

Online I-9 Management and E-Verify Set Up Instructions

Step 1: Contact NCS

- Call 888-527-3282 or email McKensie (mckensie@nationalcrimesearch.com).

Step 2: Complete I-9 + DHS Access Form (below)

- Type your information in the **Return to, Email address, and Phone number for follow up** fields below.
- Complete **Company Information, Contact Information, and Service Referral** sections.
- Email to mckensie@nationalcrimesearch.com
- ***Please note:** Each EIN or Federal Tax ID will have to fill out a separate MOU, even if it's under the same business name.

Please Wait 24 - 48 Hours To Receive The Memorandum Of Understanding (MOU)

Step 3: Complete and Sign Memorandum of Understanding

- When you receive an email back from an NCS representative with a completed MOU attached, **print and sign the agreement.**
- Scan and email to mckensie@nationalcrimesearch.com or Fax to 800-571-6303.

*Please Wait 24 - 48 Hours For Login Information**.*

****Multiple locations may take a few days longer**

*****IMPORTANT:** If your company already has a E-Verify account, please call the Department of Homeland Security (1-888-464-4218) and cancel your current client ID number and give them the new client ID number from the new MOU. If you don't, it will impede the expediting of this service. If there is a problem, it could take 7-14 days to complete the registration.

I-9 + DHS Access Form

Follow instructions to complete client setup for the I-9 + DHS product option.

- 1) Type your information in the **Return to, Email address, and Phone number for follow up** fields below.
- 2) Complete **Company Information, Contact Information, and Service Referral** sections.
- 3) Email to mckensie@nationalcrimesearch.com
- 4) When you receive an email back from an NCS representative with a completed Memorandum of Understanding (MOU) (with Customer, USVerify, and DHS-USCIS signatures) attached, write DHS Client Code and Effective Date indicated on MOU in **Agreement Information** section.

To: National Crime Search, Inc.	
E-mail address: mckensie@nationalcrimesearch.com	
Return to:	_____
Email address:	_____
Phone number for follow-up:	_____
Date:	_____

COMPANY INFORMATION

Company Name: _____

Company Address: _____

County or Parish: _____

Employer Identification Number (Federal Tax ID Number): _____

Total Number of Employees: _____

NAICS Industry Code: _____

*If you do not know the NAICS Industry Code, you **MUST** complete the Type of Company/Industry below.*

Type of Company/Industry: _____

CONTACT INFORMATION

Contact Name: _____

Title: _____

Contact Phone: _____

Contact Fax: _____

Contact E-mail: _____

SERVICE REFERRAL:

Name of Company That Referred You To This I-9 Service: Payroll Solutions Inc

MOU Details
To be filled out by USVerify

MOU delivered to client by Fax Email on (date): _____

MOU completed delivered on (date): _____

AGREEMENT INFORMATION

If the customer is ordering I-9 Services with DHS access, attach a copy of the completed I-9 + DHS Access Form along with the completed MOU (complete with customer, USVerify, and DHS-USCIS signatures) and send with the Form 88.

Complete the checkboxes below to indicate when ready for setup:

- Completed I-9 + DHS Access Form
- MOU with Customer, USVerify, and DHS-USCIS signatures
- DHS Client Code: _____ *(received from completed MOU)*
- MOU Effective Date: _____ *(date MOU completed delivered to company)*