

A composite image featuring the Statue of Liberty on the left, an American flag in the center, and several law books on the right. The books have gold lettering on their spines, including the year '1951' and the word 'STATUTES'.

I-9 Compliance Under the Trump Administration

Presented by:

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OVERVIEW

- Increased Worksite Enforcement
- I-9 Basics and Common Questions/Issues
- I-9 Self Audits
- ICE Audits and Penalties
- E-Verify – Top Ten



ICE Worksite Enforcement Doubled Over Last Year

FY 2017

- 1,716 Worksite Investigations
- 1,360 I-9 Audits
- 139 Criminal Arrests and
- 172 Administrative Arrests

10/01/2017-05/04/ 2018

- 3,510 Worksite Investigations
- 2,282 I-9 Audits;
- 594 Criminal Arrests
- 610 Administrative Arrests



Why Worksite Enforcement Increased?

- **ICE issued directive calling for increased worksite enforcement investigations to ensure U.S. businesses maintain a culture of compliance.**
- **Statements from Acting Executive Associate Director for HSI, Derek N. Benner:**
 - “Our worksite enforcement strategy continues to focus on the criminal prosecution of employers who knowingly break the law, and the use of I-9 audits and civil fines to encourage compliance with the law.”
 - “Employers need to understand that the integrity of their employment records is just as important to the federal government as the integrity of their tax files and banking records. All industries, regardless of size, location and type are expected to comply with the law,”
 - “Worksite enforcement protects jobs for U.S. citizens and others who are lawfully employed, eliminates unfair competitive advantages for companies that hire an illegal workforce, and strengthen public safety and national security.”

Largest Immigration Fine in History - 2017

- **\$95 Million Dollar Fine** - Pennsylvania company specializing in tree pruning and vegetation management for utilities/government agencies.
- Pled guilty to unlawfully employing foreign nationals.
- From 2010 - December 2014, company accepted identification documents it knew to be false and fraudulent.
- Six year audit/investigation revealed company decentralized hiring so highest levels of management could remain *willfully* blind while Supervisors and General Foremen (2nd and 3rd level supervisors) hired unauthorized workers in the field.
- Hiring was by word of mouth referrals not a systematic application process.
- Decentralized model resulted in fraudulent hiring practices that maximized productivity and profit.
- Company provided incentives to managers to skirt immigration law.

- Washington Apple Orchard was fined \$2.25 million
 - 950 Employees suspected of not being authorized to work in the U.S.
 - Continued to employ workers after receiving notification they were not authorized.
- \$34 Million Dollar Fine – Texas software company :
 - Failing to maintain I-9 records for many of its foreign nationals; and
 - Widespread failure to update and re-verify the employment authorization status of a large percentage of its foreign national employees.



Where to find the I-9 Form

- www.uscis.gov
- Paper version
- Smart form

Either form must
printed and signed.

I-9, Employment Eligibility Verification

- Form I-9 (PDF, 535 KB)
- Form I-9 Paper Version (This version is unfillable and must be printed for completion on paper only.) (PDF, 73 KB)
- Form I-9 Supplement, Section 1 Preparer and/or Translator Certification (PDF, 816 KB) (PDF, 816 KB)
- Instructions for Form I-9 (PDF, 565 KB) (PDF, 565 KB)
- Form I-9 in Spanish (May be filled out by employers and employees in Puerto Rico ONLY) (PDF, 421 KB)
- Instructions for Form I-9 in Spanish (PDF, 322 KB)
- M-274, Handbook for Employers, Guidance for Completing Form I-9 (This handbook will be updated soon; refer to the Form Instructions for the most up-to-date information.) (PDF, 2.14 MB)

Section 1 – Employee Information & Immigration Status

- Other LAST Names Used
- Employee's signature date: Today's Date
- Alien authorized to work: Option to list 1, 2 or 3

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>					
Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)
Address (Street Number and Name)			Apt. Number	City or Town	State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [][] - [][] - [][][][]		Employee's E-mail Address		Employee's Telephone Number
<p>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</p> <p>I attest, under penalty of perjury, that I am (check one of the following boxes):</p>					
<input type="checkbox"/> 1. A citizen of the United States					
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>					
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____					
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>					
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p>					
1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____					
					QR Code - Section 1 Do Not Write In This Space
Signature of Employee				Today's Date (mm/dd/yyyy)	

Preparer/Translator

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator. A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)	City or Town	State	ZIP Code

- Must check box if a Preparer and/or Translator was used.

