

E-Verify Enrollment Checklist

Before you enroll, you must decide:

- Who will electronically sign the E-Verify memorandum of understanding (MOU) on behalf of your company?
- Which hiring sites will participate in E-Verify?
- Which company location(s) will access E-Verify?
- Who in your company will have access to E-Verify?
- Who in your company should be a program administrator?

To enroll, you will need to know:

- Contact information for your company's E-Verify memorandum of understanding (MOU) signatory (name, phone number, fax number, and email address)
- Company name
- "Doing business as" name (if applicable)
- The physical address of the location from which your company will access E-Verify
- Company mailing address
- Employer identification number (Federal Tax ID Number)
- Total number of employees for all of your company's hiring sites that will participate in E-Verify
- The first three digits of your company's North American Industry Classification System (NAICS) code
- The number of hiring sites that will participate in E-Verify in each state

For all registered users, you must provide:

- Name
- Phone number
- Email address