

# National Archives and Records Administration (NARA)

## Instructions to Download Historic Records Reports in E-Verify

Prepared for

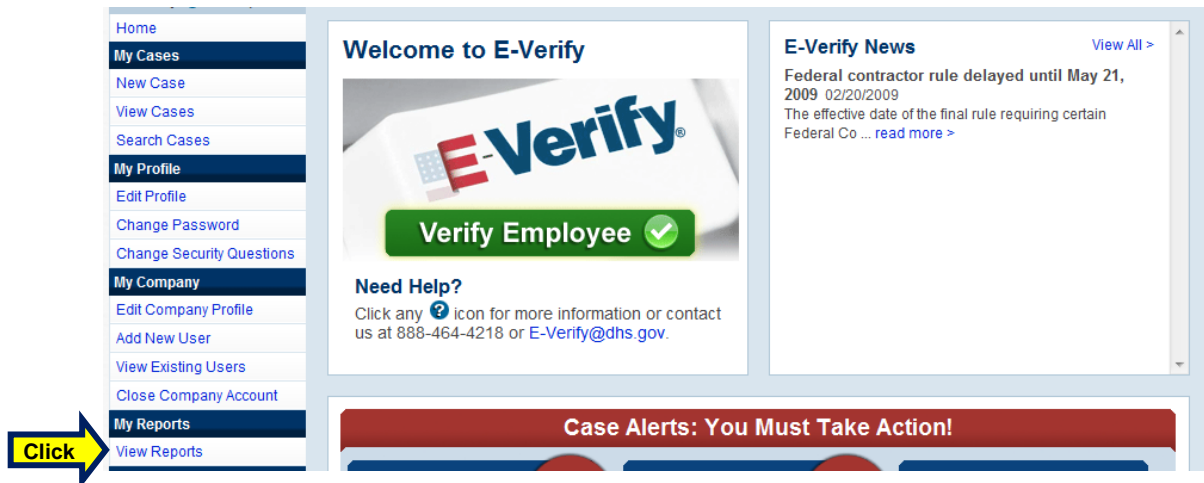


**U.S. Citizenship  
and Immigration  
Services**

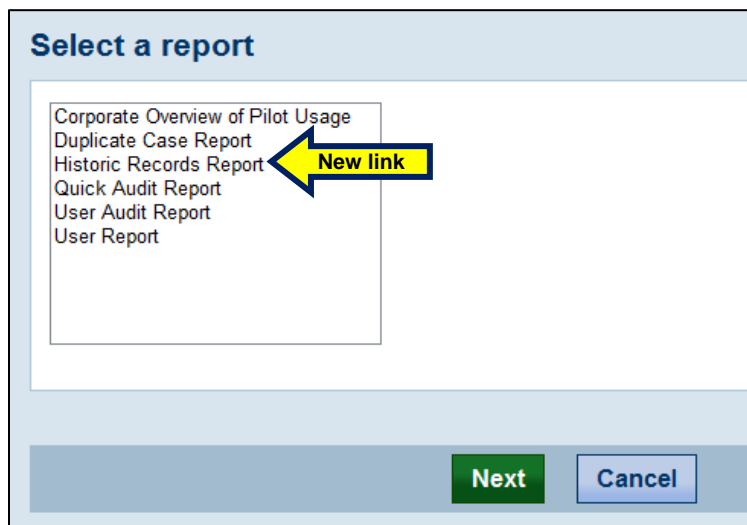
**Verification Division**

## Instructions for Downloading & Exporting in E-Verify

1. As an E-Verify participating employer or E-Verify Employer Agent Program Administrator, click “View Reports” in the left navigation menu.

