

# Employer Quick Guide: Responding to ICE Visits & Audits

## 1. Stay Calm & Organized

- Designate a trained Point of Contact (POC)
- Keep legal counsel on call
- Maintain an updated I-9 compliance binder

## 2. Know the Types of ICE Actions

- Notice of Inspection (NOI): 3 business days to comply
- Worksite Raid: Unannounced entry
- Subpoena/Warrant: Access to records or premises

## 3. Verify ICE Authority

- Ask for ID and purpose
- Request copy of warrant/subpoena
- Administrative warrant does not grant private access
- Judicial warrant signed by a judge allows entry

## 4. Protect Employee Rights

- No questioning without legal presence unless required
- Provide only legally required information
- Employees can remain silent & request attorney

## 5. Document Everything

- Log interactions with names & badge numbers
- Copy all requests & records
- Note date, time, and scope

## 6. Follow Up

- Notify immigration attorney immediately
- Review compliance gaps
- Correct I-9 errors properly (never backdate)
- Prepare for follow-up visits

## Key Legal Tip

- No retaliation for asserting rights
- Do not knowingly hire unauthorized workers

## Sources

- ICE: Worksite Enforcement Overview ([ice.gov](https://ice.dhs.gov))
- USCIS: Handbook for Employers M-274 ([uscis.gov](https://uscis.gov))
- NILC: How to Respond to Immigration Enforcement ([nilc.org](https://nilc.org))