

## Our Services

### Employment Eligibility Verification

Verify I-9, LLC acts as your "Designated Agent" to the Social Security Administration and the Department of Homeland Security to verify the employment eligibility of your new employees. We query the federal databases using information from your Form I-9s and inform you immediately when a response is received. In addition:

**Notices:** We provide the participation and anti-discrimination notices that you are required by your participation in the program to display;

**Instruction Manual:** We provide a detailed program manual describing the verification process and your responsibilities while participating in it;

**Data Backup:** We maintain a secure archive of all I-9 Forms and other documents submitted to us by you. We will also maintain a record of all verifications and other data received from the SSA and the DHS on your behalf. All data is backed up and archived to an off-site, secure location;

**Data Integrity:** We manually review all Form I-9s and other documents submitted to us by you for accuracy;

**Audit Assistance:** We provide document retrieval and other assistance in the event that your records are audited by the DHS, SSA or a local government agency.

### Certifications and Affirmations

State and local governments in Georgia, Arizona, Tennessee and a growing number of other states have enacted laws requiring companies holding business licenses or seeking public contracts to affirm that they verify the employment eligibility of their new hires.

The services provided by Verify I-9, LLC not only meet or exceed state and local government requirements, but we also supply the affidavits and other documents required by those government agencies to qualify your company to receive public contracts or hold a business license.