12 Basic Strategies For Immigration Compliance

1. Enroll in E-Verify. E-Verify is a free web-based government program that allows employers to perform employment eligibility checks for newly hired employees.

2. Establish an internal I-9 training program. Employers should ensure that their HR staff has reviewed the M-274 handbook (available for download from www.uscis.gov) and are familiar with the I-9 process.

3. Avoid harboring scenarios. Employers should ensure they are not offering housing or transportation to employees they know are undocumented.

4. Establish a no-match letter protocol. DHS continues to use the receipt of no-match letters as proof of constructive knowledge that employers knowingly hired unauthorized employees.

5. Avoid violating anti-discrimination practices. Employers must strike a balance between being proactive and not engaging in document abuse or discrimination.

6. Establish a culture of immigration compliance. Companies need to establish, publicize and enforce an immigration compliance policy.

7. Visit ICE’s website. The ICE website contains a list of best hiring practices, news releases and tactics ICE uses to build their cases.

8. Beginning September 18, 2017, employers must use the new I-9 version, with the revision date 07/17/17 N.

9. Establish a protocol for dealing with newly confessed identity scenarios (NCIS).

10. If filling out the form on your computer, the new form includes instructions/prompts to ensure information is entered correctly i.e., drop down lists and calendars for filling in dates.

11. Establish a protocol for dealing with innocent bystander victims of identity theft so that you investigate and rectify when appropriate.

12. If filling out the form manually, notice that the new form includes an area you may insert additional information. You may use red ink to audit or update I-9s. Review all I-9s for completeness and correct as required.
## Section 2: Completed by the Employer

**Employee must present to employer original document(s) that establish identity and employment authorization within 3 business days of the date employment begins. Employer must verify that documents presented are listed on the Form I-9 List of Acceptable Documents.**

Expired documents are no longer acceptable. Verify information on documents presented is the same as that listed in Section 1 (i.e., DOB, SS#, A#, expiration date, etc.).

- **L1 – 3:** Employee’s full name
- **L4:** Enter box selection from Section 1, # 1-4, attesting citizenship or immigration status.
- **L5:** If selecting List A, write document title.
- **L6:** Which government entity issued the document?
- **L7:** What is the document #?
- **L8:** Write expiration date.
- **M1:** If selecting List B, write document title.
- **M2:** Which government entity issued the document?
- **M3:** What is the document #?
- **M4:** Write expiration date.
- **N1:** If selecting List C, write document title.
- **N2:** Which government entity issued the document?
- **N3:** What is the document #?
- **N4:** Write expiration date.
- **O:** Write employee’s first day of work. I-9 must be completed within 3 business days from the date employment began.
- **P:** Employer or representative must sign.
- **Q:** Write the current date.
- **R:** Identify representative title.
- **S1 – 2:** Make sure employer’s representative prints full name.
- **T:** Write employer’s business name.
- **U1 – 4:** Write employer’s business address.

### Employment Eligibility Verification

**Department of Homeland Security**

**U.S. Citizenship and Immigration Services**

### Section 2: Employer or Authorized Representative Review and Verification

Employer or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. Employers must re-verify the employee on a new Form I-9 if the version of the form used for the previous verification is expired. When using a new form, complete Section 1 and Section 3 AND retain the new form with the original. View the original document showing extension or new work authorization.

- **V:** Has there been a name change?
- **W:** Has there been a rehire date?
- **X1:** Write document title.
- **X2:** What is the document #?
- **X3:** Write expiration date.
- **Y1 – 2:** Employer must sign and print name.
- **Z:** Write date of re-verification.

### Additional Information

- **V:** Has there been a name change?
- **W:** Has there been a rehire date?
- **X1:** Write document title.
- **X2:** What is the document #?
- **X3:** Write expiration date.
- **Y1 – 2:** Employer must sign and print name.
- **Z:** Write date of re-verification.

### About Us

Established in 1998, Monty & Ramirez LLP is the largest Hispanic-owned law firm in the Southwest. The Firm is passionate about representing the interests of companies with large Hispanic workforces. The Firm focuses on the representation of public and private-sector employers in matters involving employment, labor, and immigration compliance issues.

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