I-9 Audits & Compliance

Every employer must have an I-9 Employment Eligibility Verification Form completed for every employee they employ in the U.S. The consequences of not complying with I-9 rules and requirements are costly. Clark Hill assists employers in every industry with I-9 compliance, helping them to correct mistakes and identify areas of non-compliance, as well as helping to design compliance programs to ensure that I-9 requirements are met on an ongoing basis.

Compliance is a Process, Not an Event

IMMIGRATION LAW

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Immigration Law Areas of Practice

3 and 10 Year Bars to Entry

Adjustment Portability

Commuter Green Cards

EB-5 Immigrant Investor Program

Green Cards

I-94 Information

My Case Status

Our Philosophy

Priority Dates and Revised Procedures

Temporary Visas

U.S. Citizenship

Identify and Assess Risk Areas

- Is the employer aware of compliance requirements?
- Have any processes or procedures been put in place?
- Are there immediately identifiable red flags?

Develop or Revise Policies and Procedures

- Assist employer to establish or amend processes and procedures to ensure I-9s are completed correctly and timely
- Advise on proper storage, retention and destruction policies
- Establish policies in the event of audit or investigation

Train and Educate

- Prepare materials and conduct training for management and employees on I-9 compliance
- Continually advise on new rules and regulations

Monitor and Audit

- Monitor efficacy of, and compliance with, I-9 policies and procedures

Revise and Adapt

- Revise policies and procedures to increase efficiencies, correct deficiencies and adapt to changes in I-9 rules and regulations

Defend

- Advise and defend employers subject to I-9 audit
- Negotiate with government agencies to reduce fines and penalties for non-compliance