



Notice of Inspection Information

I-9 HQ 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 (Forms I-9 and related documents) to ensure compliance with federal employment laws.



1. NOI Request Received from ICE

Employers need to produce the Forms I-9 and other related documents for inspection within three business days (or 72 hours).



2. Contact I-9 HQ Support (optional)

Organizations will utilize the **I-9 Audit Summary** report in I-9 HQ to download the requested I-9 records, including the audit log, PDFs, and any attached I-9 documents. Organizations may proceed with this process independently, but if assistance is needed, contact the I-9 HQ WSS Support Team via email at workforcesolutionssupport@equifax.com.



3. Run the I-9 Audit Summary Report

Access the Reports icon from the dashboard. On the Request Reports screen, select the **I-9 Audit Summary** report by clicking the **Request Report** button. Complete the fields including dates and locations of the report to be generated. Indicate which download options are being requested. This would include the Form I-9 PDFs and/or any supporting documents and additional attachments. If selected, a .zip file will be presented including the requested documents. When completed, click the **Run Report** button.



4. Download the Report Data

Access the **Download** tab which will show the report once the report has been requested. This tab is where the downloading of the final data will be available.



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 **I-9 Audit Summary**) 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.