

## E-Verify Affidavit Frequently Asked Questions

**What is E-Verify?** E-Verify is a federal Web-based system that electronically verifies the employment eligibility of newly hired employees. It works by allowing participating employers to electronically compare employee information taken from the I-9 Form (the paper-based employee eligibility verification form used for all new hires) against records in the Social Security Administration's database and the records in the Department of Homeland Security immigration databases.

**How do I know which E-Verify Affidavit I need for my business?** If your business has more than ten (10) company/nation-wide employees (not Dunwoody employees) you will need to submit the E-Verify Affidavit for more than ten (10) employees. If your business has less than ten (10) company/nation-wide employees (not Dunwoody employees) you will need to submit the E-Verify Affidavit for less than ten (10) employees.

**Who should sign the E-Verify Affidavit?** Any individual authorized on behalf of the company may complete the E-Verify Affidavit.

**Do applicants need to sign the E-Verify Affidavit every time a benefit is requested or renewed?** No. A company/organization must submit an E-Verify Affidavit annually to the City of Dunwoody.

**Can I email or fax a copy of the E-Verify Affidavit?** Yes. The E-Verify Affidavit can be mailed, emailed or faxed. It must be completed in its entirety.

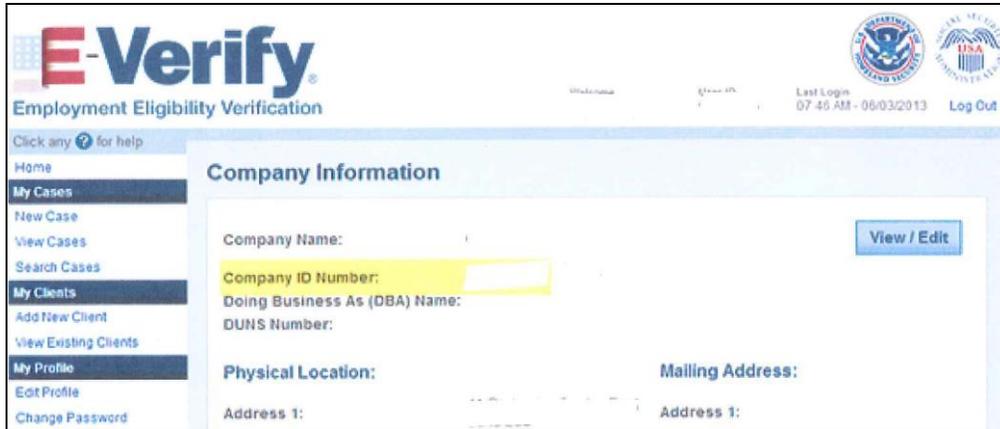
**What if the applicant who has applied for a public benefit refuses to sign the E-Verify Affidavit?** If the applicant refuses to sign the E-Verify Affidavit the City will not provide the public benefit. The City is required to submit an annual compliance report to the Department of Audits and Accounts for all contracts entered into for the 'physical performance of services'. Beginning January 1, 2012 the same provisions will apply to the issuance of occupational tax certificates and other licenses/permits.

**Where Do I Find My E-Verify Number?** The Human Resources Department for your business should have that information, if you have registered. The E-Verify number, which consists of four to six numerical characters, is located directly below the E-Verify logo on the first page of the memorandum of understanding (MOU) entered into between your business and the Department of Homeland Security (DHS) to use E-Verify.

**What if I cannot locate or do not have access to my MOU?** If the HR director/program administrator for E-Verify from your business has taken the E-Verify tutorial, you may obtain your company ID number by: 1) Logging in to E-Verify with your assigned user ID and password; 2) From 'My Company,' select 'Edit Company Profile;' 3) The Company Information page will display the company ID number. If your HR director/ program administrator has not completed the tutorial, you must contact E-Verify Customer Support at 888-464-4218 or at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov) for assistance.

**Is the Federal Tax Identification Number/Employer Identification Number (EIN) the same as the E-Verify Number?** No. While you will be required to provide the Federal Tax Identification Number/EIN for your business to DHS in order to register for E-Verify, a separate number, which consists of four to six numerical characters, will be provided as the E-Verify number for your business by DHS, which will be located on the MOU.

**I know my business has enrolled in E-Verify but where can I find my E-Verify Authorization number?** Log in to E-Verify with your assigned user ID and password. From 'My Company,' select 'Edit Company Profile.' The Company Information Page (shown below) will display your company ID number. The 'Company ID Number' highlighted in yellow is the E-Verify Authorization number for your business.



**How do I get my E-Verify Authorization number?** If your business has more than ten (10) company/nation-wide employees you will need to register through the E-Verify website to obtain your E-Verify number. Please see the instructions below on where to register for your E-Verify number.

### Instructions on Where to Register for your E-Verify Authorization Number

1. Visit the E-Verify Website at <http://www.uscis.gov/everify>



2. To register for your E-Verify number click on the link titled **Enroll in E-Verify** on the right side. It is circled below in red.

