



Notice of Inspection Information

I-9 Management HR Audit Report Instructions

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 (Form I-9s 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).



2. Contact Workforce Solutions Support

Contact the I-9 Management WSS Support Team for assistance via email at workforcesolutionsupport@equifax.com and request production of I-9s and related documents stored in the I-9 Management application. The team will provide instructions on how to prepare the data.



3. Prepare the Data

Run an **All I-9 V2** report as instructed which will include the timeframe, locations, or Social Security Numbers in the population included in the audit. Note that 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.)



4. Request I-9s and Related Documents

Contact WSS, and provide the **All I-9 V2** report data and request an **I-9 Extract report**.



5. Receive I-9 Extract Report from WSS

The report typically will be sent to your organization via a SFT (Secure File Transfer) and the process should take approximately 2-3 business days to complete for smaller sized lists.



For Clients Using The Work Number

For clients subscribing to The Work Number, a Missing report can also be run. Use the Missing report (in addition to the All I-9 V2 report) to help you identify employees that exist without a completed Form I-9 and take steps to promptly obtain a completed Form I-9.

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.