

Homeland Security Investigations
Office of the Special Agent in Charge

U.S. Department of Homeland Security
601 W. 26th Street, Suite 700
New York, NY 10001



**U.S. Immigration
and Customs
Enforcement**

NOTICE OF INSPECTION

[REDACTED]

Dear Sir/Madam:

Section 274A of the Immigration and Nationality Act, as amended, by the Immigration Reform and Control Act of 1986, requires employers to hire only United States citizens and aliens who are authorized to work in the United States. Employers must verify the employment eligibility of persons hired after November 6, 1986, using the Employment Eligibility Verification Form I-9 (Form I-9).

Federal regulations require the provision of three days' notice prior to conducting an inspection of an employer's Forms I-9. This letter serves as advance notice that U.S. Immigration and Customs Enforcement, Homeland Security Investigations (HSI) has scheduled an inspection of your Forms I-9 for [REDACTED]. This Inspection will cover all of your current employees and those employees terminated on or after [REDACTED]. However, you may waive the three-day period, should you wish to do so, by annotating and signing page two of this letter and advising this office of your decision.

During the inspection, Auditor [REDACTED] will discuss the requirements of the law with you. In addition to the presentation of your Forms I-9, you will need to present any documents copied as part of the employment eligibility verification process. If your business utilizes software for the electronic generation and storage of Forms I-9, you will need to present: the name of the software and vendor utilized; the internal business practices/protocols related to the generation of, use of, storage of, security of, and inspection and quality assurance programs for your electronically generated Forms I-9; the indexing system identifying how the electronic information contained in the Form I-9 is linked to each employee; documentation of the system used to capture the electronic signature, including the identity and attestation of the individual signing the Form I-9; and the audit trail. Further, pursuant to 8 CFR 274a.2(e)(8)(ii), Auditor [REDACTED] may contact you in the future to schedule a live demonstration of the creation and maintenance of an electronically generated Form I-9.