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**Timeframes for Enrollment and Use**

Your deadline for initiating verification for employees depends on whether you are newly participating in E-Verify or are already participating in the program.

**Companies New to E-Verify**

If your company is not currently enrolled in E-Verify, you must:

- Enroll in E-Verify as a federal contractor with Federal Acquisition Regulation (FAR) E-Verify clause within 30 calendar days of the award date of a contract that contains the FAR E-Verify clause.
- Initiate verification of all your newly hired employees within 90 calendar days of your enrollment date.
- Initiate verification of existing employees assigned to the qualifying contract within 90 calendar days of enrolling in E-Verify or 30 calendar days of the employee's assignment to the contract, whichever date is later.
- If you choose to verify your entire workforce, you must initiate verification of all existing employees within 180 calendar days.

**Companies Already Participating in E-Verify**

If your company is already enrolled in E-Verify, but is not designated as a federal contractor with the FAR E-Verify clause in your contract, you must do the following:

- Do not re-enroll in E-Verify. Update your "Maintain Company" page in E-Verify to "federal contractor with FAR E-Verify clause" within 30 calendar days of the award of a new federal contract that contains the FAR E-Verify clause.
- As an existing user of E-Verify, you are required to verify new hires within three days of hire.
- Initiate verification of all existing employees assigned to the qualifying contract within 90 calendar days of designating your company as a federal contractor with the FAR E-Verify clause.
- If you choose to verify your entire workforce, you must initiate verification of all existing employees within 180-day calendar days.

Note: When you specify in E-Verify which employees you will verify, the selection you make will affect the 180-day time period for verifying all existing employees. If you select entire workforce, you must initiate verification of all existing employees within 180 calendar days. Once you select entire workforce, you are not permitted to change this decision once you begin verifying your existing workforce outside a covered contract.

**Employees Exempt from E-Verify**

The following employees are exempt from the E-Verify requirement, and you are not permitted to verify these employees in E-Verify:

- Employees hired on or before November 6, 1986 and continuing in employment with the same employer.
- Employees who have been previously authorized to work in E-Verify (but not exempt if a new hire).

The following employees are not required to be verified in E-Verify, but you may choose to verify them:

- Employees who perform work such as general company administration or indirect or overhead functions and do not perform any substantial duties applicable to the contract. This exemption does not apply to employers who have chosen to verify their entire workforce.
- Employees who hold an active confidential, secret, or top secret security clearance in accordance with the National Industrial Security Program Operating Manual (NISPOM) or Homeland Security Presidential Directive – 12 (HSPD-12 credential).

**Note:** Transportation Worker Identification Credential (TWIC) cards are not HSPD-12 credentials.

For additional information see the [E-Verify Supplemental Guide for Federal Contractors](#).

This table will assist you in understanding your timeframes for enrolling and using E Verify.

	When do I enroll in E-Verify?	When do I verify new hires?	When do I verify existing employees assigned to a contract?	When do I verify all existing employees if I choose to do so?
<b>New E-Verify Users</b>	<p>Within <b>30</b> calendar days of award or modification of a contract that contains the FAR E-Verify clause.</p> <p>When you enroll, select <b>Federal Contractor with FAR E-Verify clause</b> when prompted in E-Verify.</p>	<p>Initiate verification of all your new hires within <b>90</b> calendar days of enrolling in E-Verify and selecting which employees you will verify. *</p> <p>Note: Consider any employees you hire before you make this selection in E-Verify to be existing employees for purposes of E-Verify.</p>	<p>Initiate verification for all existing employees assigned to a contract within <b>90</b> calendar days of enrolling in E-Verify and selecting which employees you will verify.</p> <p>OR</p> <p>Within <b>30</b> calendar days of employee's assignment to a contract, whichever date is later.</p>	<p>Initiate verification for all existing employees, regardless of whether they are assigned to a federal contract, within <b>180</b> calendar days of enrolling in E-Verify if you have selected <b>Entire Workforce</b> when asked which employees you will verify.</p>
<b>Existing E-Verify Users</b>	<p>Do <b>NOT</b> re-enroll. Within <b>30</b> calendar days update your <b>Maintain Company</b> page in E-Verify to reflect <b>Federal Contractor with FAR E-Verify clause</b>.</p>	<p>Initiate verification for all your new hires within <b>90</b> calendar days of updating your <b>Maintain Company</b> page and selecting which employees you will verify.*</p> <p>Note: Consider any employees you hire before you make this selection in</p>	<p>Initiate verification for all existing employees assigned to a contract within <b>90</b> calendar days of updating <b>Maintain Company</b> page and selecting which employees you will verify.</p> <p>OR</p> <p>Within <b>30</b> calendar days of employee's assignment to a contract, whichever date is later.</p>	<p>Initiate verification of all existing employees, regardless of whether they are assigned to a federal contract, within <b>180</b> calendar days if you have selected <b>Entire Workforce</b> when asked which employees you will verify in your <b>Maintain Company</b> page.</p>

**Start Here**

- [Enroll in E-Verify](#)
- [Log in to E-Verify](#)
- [Contact E-Verify](#)

**Useful Links**

- [Federal Contractors Required to Use E-Verify System](#)
- [Frequently Asked Questions: Federal Contractors and E-Verify](#)
- [E-Verify MOU \(89KB PDF\)](#)

**External Links**

- [Federal Acquisition Regulation \(FAR\)](#)
- [Civil Rights Division Office of Special Counsel E-Verify Resources Page](#)

- [Add Our RSS Feed](#)
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		E-Verify to be existing employees for purposes of E-Verify.		
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\* Once you begin verifying new hires, initiate a query no later than the third business day after the employee's start date.

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