Preparer/Translator Supplement

- Use supplement form if more than one preparer or translator is used.
- Put employee's name at top.



**Form I-9 Supplement,
Section 1 Preparer and/or Translator Certification**
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
**Form I-9
Supplement**
OMB No. 1615-0047
Expires 08/31/2019

Employee Name:	Last Name (Family Name)	First Name (Given Name)	Middle Initial
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Instructions: This supplement may be used if extra spaces are required to document more than one preparer and/or translator assisting an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided. Each preparer or translator must complete, sign and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)	City or Town	State	ZIP Code

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Address (Street Number and Name)	City or Town	State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)	City or Town	State	ZIP Code

Section 2 – Employee Name/Status

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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- Insert the number corresponding to employee's status from Section 1.

1. A citizen of the United States

2. A noncitizen national of the United States *(See instructions)*

3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____

4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____

Some aliens may write "N/A" in the expiration date field. *(See instructions)*

I-9 Basic Requirements

- All employees hired after November 6, 1986 must have a I-9 form on file.
- Section 1 - completed by employee no later than start date of employment.
- Section 2 - completed by employer by end of third business day after employee starts work.
- May complete form prior to start date if offer of employment is made and accepted.
- Insert N/A in all fields where no information is available.

Properly Completed Section 1

Section 1. Employee Information and Attestation (Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)					
Last Name (Family Name) <u>Mathison</u>		First Name (Given Name) <u>Carrie</u>		Middle Initial <u>L</u>	Other Last Names Used (if any) <u>Smith</u>
Address (Street Number and Name) <u>1451 Brody Lane</u>		Apt. Number <u>N/A</u>	City or Town <u>Arlington</u>	State <u>VA</u>	ZIP Code <u>22101</u>
Date of Birth (mm/dd/yyyy) <u>04/05/1979</u>	U.S. Social Security Number <u>265-43-2882</u>	Employee's E-mail Address <u>cmathison@gmail.com</u>		Employee's Telephone Number <u>N/A</u>	
<p>I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.</p> <p>I attest, under penalty of perjury, that I am (check one of the following boxes):</p> <p><input type="checkbox"/> 1. A citizen of the United States</p> <p><input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)</p> <p><input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number):</p> <p><input checked="" type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): <u>06/01/2018</u> Some aliens may write "N/A" in the expiration date field. (See instructions)</p> <p>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</p> <p>1. Alien Registration Number/USCIS Number: <u>N/A</u></p> <p>OR</p> <p>2. Form I-94 Admission Number: <u>N/A</u></p> <p>OR</p> <p>3. Foreign Passport Number: <u>UK1234567</u> Country of Issuance: <u>United Kingdom</u></p> <p>QIT Code - Section 1 Do Not Write In This Space</p>					
Signature of Employee <u>Carrie Mathison</u>			Today's Date (mm/dd/yyyy) <u>10/04/2017</u>		

Properly Completed P/T Section

Preparer and/or Translator Certification (check one):

I did not use a preparer or translator.

A preparer(s) and/or translator(s) assisted the employee in completing Section 1.

(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator <i>Susan Brown</i>		Today's Date (mm/dd/yyyy) <i>10/04/2017</i>	
Last Name (Family Name) <i>Brown</i>		First Name (Given Name) <i>Susan</i>	
Address (Street Number and Name) <i>1234 Maple Drive</i>		City or Town <i>Arlington</i>	State <i>VA</i>
			ZIP Code <i>22101</i>

