



DIOCESE OF CHARLOTTE PASTORAL CENTER  
HUMAN RESOURCES

**E-Verify Procedures for Diocese of Charlotte Locations  
Effective 10/1/2012, Updated 11/4/2021**

**Procedures for all new hires and/or rehires:**

- Make sure Form I-9 is completed correctly – all applicable fields completed in Employee and Employer sections, no unexpired documents. Refer to directions for completing I-9.
- Add payroll location number to top of form before sending to PrimePay.
- Submit cover page, Form I-9 and copy of photo ID to PrimePay by fax or email within three business days of hire.
- Keep I-9 on file at your location. Keep copies of identification with it, along with confirmation document from PrimePay.
- Rehires are considered new hires for E-Verify. You may be able to use the previous I-9 form for rehired employee; best practice is to have the employee complete a new form.
- Transfers within the diocese are considered new hires for E-Verify; send I-9 to PrimePay.

**After submitting the documents to PrimePay, you will receive one of these responses:**

- **Employment Authorized** - The employee's information matched with Social Security Administration (SSA) and/or U.S. Department of Homeland Security (DHS) records, or
- **DHS Verification in Process** - This case is referred to DHS for further verification. No action is required until further notice from E-Verify, or
- **SSA or DHS Tentative Nonconfirmation (TNC)** - Information does not initially match SSA or DHS records. Additional action required – PrimePay will send the necessary forms and let you know what you must do. An employee has the right to challenge the results but must act within eight business days.

**Reminders:**

- Display posters in English and Spanish beginning October 1, 2012.
- E-Verify is not a pre-hire authorization. Do not submit documents to PrimePay until the person has been hired. For school personnel (e.g. teachers) who may be hired some time before they actually report for work, you may submit their Form I-9 once the new hire paperwork has been completed.
- You cannot ask for specific documents from an employee. See the back of the form for acceptable documents.
- Only employees hired on or after October 1, 2012 are subject to E-Verify requirements.
- Contact PrimePay if you do not receive a response within three days of submitting an I-9.

**Resources:**

- [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify) , [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central)

# PrimePay Contacts for E-Verify

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**Fax Number:**

You will be faxing your completed I-9 Form with a cover page and your division number noted at the top of the I-9 to:

***PrimePay***

***Attention: Nedda Errico***

***Fax # 520-320-6003***

***You may also scan and email*** the completed I-9 Form with a cover page and your division number noted at the top of the I-9 to

***everify@primepay.com***