



U.S. Immigration
and Customs
Enforcement

NOTICE OF DISCREPANCIES

[Date]

[Case Number]

[Name of Company Official]

[Company Name]

[Company Address]

Dear Sir/Madam:

On Insert date of inspection, Special Agents of U.S. Immigration and Customs Enforcement (ICE) conducted an inspection of Insert name of employer to determine compliance with Section 274A of the Immigration and Nationality Act. During that inspection, the requirements of the law were discussed and Forms I-9 were inspected.

This letter is to inform you that, according to the records checked by ICE, the identity and employment eligibility of the following individuals were unable to be verified. This letter does not mean that ICE has determined that these employees are not authorized to work. There are many reasons that discrepancies may appear in a work authorized employee's record. **You should not fire the employees on the attached list or take adverse action against them based upon this letter.**

Insert name(s) or attach list

In order to resolve these cases, ICE is requesting your assistance and cooperation in order to make arrangements to interview the employees identified in this letter. An ICE representative will contact you to schedule date(s) for interviews to be conducted at your facility. Rather than interviewing each employee, ICE may request your assistance in completing the attached certification notice, along with providing the appropriate documentation to verify the identity and continued employment authorization of the person(s) named.

We understand that some of these employees may be authorized to work and that the records we reviewed did not confirm this fact. We encourage employees whose names are on this list, but who believe they are authorized to work in the United States, to reconcile any discrepancy regarding their employment eligibility information with you before we arrive at your location for interviews. When you obtain the appropriate information, please call Insert name and title

of ICE point of contact at *Insert telephone number*. ICE will re-verify the information provided about the employees, including any new information provided by you or the employees. You will then be notified of the employee's status in writing regarding whether the discrepancy has been resolved or if a personal interview will be required.

If any employees on this list do not wish to clarify their employment eligibility through your personnel department, we will request your cooperation in order to personally interview them during our visit to your business.

Attached is a notice that we are requesting you provide to each employee identified in this letter. This notice identifies each employee by his or her name, Social Security number, and alien registration number (if applicable). We ask that you give a copy of this notice to each employee immediately. The notice also includes space for you and your employee to document the employee's receipt of the notice. Please ensure that each employee understands what steps he or she must take to resolve this situation, including providing you with more information.

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 your employees may call the ICE contact noted above.

Sincerely,

Insert name

Insert title (GS or above)