

CHECKLIST

QUICK EMPLOYER CHECKLIST: ARE YOU ICE-READY?

U.S. Immigration and Customs Enforcement (ICE) audits can happen anytime. Here's a simplified checklist to help you stay prepared:



1: EMPLOYEE DOCUMENTATION

- ☐ **I-9 Forms Up to Date:** Ensure every employee has a completed Form I-9. Keep these organized and easily accessible.
- ☐ **Storage & Retention:** Keep I-9s separate from personnel files. Store for three years after hire or one year after termination—whichever is later.
- ☐ **Reverification:** If an employee's work authorization expires, update their I-9 before the deadline.

2: POLICIES & PROCEDURES

- ☐ **Clear Hiring Process:** Ensure HR and hiring managers follow a standard process for completing I-9s correctly.
- ☐ **No Discrimination:** Treat all employees equally—don't ask for extra documents or make assumptions about work authorization.

3: INTERNAL I-9 AUDITS

- ☐ **Regular Self-Checks:** Review I-9s at least once a year for errors or missing info.
- ☐ **Correct Mistakes Properly:** Fix errors by drawing a line through the mistake, writing in the correction, and initialing with the date. Never white-out or backdate forms.

4: WORKING WITH ICE

- ☐ **Know Who's in Charge:** Designate a point person (usually HR or legal) to handle ICE visits and document requests.
- ☐ **Follow Proper Procedure:** If ICE shows up, ask for a warrant and consult legal counsel before handing over any documents.
- ☐ **72-Hour Rule:** If you get an I-9 audit notice, you typically have three business days to respond.

5: E-VERIFY & STATE LAWS

- ☐ **If You Use E-Verify:** Make sure you're following the system's rules and keeping records of verification results.
- ☐ **State-Specific Requirements:** Check local laws to stay compliant, as some states have extra hiring rules.

FINAL TIP

Stay proactive! Regular reviews and proper training can prevent last-minute panic in case of an audit.

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Want to simplify compliance and convert your workforce to E-Verify? We can help! Contact us today to discuss a seamless transition.

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