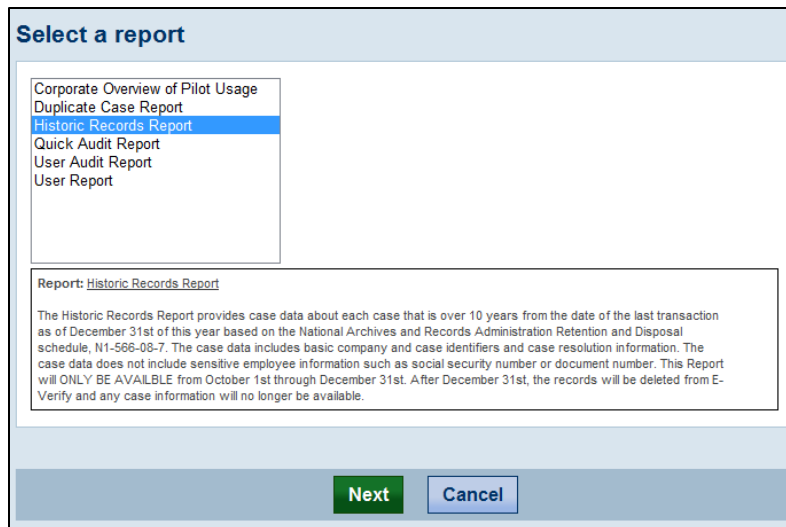


The “Select a report” page displays with the “Historic Records Report” link.

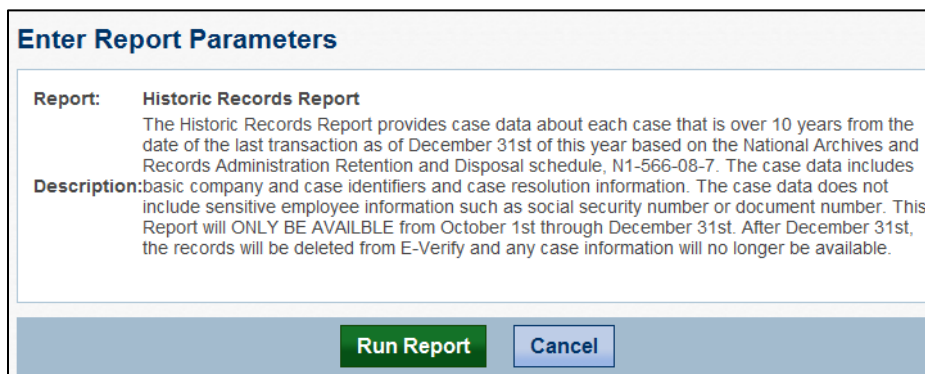


NOTE: The “Historic Records Report” link will only be available to Program Administrators and displayed when the current date falls within the range of October 1 through December 31.

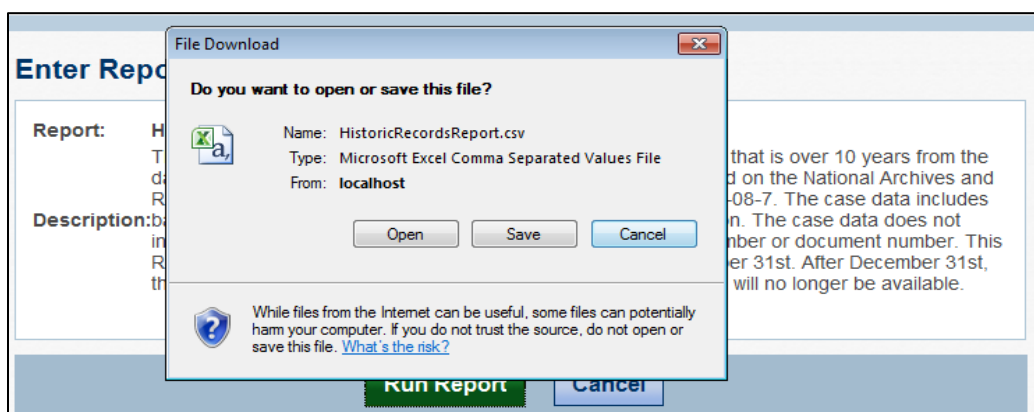
2. In the report selection list, click “Historic Records Report”. Additional information describing the E-Verify Historic Records Report displays.



