



Overview of the **I-9 Inspection** (Audit) Process



What is an **I-9 Inspection**?

An I-9 inspection, or an I-9 audit, is a review or an audit conducted by the U.S. Immigration and Customs Enforcement (ICE) to ensure that employers are verifying the identity and employment authorization of all their employees as required by federal law.

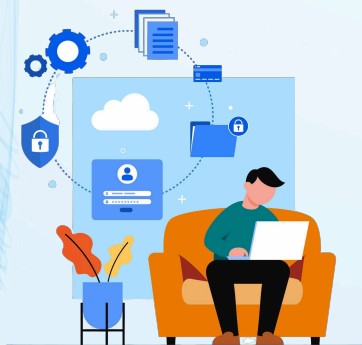
Why Do **I-9 Audits** Happen?

It is mandatory for all US employers to maintain I-9 forms for all employees to prove compliance with federal regulations. I-9 audits are conducted to verify that companies are following the rules and to prevent the hiring of unauthorized workers. Employers who fail to comply with the regulations will face penalties, fines, and other legal consequences.



What Triggers an **I-9 Audits**?

- Random selection by ICE
- Reported violations
- Targeted industries
- Routine inspections



Key Steps in the I-9 Inspection Process

1 Notice of Inspection (NOI)

- ICE notifies the employer and requests I-9 forms along with other documents, such as payroll records
- Employers typically have 3 days to prepare and submit the documents.

2 Document Review

- ICE reviews the submitted I-9 forms and supporting documents to check for errors, missing information, or unauthorized employees.

3 Inspection Findings

- ICE issues a report with findings, highlighting any violations.
- Employers may receive a Notice of Discrepancies, Notice of Technical or Procedural Failures, or a Notice of Intent to Fine (NIF).

4 Response and Corrections

- Employers are given time to correct technical errors and address discrepancies, if any.
- If there are serious violations, fines and penalties may be imposed.

Common I-9 Mistakes That Trigger Issues

- Missing employee signatures
- Incomplete or outdated forms
- Incorrect document verification
- Failure to re-verify employment eligibility

How to Prepare for an I-9 Audit

- Conduct internal audits regularly
- Ensure I-9 forms are complete and accurate
- Stay updated on regulation changes
- Provide training to HR teams

How Imagility Can Help

Imagility's I-9 Audit Service helps businesses prepare for audits by spotting mistakes, improving workflows, and making sure they follow federal laws. We offer expert advice, review processes, and tools to simplify I-9 management and lower risks.

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