

Form I-9 Glossary of Key Terms

FOR INFORMATIONAL PURPOSES ONLY

Alien (Non-citizen)

Any person who is not a citizen or national of the United States.

Admission Number or I-94 Number

An 11-digit number that is found on the Arrival-Departure Record (Form I-94).

Alien Registration Number ("A" Number)/Alien ID Number/or Alien Number

A unique 7-, 8- or 9-digit number assigned to a non-citizen at the time his/her A-file is created.

Anti-Discrimination Notice

The Anti-Discrimination Notice is published by the Office of Special Counsel for Immigration Related Unfair Employment Practices, Department of Justice and provides information to employees concerning discrimination in the workplace. The Basic Pilot Memorandum of Understanding (MOU) requires participating employers to display both the English and Spanish versions of this notice in a prominent place that is clearly visible to prospective employees.

Authorized Worker

An individual who is allowed to work legally in the United States.

Basic Pilot Program

The Basic Pilot is a voluntary program in which employment eligibility of all newly hired employees can be confirmed after the Employment Eligibility Verification (Form I-9) has been completed. The program involves separate verification checks of databases maintained by the Social Security Administration (SSA) and the Department of Homeland Security (DHS).

Basic Pilot Participation Notice

The Basic Pilot Notice informs perspective employees that an organization is participating in the Basic Pilot Program. The Basic Pilot Memorandum of Understanding (MOU) requires participating employers to display both the English and Spanish versions of this notice in a prominent place that is clearly visible to prospective employees.

Case Verification Number

The Case Verification Number is a unique number obtained from the Basic Pilot system.

Designated Agent

A Designated Agent is an organization appointed by the Department of Homeland Security (DHS) and Social Security Administration (SSA) to initiate the Basic Pilot verification procedures on behalf of employers in accordance with the Basic Pilot manual and Basic Pilot Web-Based tutorial. The Designated Agent produces the Memorandum of Understanding (MOU) to be signed by participating parties and using necessary equipment, the Designated Agent queries the automated system using information supplied by the employer and immediately communicates responses back to the employer. Further, the Designated Agent provides the employer with all required notices as prescribed within the MOU.

DHS No Show

An official response received by the employer when the subject employee has not contacted the Department of Homeland Security (DHS) to resolve his/her case and 10 Federal Government workdays have passed since the date of referral. The "No Show" response is considered a "Final Nonconfirmation".

Discrimination

Adverse treatment of individuals based on group identity. In employment situations, discrimination is defined as differential treatment based on individual characteristics, such as race or gender that are unrelated to productivity or performance.

Document Type

Type of document(s) presented by the newly hired employee to verify identity and employment eligibility.

Employment Authorized

The designation that an employee is authorized to work in the United States.

Employment Eligibility Verification (Form I-9)

Every time an employer hires a new employee to perform labor or services in return for wages or other remuneration, the employee and the employer must complete the Form I-9. This requirement applies to all employees hired after November 6, 1986.

Employment Verification

Process of verifying authorization to work in the United States.

Final Nonconfirmation

A final result obtained from the transaction database indicating that the employee's work eligibility has not been authorized.

Foreign-Born

An individual who was born outside of the United States. American citizens can be foreign-born, either because they were born abroad to at least one parent of U.S. citizenship or because they were naturalized or derived U.S. citizenship through their parents.

Fraudulent Documents

Identity and/or employment authorization documents that are counterfeit or were originally legitimate, but have been altered to change the identifying information or images to represent another person.

Green Card

A slang term describing the Alien Registration Card (Form I-551). Many versions of the I-551 are actually not green in color.

Handbook for Employers (M-274)

Document that provides a step-by-step explanation of what an employer must do to meet its responsibilities under the Employer Sanctions provision of the Immigration and Nationality Act (INA). It also explains the responsibilities and rights of employees in the hiring and verification process and provides expanded information about how to avoid employment discrimination based on citizenship or national origin.

I-9 Form

The Department of Homeland Security (DHS) official form which employers must use to verify the work authorization status of all newly hired workers in the United States. The form was developed following passage of the Immigration Reform and Control Act of 1986.

Illegal Alien

A foreign national who (1) entered the United States illegally or with fraudulent documentation or (2) who, after entering legally as a non-immigrant, violated his/her status and remained in the United States without authorization.

Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA)

A major immigration law enacted on September 30, 1996. Among other things, IIRIRA mandated that the Department of Homeland Security (DHS) conduct and evaluate three pilot verification programs, including the Basic Pilot Program.

Immigrant

A non-citizen who has been granted permanent lawful residence in the United States. Immigrants either obtain immigrant visas at consular offices overseas or, if a visa number is immediately available, adjust their status at the United States Immigration and Custom Enforcement (ICE) offices. (Also see **Lawful Permanent Resident**)

Immigration Reform and Control Act 1986 (IRCA)

A controlling immigration law enacted on November 6, 1986, designed to gain control over immigration. It provides for the legalization of certain long-term undocumented aliens and agricultural workers, increased border enforcement, and made it unlawful to hire undocumented workers. It also required the U.S. employers verify the identity and work authorization status of all newly hired persons.