Properly Completed Section 2

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name) <u>Mathison</u>	First Name (Given Name) <u>Carrie</u>	M.I. <u>L</u>	Citizenship/Immigration Status <u>4</u>
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title <u>Foreign Passport</u>		Document Title		Document Title
Issuing Authority <u>United Kingdom</u>		Issuing Authority		Issuing Authority
Document Number <u>UK1234567</u>		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy) <u>02/06/2020</u>		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title <u>I-94 card</u>		Additional Information		
Issuing Authority <u>USCBP</u>				
Document Number <u>01234567891</u>				
Expiration Date (if any)(mm/dd/yyyy) <u>06/01/2018</u>				
Document Title		QR Code - Sections 2 & 3 Do Not Write In This Space		
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): 10/04/2017 (See instructions for exemptions)

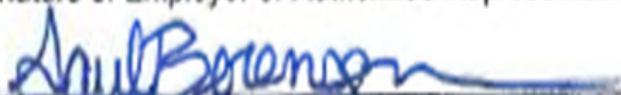
Signature of Employer or Authorized Representative <u>Saul Berenson</u>	Today's Date (mm/dd/yyyy) <u>10/04/2017</u>	Title of Employer or Authorized Representative <u>CIA CASE MANAGER</u>
Last Name of Employer or Authorized Representative <u>Berenson</u>	First Name of Employer or Authorized Representative <u>Saul</u>	Employer's Business or Organization Name <u>CIA Counter Terrorism Center</u>
Employer's Business or Organization Address (Street Number and Name) <u>One Bush Center Way</u>	City or Town <u>Langley</u>	State <u>VA</u>
		ZIP Code <u>22101</u>

Section 3 - Reverification

- If employee's work authorization will expire – you need to re-verify no later than the date of expiration.
- If rehire employee within 3 years of original hire date – may use Section 3 on current version of Form I-9 – or complete new I-9 form.
- New name – use Section 3.



Properly Completed Section 3

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)			
A. New Name (if applicable)			B. Date of Rehire (if applicable)
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)
N/A			
C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.			
Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)	
Employment Authorization Document	ABC-12-345-67891	06/01/2019	
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.			
Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative	
	10/06/2017	Saul Berenson	

List of Acceptable Documents

List A – Documents that Establish both Identity and Employment Authorization

1. **U.S. Passport** or **Passport Card**
2. **Permanent Resident Card** or **Alien Registration Receipt Card** (Form I-551)
3. Foreign passport that contains a temporary **I-551 stamp** or temporary I-551 printed notation on a machine-readable immigrant visa (MRIV)
4. **Employment Authorization Document (Card)** that contains a photograph (Form I-766)
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a **foreign passport with Form I-94** or Form I-94A bearing the same name as the passport and containing an endorsement of the alien's **nonimmigrant status**, as long as the period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form
6. Passport from the Federated States of **Micronesia** (FSM) or the Republic of the **Marshall Islands** (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI

List of Acceptable Documents

List B Identification & List C Work Authorization

LIST B: Documents That Establish Identity For individuals 18 years of age or older:

1. **Driver's license** or ID card issued by a state or outlying possession of the United States, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
2. **ID card** issued by **federal, state, or local government** agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
3. **School ID card** with a photograph
4. **Voter's registration card**
5. **U.S. military card** or draft record
6. **Military dependent's ID card**
7. **U.S. Coast Guard** Merchant Mariner Card
8. **Native American** tribal document
9. Driver's license issued by a **Canadian** government authority

For persons under age 18 who are unable to present a document listed above:

1. School record or report card
2. Clinic, doctor or hospital record
3. Day-care or nursery school record

LIST C: Documents That Establish Employment Authorization

1. **U.S. Social Security account number card, unless the card included one of the following restrictions:**
 - (1) Not valid for Employment
 - (2) Valid for work only with INS Authorization
 - (3) Valid for Work only with DHS Authorization.
2. **Certification of Birth Abroad** issued by the U.S. Department of State (Forms DS-1350, FS-545, FS-240)
3. **Original or certified copy of a birth certificate** issued by a State, county, municipal authority, or territory of the United States bearing an **official seal**
4. **Native American tribal document**
5. **U.S. Citizen Identification Card** (Form I-197)
6. Identification Card for Use of **Resident Citizen** in the United States (Form I-179)
7. **Employment authorization document** issued by DHS

Document Acceptance Standards

The I-9 states that you must review the original documents presented to determine if they are **“genuine”** and **“relate”** to the person presenting them to you.



