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:
_____

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:
_____

☐ 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):
_____
_____

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.