Immigration Status Verifiers (ISVs)

The group of Department of Homeland Security (DHS) field office employees who verify immigration status for benefits agencies and Pilot employers. One of their functions is to verify the status of individuals receiving a tentative nonconfirmation from DHS.

Initial Verification

An automated query of the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS) databases. Results will either verify employment eligibility or require additional verification.

Lawful Permanent Resident

A non-citizen who has been lawfully granted the privilege of residing and working permanently in the United States. (Also see **Immigrant**)

Memorandum of Understanding (MOU)

A signed document in which an employer agrees to abide by the provisions of the Pilot Program and in which the Social Security Administration (SSA) and the Department of Homeland Security (DHS) agree to provide certain materials and services.

Non-Immigrant

A non-citizen who enters the United States temporarily for a specific period of time and purpose. This category includes foreign government officials, visitors for business and pleasure, students and temporary workers.

Notice to Employee of Tentative Nonconfirmation

This is a computer generated notice given to an employee after a Tentative Nonconfirmation response has been received from the Social Security Administration (SSA) or the Department of Homeland Security (DHS). If an employee contests the Tentative Nonconfirmation response, he/she must contact the appropriate Government Agency to resolve the discrepancy in order to continue employment. If an employee contests a Notice of Tentative Nonconfirmation, he/she has eight federal government work days to resolve his/her case.

Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC)

Office established in the U.S. Department of Justice by the Immigration Reform and Control Act of 1986 to provide remedies for immigration related discrimination applicable to employer sanctions and employment verification. The office provides a mechanism for dealing with discriminatory employment practices, including hiring and discharge from employment based on citizenship status or national origin.

Passport

Any travel document issued by a competent authority showing the bearer's origin, identity and nationality, which is valid for the entry of the bearer into a foreign country. If this document is used for Form I-9 purposes, it must be unexpired with either an I-551 stamp or an attached Form I-94 indicating unexpired employment authorization.

Permanent Resident or Legal Permanent Resident

A non-citizen who has been lawfully granted the privilege of residing and working permanently in the United States.

Permanent Resident Card, Form I-551, DEC 1997

Issued by the legacy INS after December 1997. The document is valid for 10 years. In the current version of the I-551, the card title was changed from Resident Alien to Permanent Resident Card.

Prescreen

To evaluate the employment authorization status of an individual before hiring him/her. This practice is prohibited by the Immigration and Control Act of 1986.

Referral Notice

An employee contesting a Tentative Nonconfirmation response from the Social Security Administration (SSA) or the Department of Homeland Security (DHS), is provided with the appropriate agency referral notice instructing his/her to contact the government within 8 Federal Government workdays from the date of referral to resolve any discrepancy in his/her record.

Sanctions (Employer)

Prohibition's of Section 274A of the Immigration and Nationality Act that make it unlawful to hire or continue to employ workers who are not authorized to work in the United States. It provides for fines and imprisonment for employers who knowingly hire workers who are not work authorized.

Secondary Verification

The second stage of employment verification under the Pilot Programs. For the Department of Homeland Security (DHS), an Immigration Status Verifier reviews the case to determine the availability of additional information relevant to an employee's work authorization status. This step is required if there is a mismatch between the Social Security Administration (SSA) and the Department of Homeland Security (DHS) databases and the employee information entered by the employer.

Secure Documents

Documents that have special features such as holograms, embedded images, biometric identifiers, or other security features that make them difficult to counterfeit. Such documents are typically issued through processes that are also secure.

Systematic Alien Verification for Entitlements (SAVE)

An intergovernmental information sharing program administered by the Department of Homeland Security (DHS) and used by benefit issuing agencies and employment verification pilot employers to determine a non-citizen's immigration status.

Tentative Nonconfirmation

The new employee's information is compared to Government records and can not be confirmed. The employee must contact either the Social Security Administration (SSA) or the Department of Homeland Security (DHS) to resolve the discrepancy in order to continue employment.

Transaction Database

The administrative database that captures all Basic Pilot transactions by employers, Social Security Administration (SSA) and the Department of Homeland Security (DHS).

U.S. Citizen

An individual who is born in the United States or attains U.S. citizenship by being born abroad to U.S. citizen parents, by being naturalized or by deriving citizenship following his/her parents' naturalization.

Unauthorized Worker

A non-citizen who does not have legal permission to work in the United States because of his/her immigration status or because he/she has applied and been found ineligible for work authorization.

Undocumented Immigrant

A non-citizen who does not have permission to enter or reside in the United States. (Also see **Illegal Alien**.)