Unfair Documentary Practices

- Do not require specific documents or combination of documents.
- Do not require more or different documents than minimally required.
- Do not refuse to accept documents that reasonably appear to be genuine.
- Employee's choice which of the acceptable Form I-9 documents to present.



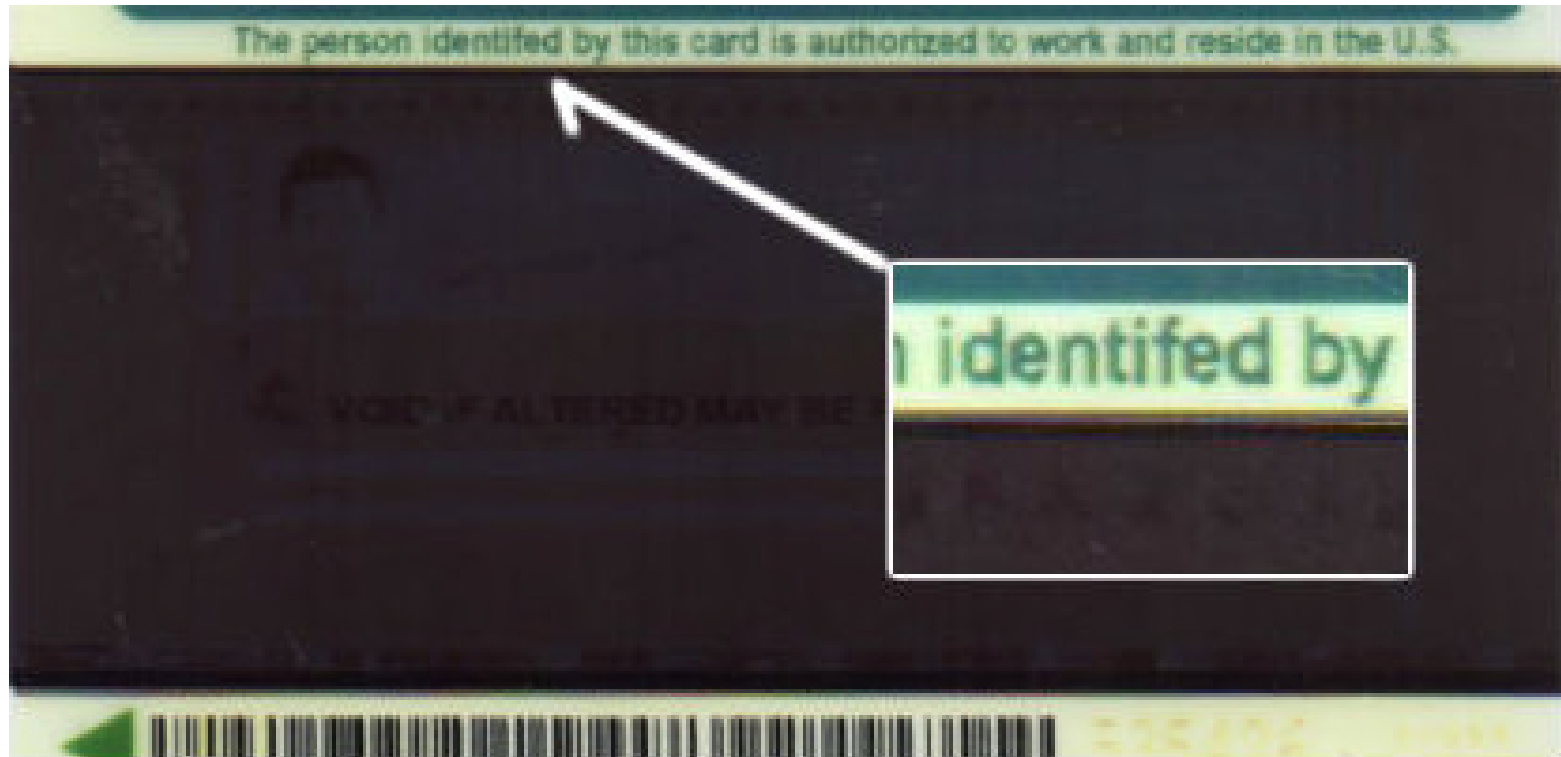
Document Acceptance Standards



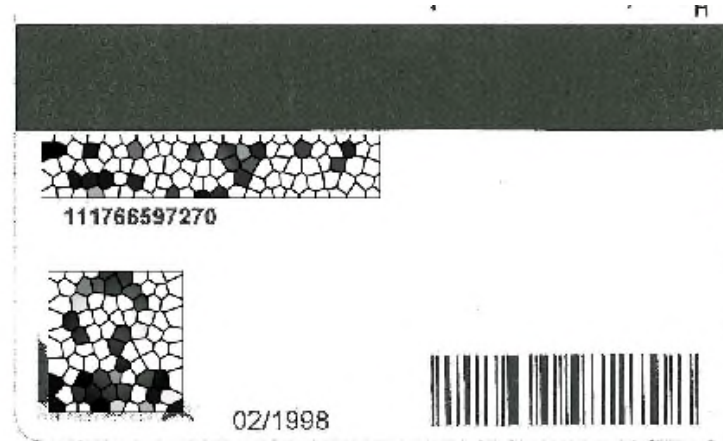
Outdated LPR/Green Card

- No longer resembles person, not acceptable



