

COPY ON COMPANY LETTERHEAD

INTERNAL USCIS FORM I-9 AUDIT FILE MEMO FOR DOCUMENTING I-9 CORRECTIONS

Date _____

REF: DOCUMENTATION OF INTERNAL USCIS FORM I-9 AUDIT CORRECTIONS MADE

AUDIT & CORRECTIONS MADE BY:

Name: _____

Title: _____

Signature: _____

Date: _____

By my signature above, I certify that I conducted an internal audit of the USCIS Form I-9 for:

Employee Name: _____

Title: _____

In conducting the internal audit, I found the following errors: [Box will expand as you enter text]

I have taken the following steps to correct the errors: [Box will expand as you enter text]

The employee [☐ was ☐ was not] called in to assist in the correction.

Employee who participated in the correction of their USCIS Form I-9 (if applicable)

Name _____

Title _____

Signature _____

Date _____

NOTES: [Box will expand as you enter text]