



E-Verify® is a registered trademark of the U.S. Department of Homeland Security.

E-Verify is a free and simple to use Web-based system that electronically verifies the employment eligibility of newly hired employees.

All employers must:

1. Post a notice informing employees of your use of E-Verify, as well as anti-discrimination posters.
2. With the exception of certain federal contractors, E-Verify must be used for newly hired employees only. It can't be used to verify the employment eligibility of current employees.
3. E-Verify must be used for all new employees regardless of national origin or citizenship status.
4. E-Verify must be used only after hire and after completion of the Form I-9.
5. You may not pre-screen applicant through E-Verify.

The U.S. Small Business Administration is committed to educating all its members on how to complete Form I-9 and enroll in E-Verify. You can pick up instructions and information at the E.S. Muskie Federal Building, 68 Sewall Street Room 512 Augusta office anytime during regular business hours. This packet will explain the steps to take and how to enroll. You can also visit www.dhs.gov/E-Verify for more information.