



U.S. Immigration
and Customs
Enforcement

NOTICE OF UNAUTHORIZED ALIENS

[Date]

[Case Number]

[Name of Company Official]

[Company Name]

[Company Address]

Dear Sir/Madam:

On Insert date of apprehension, U.S. Immigration and Customs Enforcement (ICE) apprehended the following individual(s):

Insert name(s) or attach list

You employed the individuals at your place of business, Insert name of employer. The individuals have been deemed by ICE to be unauthorized to work in the United States.

Unless they present valid identification and employment eligibility documentation acceptable for completing the Form I-9, other than the documents previously presented, they are unauthorized to work in the United States.

Any continued employment of the individuals without satisfying the employment eligibility verification requirements may subject you to civil penalties for knowingly continuing to employ unauthorized aliens in violation of Section 274A(a)(2) of the Immigration and Nationality Act. A civil money penalty ranging from \$375 to \$3,200 per unauthorized alien may be imposed for a first violation of knowingly hiring or continuing to employ an unauthorized alien. Higher monetary penalties can be imposed for a second or subsequent violation. Further, criminal charges may be brought against any person or entity which engages in a pattern or practice of knowingly hiring or continuing to employ unauthorized aliens. This is a very serious matter that requires your immediate attention.

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If you or the employees feel that this determination is in error and the employees are authorized to work, or if you or the employees have any other questions, you or the employees may call Insert name and title of ICE point of contact at Insert telephone number.

Sincerely,

Insert name

Insert title (GS or above)