



U.S. Immigration
and Customs
Enforcement

NOTICE OF INSPECTION

August 3, 2010

[REDACTED]

Dear Sir or 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 employment eligibility of persons hired after November 6, 1986 using the Employment Eligibility Verification Form I-9.

U.S. Immigration and Customs Enforcement (ICE) regulations require the provision of three days notice prior to conducting a review of an employer's Forms I-9. This letter serves as advance notice that ICE has scheduled a review of your forms for August 9 at 3:00 P.M. You may, however, waive the three-day period, should you wish to do so, by annotating and signing the bottom of this letter and advising this office of your decision.

During the review, Special Agent [REDACTED] will discuss the requirements of the law with you and inspect your Forms I-9. The purpose of this review is to assess your compliance with the provisions of the law. ICE will make every effort to conduct the review of records in a timely manner so as not to impede your normal business routine.

Sincerely,

F.R.

[REDACTED]
Group Supervisor

I wish to waive the three day notice to which I am entitled by regulation.

(Printed Name)

(Signature)

(Date)

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IMMIGRATION ENFORCEMENT SUBPOENA
To Appear and/or Produce Records
DHS Form I-138 (6/09)

ATTACHMENT



YOU ARE HEREBY SUMMONED AND REQUIRED TO: PRODUCE the records (books, papers, and documents), viz:

1. A list of all current employees with dates of hire maintained in the course of your business or any list that can be produced from your employment databases.
2. A list of all terminated employees with hire and termination dates or any list that can be produced from your employment database covering the period of the inspection (3 years).
3. Copies of quarterly wage and hour reports and/or payroll data for all employees (current and terminated) covering the period of the inspection (3 years).
4. Quarterly tax statements (IRS Form 941) covering the period of the inspection (3 years).
5. Assigned account numbers if the company is a current or previous participant in E-Verify or the Social Security Number Verification Service.

6. Business information to include Employer Identification Number (EIN), Taxpayer Identification Number (TIN), owner's Social Security Number (SSN), owner address information, telephone numbers, email addresses, copies of Articles of Incorporation (if applicable), copies of business licenses, and any other pertinent information.
7. The company Standard Operating Procedure (SOP) or Policy delineating hiring practices.
8. An organizational chart of company management.
9. A list of all Contractors, Sub-Contractors, and Independent Contractors utilized in the course of your business that can be produced from your accounts payable or cash disbursements journals covering the period of the inspection (3 years). If Independent Contractors are utilized, please provide a sample of the company's standard contract with same.
10. A list of all recruiters or referrers for a fee utilized in the course of your business that can be produced from your accounts payable or cash disbursements journals covering the period of the inspection (3 years).
11. A list of all temporary labor agencies utilized in the course of your business that can be produced from your accounts payable or cash disbursements journals covering the period of the inspection (3 years).