

Citizenship and Immigration Employment Verification

DESCRIPTION

U.S. Citizenship and Immigration Services' (USCIS) Systematic Alien Verification for Entitlements (SAVE) Program and the Social Security Administration (SSA) are jointly operating a free program which allows employers to get automated confirmation of all newly hired employee's work authorization after an Employment Eligibility Verification form (I-9) has been completed.

PURPOSE

Through a web-based program, employers now have the ability to directly verify employment authorization. The purpose of this program is to provide an effective, nondiscriminatory work eligibility verification procedure focusing on electronic verification. An employer's participation in this program is voluntary and free.

HOW THE PROCESS WORKS

All employers must ensure proper completion of the Employment Eligibility form (I-9) for each newly hired employee, including U.S. citizens and aliens. Employers who sign up to participate in the program complete the Form I-9 verification process as usual, but then enter and submit the Form I-9 information through a web-based computer program to the SSA's database. If SSA does not have sufficient information to confirm work authorization status, queries are instantaneously sent to USCIS for confirmation.

In most cases, confirmation or denial of work authorization is provided within seconds. If more information is required to complete the confirmation process, the employer is asked to have the employee contact SSA or USCIS to provide the needed information. This is the only way an employer can get confirmation from the Department of Homeland Security regarding their employee's work authorization.

HOW TO REGISTER

Employers can register online at <https://www.vis-dhs.com/employerregistration> and follow the instructions for completing the Memorandum of Understanding (MOU) and registering for the program. For additional information on this program, please call the SAVE Program at 1-888-464-4218.

CONTACT INFORMATION

U.S. Citizenship and Immigration Service
Systematic Alien Verification for Entitlements (SAVE) Program
<https://www.vis-dhs.com/employerregistration>
1-888-464-4218



Department of Workforce Services

140 East 300 South Salt Lake City, Utah 84111 1-888-920-WORK jobs.utah.gov

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Auxiliary aids and services are available upon request to individuals with disabilities. Call (801) 526-9240. Individuals with speech and/or hearing impairments may call the state relay by dialing 711. Spanish Relay Utah: 1-888-346-3162.