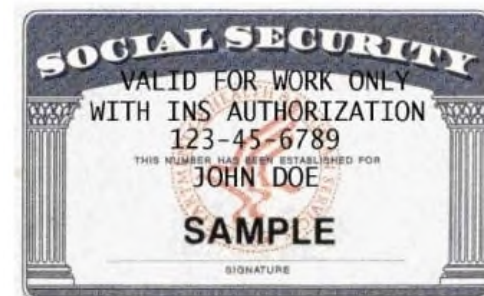


Example: Unacceptable List B Document

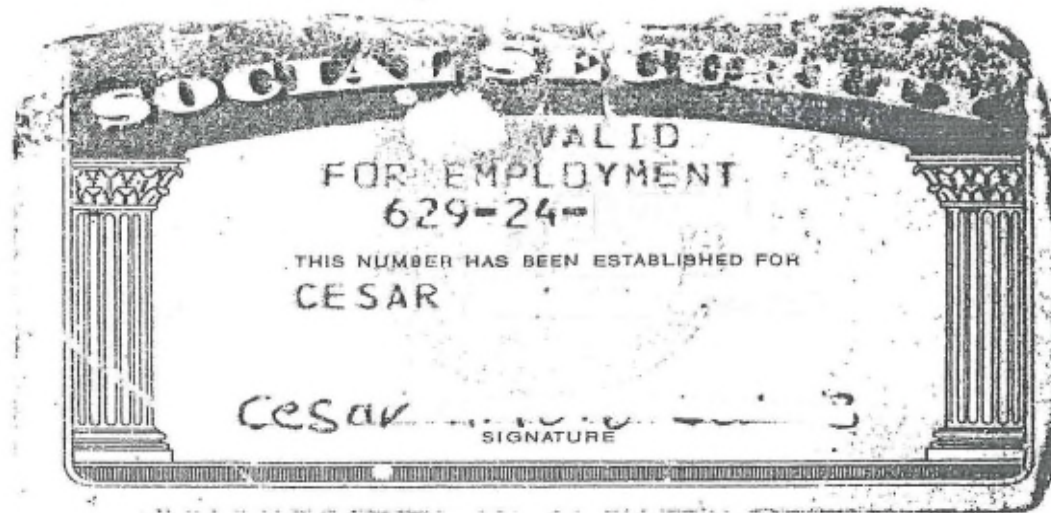


Social Security Number Card

- There are at least 50 valid versions of the Social Security Number Card:
 - Example 1: UNRESTRICTED SS cards: “Valid for Work Authorization”.
 - Example 2: RESTRICTED SS cards: “Not valid for Employment”; “Valid for work only with INS Authorization” and “Valid for Work only with DHS Authorization”.



