



THE STATE OF FLORIDA  
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**MEMORANDUM 029-19HR**

**TO:** Agency Administrators  
**FROM:** Carolyn Horwich, Esq., Director of Human Resources  
**THROUGH:** Rip Colvin, Executive Director  
**SUBJECT:** Introduction to E-verify  
**DATE:** August 15, 2019

**E-Verify and FORM I-9**

Form I-9, Employment Eligibility Verification, is the key element of E-Verify’s web-based employment eligibility verification. E-Verify electronically compares information the employer enters from Form I-9 to records available to the Social Security Administration and the U.S. Department of Homeland Security. This verification confirms an employee’s eligibility to work in the United States.

Although E-Verify uses information from Form I-9, there are some important differences between Form I-9 and E-Verify requirements.

Form I-9	E-Verify
Is mandatory	Is voluntary for most employers, including those under Justice Administration
Does not require a Social Security number	Requires a Social Security number*
Does not require a photo on identity documents ( <a href="#">List B</a> )	Requires a photo on identity documents ( <a href="#">List B</a> )

Form I-9	E-Verify
Must be used to reverify expired employment authorization	MAY NOT be used to reverify expired employment authorization

## Getting Started

If you have decided to use E-Verify to confirm the employment eligibility of your new hires through E-Verify you will need to enroll in E-Verify. Visit E-Verify to enroll as a new employer at [e-verify.gov/employers](http://e-verify.gov/employers).

Employers who participate in E-Verify must sign the E-Verify Memorandum of Understanding (“MOU”), the agreement between the employer, the U.S. Department of Homeland Security (“DHS”) and the Social Security Administration (“SSA”) and sets the terms of conditions of participation in the program. The MOU can be found by visiting: [www.e-verify.gov/employers/enrolling-in-e-verify](http://www.e-verify.gov/employers/enrolling-in-e-verify).

To get familiar with the E-Verify system, we recommend that you participate in the E-Verify Webinars. They are scheduled every month and are free. Please note to register early as spaces fill up fast. The Webinars can be found by visiting: [www.e-verify.gov/about-e-verify/e-verify-webinars](http://www.e-verify.gov/about-e-verify/e-verify-webinars)

If you have questions about E-Verify, you can find answers to many common questions at [www.e-verify.gov/contact-us](http://www.e-verify.gov/contact-us) or call 888-464-4218.

Thank you.

