier](http://www.justice.gov/ier).