Unacceptable List C Document



- What do I do if an employee comes forward with new documents for a new name or SSN?
- How do I complete I-9 forms for remote employees?
- Do I re-verify expiring permanent resident cards?
- Is it okay to pre-populate Section 1 using our HR/Onboarding system?
- When a new version of the I-9 form is issued by the government, am I required to prepare new forms for existing employees?

Retention Requirements

- Once employee terminated, you must retain I-9 form for:
 - At least three years from date of hire; and
 - At least one year from date of termination;
 - Whichever is later.
- Once retention requirements met, purge/shred form.



Photocopy Rule

- Copying of documents permitted but not required.
- Employers must adopt a consistent practice
- Even if copy documents, penalty may result if form is not also properly completed.
- Photocopies can be used to correct problems identified during a periodic self-audit or in advance of a government audit.



Section 1 – Common Errors

- Employee completed Section 1 after commencing work – Not Correctable.
- Employee did not check box regarding authorization to work in the U.S. – Correctable.
- Missing Social Security number - Not required (unless using E-Verify at time of hire).
- Employee failed to check or fully complete Citizenship Status Box - Correctable.
- Employee did not sign/date – Correctable w/ current date.

Section 2 – Common Errors

- No Start Date Listed in Certification Box - Correctable.
- Issuing Authority, Document Number, and/or Expiration Date missing for identity and work authorization document(s) - Correctable.
- Too many or too few documents listed - Correctable.
- Employer signature box incomplete – Correctable.



Making Corrections

- Correct errors, as allowed, on each form.
- Section 1 – Employee makes corrections.
- Section 2 – Employer makes corrections.
- Strike through errors – do not use White Out or Liquid Paper.
- All corrections should be initialed, dated, and include the words “Per Self Audit”.



Missing Form I-9

- If you determine that an I-9 form is missing for a current employee – complete a form immediately.
- Ask employee to complete Section 1, sign and date (with current date).
- Complete Section 2 (insert original start date) and sign and date (with current date).



ICE Arrives - Notice of Inspection

- Three days notice prior to ICE review of I-9 Forms allowed (may waive but not recommended).
- Original, microfilm, microfiche or electronic I-9 forms acceptable for inspection.
- Personal appearance to give testimony and turn over documents may be required.
- Subpoena/warrant not required for I-9 inspection.



What May Be Inspected?

- I-9 Forms for current employees hired after Nov. 6, 1986.
- I-9 Forms for terminated employees within the required retention period.
- Electronic employee listing.
- Quarterly wage and hour reports.
- Payroll data.
- SSA Mismatch correspondence.
- E-Verify and/or SSNVS documents.
- Business information (Employer ID number, owner's SSN/address, business licenses, etc.)

- ICE issues Notice of Inspection Results if found in compliance.
- If not in compliance, may receive:
 - Notice of Technical or Procedural Failures
 - Notice of Suspect Documents
 - Notice of Discrepancies
 - Warning Notice
 - Notice of Intent to Fine
- Notice of Intent to Fine – employer has opportunity to negotiate settlement or request hearing.

Monetary Penalties

- I-9 substantive/uncorrected technical violations (e.g., missing I-9) range from \$220 to \$2,191 per violation.
- Knowing hire/continuing to employ violations range from:
 - \$548 - \$4,384 (1st violation)
 - \$4,384 – 10,957 (2nd violation)
 - \$6,575 - \$21,916 (Subsequent violation)



