



U.S. Immigration
and Customs
Enforcement

December 16, 2010

NOTICE OF INSPECTION

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 I-9 forms. This letter serves as advance notice that ICE has scheduled a review of your forms on **Wednesday, December 22, 2010, at 1:00 pm.** 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. ICE will require all I-9 forms and a list of current and past employees to include their dates of hire, termination or current employment status. The I-9 inspection will cover the period of **December 16, 2007 to December 16, 2010.** The inspection process will require the transportation of these records to the _____ of Investigations in order to conduct the scheduled review. If the scheduled time is inconvenient, please contact this office to make arrangements for another time.

During the review process _____ will discuss the requirements of the law with you while completing the inspection of the I-9 forms and supporting documentation. 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,

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

(Name)

(Signature)

(Date)