

To all workers at (name of workplace): _____
From (employer name): _____

Notice to Workers of Form I-9 Inspection

*The Immigrant Worker Protection Act (RCW 49.97) is a Washington state law that requires employers to provide a notice to each employee of a federal Form I-9 inspection within **five (5) business days** of receiving a notice of inspection. This document dated (MM/DD/YYYY): _____, constitutes notice of the Form I-9 inspection.*

ATTENTION: This employer has received notice of a Form I-9 inspection by the following federal agency (or agencies):

- ☐ Department of Homeland Security (DHS)
 - ☐ ICE (Immigration and Customs Enforcement)
 - ☐ USCIS (United States Citizenship and Immigration Services)
- ☐ United States Department of Labor (DOL)
- ☐ Other: _____

The Notice of Inspection was received on (MM/DD/YYYY): _____

Purpose of the inspection to the extent known by the employer:

- ☐ To verify work authorization documents
- ☐ Other reason known: _____

The federal agency requests that this employer make the following types of records available as part of the inspection (to the extent known, check all that apply):

- ☐ Form I-9s
- ☐ Supporting documents for Form I-9s (such as copies of passports, driver licenses, social security cards, permanent resident cards)
- ☐ Form I-9 electronic system records and audit trail
- ☐ Payroll records and data (including employee names, social security numbers, hire dates)
- ☐ Any list of current employees (including names, social security numbers, birth dates, hire dates, etc.)
- ☐ Any list of terminated employees (including names, social security numbers, birth dates, hire dates, etc.)
- ☐ List of independent contractors and/or vendors
- ☐ Any correspondence from the Social Security Administration regarding mismatched or no-matched social security numbers

This model notice to employees is provided by the Washington Attorney General's Office
in compliance with RCW 49.97
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- ☐ Documentation or correspondence identifying participation in E-Verify or the Social Security Number Verification Service
- ☐ Corporate / business records
- ☐ Other information or documents listing or identifying employees or their personal information (please briefly list and describe): _____

A copy of the Notice of Inspection of Form I-9 Employment Eligibility Verification, and any accompanying documents, is attached with this notice.

Employees should discuss all legal issues and questions relating to their individual circumstances with an attorney. If you are seeking advice or have questions about the I-9 inspection process, the below information may be helpful:

- Washington Immigrant Solidarity Network (WAISN) Deportation Defense Hotline: 1-844-724-3737. Hours: Monday to Friday, 6am to 6pm. Interpretation available in nearly 300 languages. Know Your Rights information, legal referrals and resources, accompaniment.
<https://waisn.org/what-we-do/deportation-defense/hotline/>
- The Northwest Immigrant Rights Project (NWIRP) offers legal services and advocacy for immigrants in Washington state. They can be reached by email at: info@nwirp.org. For more help from NWIRP, please go to: <https://www.nwirp.org/get-help/>
- More organizations and resources can be found at: atg.wa.gov/iwpa

