

1. Utilize E-Verify

Use the DHS employment eligibility verification program (E-Verify) to verify the employment eligibility of all new hires.

2. SSNVS

Use the Social Security Number Verification Service (SSNVS) and make a good faith effort to correct and verify the names and Social Security numbers of the current workforce.



3. Written Hiring Policy

Establish a written hiring and employment eligibility verification policy.

4. Internal Training and Compliance Program

Establish an internal compliance and training program related to the hiring and employment verification process.



5. Form I-9 Secondary Review

Reduces human error and safeguards against employee misconduct by requiring all Forms I-9 be reviewed for errors or deficiencies by a second party.

6. Annual Form I-9 Audits

Audits conducted by an external third party or by a trained employee outside of the hiring process allows for an unbiased, impartial review of a company's Form I-9 compliance.



7. Report Violations to ICE

Establish a procedure to report to ICE suspected criminal misconduct in the employment eligibility verification process.

8. Promote IMAGE Partnership

Establish a program to assess subcontractors' compliance with employment eligibility verification requirements. Work toward incorporating IMAGE Best Practices into relationships and agreements with subcontractors.



9. “No Match” Letter Resolution

Mandates a fair and consistent procedure to verify that the names and Social Security numbers on Form W-2 wage reports match to ensure proper wage reporting.

10. Internal Tip Line

Requires an accessible and confidential system for employees to report unauthorized aliens and other unlawful activity and establishes a protocol to timely monitor and address these reports.



11. Anti-Discrimination Protocols & Training

Protects employment authorized individuals from prohibited discrimination by establishing procedures and policies that treat all qualified, eligible employment applicants equally.

12. Copy identity documents

Maintain copies of any documents accepted as proof of identity and/or employment authorization for all new hires.



ICE

Adam Wilson
Section Chief
Washington, DC
202-732-3064
Adam.Wilson@dhs.gov

Report Suspicious Activity
1-866-DHS-2-ICE

www.ice.gov/image

IMAGE

Your Workforce Compliance Partner



U.S. Immigration
and Customs
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