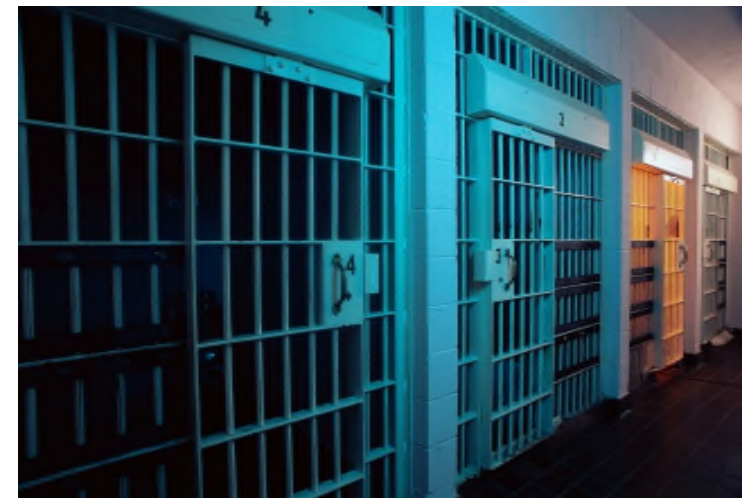
Determining Penalty Amounts

- Factors considered for enhancement of fine or mitigation:
 - Good faith effort to comply;
 - Seriousness of violation;
 - Whether the violation involved unauthorized workers;
 - Size of business; and
 - History of previous violations.
- Violation percentage calculated to determine amount of fine for first, second, subsequent violations.



Criminal Penalties

- 10 years and/or \$250,000 fine for harboring, smuggling, concealing, or transporting illegal aliens for financial gain.
- Criminal sanctions for conspiracy to harbor, smuggle, conceal, or transport.



USDOJ Discrimination Charges

- Charges of Discrimination
 - I-9 Violations
 - Citizenship Status
 - Immigration Status
 - National Origin
 - Retaliation
 - E-Verify Violations



Return of the SSA No-Match Letters Expected in 2019

- Absent lawsuits being filed to prevent implementation, beginning in Spring 2019, SSA will notify each employer with at least one W-2 form where the name and SSN do not match SSA records and that corrections are needed.
- Details on the employer's obligations are still being worked through, but employers should work to resolve issue that already exist before 2019 (e.g. 000-00-0000)
- Employers remain responsible for ensuring the process is complete. To do so, employers may follow up with each affected employee to confirm the steps they are taking and that a resolution does occur. Employer documentation of these steps is recommended.
- In the event a mismatch cannot be resolved or SSN misuse is confirmed, employers should contact legal counsel to determine the appropriate steps to take with regard to the involved employee

Sample Letter Employers Can Give to Employees

We verified the following information with Social Security on this date:

- Name
- Social Security Number

According to Social Security, the information above does not match Social Security's records. You should:

- Check to see if the information above matches the name and Social Security Number on your social security card. If it does not match, please provide me with the exact information as it is shown on your Social Security card.
- If the information above matches your card, please check with any local Social Security office to resolve the issue. Once resolved, please inform me of any changes. Go to www.ssa.gov or call 1-800-772-1213 to find the office nearest you.
- NOTE: This notice does not imply that you intentionally provided incorrect information about your name or Social Security Number, nor does this adversely affect your employment.

- **How can I verify employees' Social Security numbers?**

Employers can use our Social Security Number Verification Service to verify the names and Social Security numbers of current and former employees for wage reporting purposes, but not as a screening tool.

What should I do if my employee's name and Social Security number do not match Internal Revenue Service records?

Check to see if your information matches the name and Social Security number on the employee's Social Security card. If it does not match, ask your employee to provide you with the exact information as it is shown on the employee's Social Security card. If the information matches the employee's card, ask your employee to check with any local Social Security office to resolve the issue. Once resolved, the employee should inform you of any changes.

E-Verify – Top Ten List

- E-Verify only new hires or re-hires (unless you are a federal contractor required to run existing employees).
- Submit E-Verify query no later than the third business day after the employee starts working.
- Prepare E-Verify query using the information listed on the Form I-9.
- Take no adverse action against the employee if you receive a Tentative Non-Confirmation & employee contests.
- Do not require additional documents from employee during a TNC.

E-Verify Top Ten Continued

- Close your E-Verify cases once you receive a final result.
- Maintain copies of E-Verify case results with employee's I-9 form.
- Display the required posters in English & Spanish.
- Photo Match – must keep copies of List A documents.
- USCIS Monitoring and Compliance Unit – if they contact you for a compliance audit, contact us!



Protect Your Business

- I-9 audit may be foundation for raid, civil money penalties and criminal sanctions.
- Ensure I-9 compliance programs are in place, up-to-date, and followed.
- Have outside counsel conduct periodic I-9 audits.





THANK YOU

FOR THIS OPPORTUNITY

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