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Instructions:

1. Access the DHS E-Verify Search tool <https://www.e-verify.gov/about-e-verify/e-verify-data/how-to-find-participating-employers>
2. If the DHS E-Verify Search tool yields results, then the employer is verified as participating in E-Verify. Follow your documented process to save a record of your search results.
3. The DHS system does not report results for employers of fewer than 5 employees. If the DHS E-Verify Search tool does not yield results, it's because the employer has registered as having fewer than 5 employees or because they have not registered with E-Verify.
4. For those employers with no search results, check the List of Participants (second tab below entitled "List of Participants"). If the employer is on TxDOT's List of Participants that means TxDOT has a fully executed MOU on file for the employer, indicating they have registered with E-Verify.
5. For those employers with no search results and that do not appear on TxDOT's List of Participants, request that they provide a copy of their fully executed (**signed** and **dated** by the **employer** and by **DHS**) Memorandum of Understanding (MOU).

How employers obtain a copy of their fully executed MOU:

The employer will access =>

<https://www.e-verify.gov/>

1. Log-in to your E-Verify account
 2. From 'Home' page select the down arrow next to your name
 3. Select 'Company Account', then select 'Company Profile'
 4. In the "Company Access and MOU" section, select hyperlink "View Current MOU" located on the bottom of the "My Company Profile" page
 5. Once the page has loaded, you may print the page as a PDF file to save your MOU
- NOTE: Please ensure your web browser's pop-up blocker is disabled as this will prevent you from opening your company's MOU.

6. For those employers that are not on TxDOT's List of Participants and need to register with DHS, refer the employers to the following:

<https://www.e-verify.gov/employers>

7. Once the employer downloads their **fully executed MOU**, coordinate with the District for the District to email the MOU to the following email and the employer will be added to TxDOT's list: CST_everify@txdot.gov
8. Contractors and Subcontractors must remain active with E-Verify registration for the life of the contract so regularly scheduled verification of the employer's registration with E-Verify should occur. This is again accomplished following the aforementioned steps.

Requirements to be added to TxDOT's List of Participants (effective 03/10/2023):

1. The request should come from the TxDOT District in which the project is associated with.
2. It is the responsibility of the (TxDOT District office {Area office}) to ensure an employer is set up in the internal TxDOT system * prior to E-Verification submittal to => CST_everify@txdot.gov
3. Employer name on the **fully executed** (digitally signed and digitally dated by employer **and** by DHS) Memorandum of Understanding (MOU) must be relatively similar to the name in the internal TxDOT system *.
4. TxDOT's List of Participants serves only the purpose of "marrying up" the name in DHS (as the MOU reflects) with the name in the internal TxDOT system *.

* Internal TxDOT system refers to SMS (where Subcontractor setup resides).

OUR VALUES: *People • Accountability • Trust • Honesty*

OUR MISSION: *Connecting You With Texas*

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