- Click "Next". The "Enter Report Parameters" page displays with information describing the E-Verify Historic Records Report. There are no parameters available for this report.



- Click "Run Report". If Excel is available, the "File Download" window displays.



NOTE: If Excel is not available, an application will need to be selected to display the CSV file data (e.g., Notepad, Word, etc.).

- Click "Open". Excel launches the Historic Records Report. Only cases associated with the Employer or E-Verify Employer Agent ID of the user account display.

The below screen shots are split into two parts due to the number of columns comprising the report.

	COMPANY_ID	PARENT_COMPANY	CITY	STATE	CLIENT_C	INITIATED	CASE_VERIFICATION
1	R	NAME	Y_ID	NY_ID_NUMBER	OMPANY	CLIENT_STATE	INITIATED_DATE
2	1234	ABC Company	Some City	50 States			ABCD1234 1/1/2004 0:00 1234567891011AB
3	1235	ABC Company	Some City	51 States			ABCD1235 1/2/2004 0:00 1234567891011AB
4	1236	ABC Company	Some City	52 States			ABCD1236 1/3/2004 0:00 1234567891011AB
5	1237	ABC Company	Some City	53 States			ABCD1237 1/4/2004 0:00 1234567891011AB
6	1238	ABC Company	Some City	54 States			ABCD1238 1/5/2004 0:00 1234567891011AB
7	1239	ABC Company	Some City	55 States			ABCD1239 1/6/2004 0:00 1234567891011AB
8	1240	ABC Company	Some City	56 States			ABCD1240 1/7/2004 0:00 1234567891011AB
9	1241	ABC Company	Some City	57 States			ABCD1241 1/8/2004 0:00 1234567891011AB
10	1242	ABC Company	Some City	58 States			ABCD1242 1/9/2004 0:00 1234567891011AB

	LAST_FIRST_NAME	DOB	HIRE_DATE	INITIAL_RESOLUTION	ADDITIONAL_RESOLUTION	DHS_3RD_STEP_RESOLUTION	FINAL_CASE_STATUS	CASE_CLOSURE_DATE	CLOSURE_DESCR	USER_LAST_FIRST_NAME	USER_FIRST_NAME
2	DOE JOHN		1/1/2004 0:00	Employment Authorized			Employn	1/1/2004 0:00	Resolved A	DOE	JANE
3	DOE JOHN		1/2/2004 0:00	Employment Authorized			Employn	1/2/2004 0:00	Resolved A	DOE	JANE
4	DOE JOHN		1/3/2004 0:00	Employment Authorized			Employn	1/3/2004 0:00	Resolved A	DOE	JANE
5	DOE JOHN		1/4/2004 0:00	Employment Authorized			Employn	1/4/2004 0:00	Resolved A	DOE	JANE
6	DOE JOHN		1/5/2004 0:00	Employment Authorized			Employn	1/5/2004 0:00	Resolved A	DOE	JANE
7	DOE JOHN		1/6/2004 0:00	Employment Authorized			Employn	1/6/2004 0:00	Resolved A	DOE	JANE
8	DOE JOHN		1/7/2004 0:00	Employment Authorized			Employn	1/7/2004 0:00	Resolved A	DOE	JANE
9	DOE JOHN		1/8/2004 0:00	Employment Authorized			Employn	1/8/2004 0:00	Resolved A	DOE	JANE
10	DOE JOHN		1/9/2004 0:00	Employment Authorized			Employn	1/9/2004 0:00	Resolved A	DOE	JANE

NOTE: For E-Verify Employer Agents who also participate in E-Verify as an employer, a single report containing cases for their employees and their Clients will be generated, if associated with the E-Verify Employer Agent ID.