

# NOTICE TO EMPLOYEE

## *Labor Code section 90.2*

Effective January 1, 2018, except as otherwise required by federal law, section 90.2(a)(1) of the California Labor Code requires employers to provide notice to current employees of **any inspection of I-9 Employment Eligibility Verification forms or other employment records** conducted by an immigration agency by posting a Notice, in the language the employer normally uses to communicate employment-related information to the employee, within 72 hours of receiving notice of the inspection.

**Name of the Immigration Agency Conducting the Inspection (more than one box may be checked, as appropriate):**

- ICE (Immigration and Customs Enforcement)
  - DHS (Department of Homeland Security)
  - USCIS (United States Citizenship and Immigration Services)
  - Other:
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**Date the Employer Received the Notice of Inspection:** \_\_\_\_\_

**Date the Inspection will be Conducted:** \_\_\_\_\_

**Location of the Inspection:**

- At the employer's place of business or worksite, located at the following address:
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- At a location other than the employer's place of business or worksite

**Subject of the Inspection (to the extent known, check all that apply):**

- I-9 forms
  - Supporting documents for I-9 forms (such as passports, driver licenses, social security cards, permanent resident cards)
  - Payroll records and data (including employee names, social security numbers, hire dates)
  - California Quarterly Contribution Return and Report of Wages (form DE9 or DE6)
  - Quarterly Wage and Hour Report
  - Any list of employees (including names, social security numbers, birth dates, hire dates, etc.)
  - Any correspondence from the Social Security Administration regarding mismatched or no-matched social security numbers
  - Documentation or correspondence identifying participation in E-Verify or the Social Security Number Verification Service
  - Other information or documents listing or identifying employees or their personal information (please briefly list and describe):
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**A copy of the Notice of Inspection of I-9 Employment Eligibility Verification forms, and any accompanying documents, must be posted or given to employees with this notice.**