



U.S. Immigration  
and Customs  
Enforcement

NOTICE OF SUSPECT DOCUMENTS

[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 following individuals appear, at the present time, not to be authorized to work in the United States. The documents submitted to you were found to pertain to other individuals, or there was no record of the alien registration numbers being issued, or the documents pertain to the individuals but the individuals are not employment authorized or their employment authorization has expired. Accordingly, the documentation previously provided to you for these employees does not satisfy the Form I-9 employment eligibility verification requirements of the Immigration and Nationality Act.

Insert name(s) or attach list

Unless the above employee(s) present valid identification and employment eligibility documentation acceptable for completing the Form I-9, other than the documentation previously submitted to you, they are considered by ICE to be unauthorized to work in the United States. If you continue to employ these individuals without valid documentation, you may be subject to a civil money penalty ranging from \$375 to \$3,200 per unauthorized alien for a first violation. Higher 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, immediately 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. In these instances, do not terminate the employees whose status is in question until you receive written notification from ICE. If you or the employees have any other questions, please call the ICE contact noted above.

Sincerely,

Insert name

Insert title (GS or above)