



Notice of Inspection Information

Guardian HR Audit Preparation

A Notice of Inspection (NOI) from the U.S. Immigration and Customs Enforcement Agency (ICE) is a formal notification to an employer that ICE intends to review their employment eligibility verification records (Forms I-9 and related documents) to ensure compliance with federal employment laws.



1. NOI Request Received from ICE

The employer needs to produce the Forms I-9 and other related documents for inspection within three business days (or 72 hours). Given the time-sensitive nature of the inspection request, we have included target timeframes from the issuance of the NOI to ensure your organization meets the ICE inspection deadline.



2. Contact Guardian Support

It is important to let the Support Team know about your NOI as soon as possible, so that we can begin working on extracting the appropriate documents. Contact Guardian Support by accessing the **Help** icon and selecting **Audit Prep**. A pop-up window will appear. Enter the information in each field as prompted, and then click the **Start Request** button. You will receive an email with instructions on how to run the **Form I-9 Audit** report.



3. Prepare the Data

To properly identify your organization's employee population, access your Guardian portal and run the **Form I-9 Audit** report which is also detailed in the **Guardian Notice of Inspection Audit Report**. You may run this report (or multiple, if necessary) which will include the timeframe, locations, or SSNs in the population included in the audit. It is important to define only those records subject to the audit in order to produce the needed information as quickly as possible.



4. Provide the Report (within the first 12 hours)

You must provide Support with only the associated I-9 numbers to produce the NOI package. The final report output will include the metadata only and will not include attachments or I-9 PDFs (this report may also be helpful if preparing for an NOI or self-auditing practices).



5. NOI Response Package

After creating the reports as instructed, simply provide each report name to Support via an email submission, and we'll begin the process. The **NOI Response Package** will include all of the I-9 records identified in the reports provided. Should you or your company need to download and modify the report further, please provide the list of I-9 numbers to be included in the package.

More Resources

- You may also refer to the [Guidance for Employers Conducting Internal I-9 Audits](#) resource from ICE which provides guidance for conducting internal I-9 audits.
- Review the [ICE Form I-9 Inspection Fact Sheet](#) resource for more information.

More Training Available!

Check out additional training resources available on our site, [Connections](#).

The information provided is intended as general guidance and is not intended to convey any tax, benefits, or legal advice. For information pertaining to your company and its specific facts and needs, please consult your own tax advisor or legal counsel.