

E-Verify Supporting Documents upload Step by Step

Log in to the Portal. (Inicie sesión en el Portal)

1. *In the Purple Menu – Click Profile. (En el Menú Púrpura - Haga clic en Perfil)*
2. *Click Provider Profile. (Haga clic en Perfil del proveedor)*



3. *In the Blue Menu below – Click Documents. (En el menú azul a continuación, haga clic en Documentos.)*



4. *In the Documents Tab – Click Upload Another Document. (En la pestaña de Documentos haga clic en agregar otro documento.)*

E-Verify Supporting Documents

Upload Document...

IRS Form W-9

Document(s)


Untitled Extract Pages.pdf	View	Remove	Delete
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Upload Another Document...

Required Documentation to be uploaded (samples) Documentación requerida para ser agregada (ejemplos)

Screenshot of company information page from E-Verify (Captura de pantalla de la página de información de la empresa de E-Verify)

Official Website of the Department of Homeland Security

WelcomeCompanyUser ID

HOMECASESPROFILECOMPANYREPORTSRESOURCESLOG OUT

Company Information

Company Name	Company ID Number	Doing Business As (DBA) Name
	DUNS Number	--
	--	
Physical Location	Mailing Address	
Address 1	Address 1	
	--	
Address 2	Address 2	
	--	
City	City	
	--	
State	State	
	--	
Zip Code	Zip Code	
	--	
County		
Additional Information		
Employer Identification Number	Total Number of Employees	Parent Organization
		--
Administrator		
--		
Organization Designation		
Employer Category		
--		

View / Edit

AFFIDAVIT CONCERNING EMPLOYMENT OF UNAUTHORIZED ALIENS

Provider Name: _____ ☐ Private ☐ Public
ELC: _____ Provider ID No. _____

The undersigned does, by his/her oath solemnly swear and affirm that he/she is the _____
[title] of _____ [Provider/School District] and as such officer or agent of such
entity and is duly authorized to make this affidavit on behalf of said entity. On behalf of such entity and pursuant
to the authority recited herein, the undersigned does further solemnly swear and affirm and that said entity:

1. Has contracted with the Early Learning Coalition of _____ to provide School Readiness
and/or Voluntary Prekindergarten services, with a contract expiration date of _____;
2. Is enrolled and actively using the E-Verify system; and
3. Does not employ, contract with, or subcontract with any person who is an “unauthorized alien” as that
term is defined in 8 U.S.C. 1324a (h)(3).*

The undersigned affirms, under penalty of perjury, that all statements made herein are true and correct.

Signature

Printed Name

STATE OF FLORIDA
COUNTY OF [_____]

The foregoing instrument was acknowledged before me, by ☐ physical presence or ☐ online notarization, this _____
day of [_____], 20__, by [_____], who is personally known to me or has
produced _____ as identification.

Notary Public – State of Florida
My Commission Expires: _____

***8 U.S.C. 1324a(h)(3) Definition of unauthorized alien**

*“As used in this section, the term “unauthorized alien” means with respect to the employment of an alien at a particular time,
that the alien is not at that time either*

(A) An alien lawfully admitted for permanent residence, or

(B) Authorized to be so employed by this chapter or by the Attorney General.”

