

IMAGE BEST EMPLOYMENT PRACTICES

1. Use E-Verify, the DHS employment eligibility verification program, to verify the employment eligibility of all new hires;
2. Use the Social Security Number Verification Service for wage reporting purposes. Verify the names and Social Security numbers of the current workforce and work with employees to resolve any discrepancies;
3. Establish a written hiring and employment eligibility verification policy;
4. Establish an internal compliance and training program related to the hiring and employment verification process, including completion of Form I-9, how to detect fraudulent documents and how to use E-Verify and the Social Security Number Verification Service;
5. Require the Form I-9 and E-Verify process to be conducted by only individuals who have received appropriate training and include a secondary review as part of each employee's verification to minimize the potential for a single individual to subvert the process;
6. Conduct an annual internal Form I-9 audit;
7. Establish a procedure to report to ICE credible information of suspected criminal misconduct in the employment eligibility verification process;
8. Ensure that contractors and subcontractors establish procedures to comply with employment eligibility verification requirements. Encourage contractors and subcontractors to incorporate IMAGE best practices and, when practicable, incorporate the use of E-Verify in subcontractor agreements;
9. Establish a protocol for responding to letters or other information received from federal and state agencies, which indicate a discrepancy exists between the agency's information and the information provided by the employer or employee (for example, a Social Security Administration Employer Correction Request "no match" letter). Provide employees with an opportunity to make a good faith effort to resolve the discrepancy when it is not due to employer error;
10. Establish a tip line mechanism (inbox, email, etcetera) for employees to report activity, which relates to the employment of unauthorized workers and a protocol for responding to credible employee tips;
11. Establish and maintain appropriate policies, practices and safeguards to ensure that authorized workers are not treated differently with respect to hiring, firing or recruitment. Further, ensure equal treatment during referral for a fee or during the Form I-9, E-Verify or the Social Security Number Verification Service processes because of citizenship status or national origin; and,
12. Maintain copies of any documents accepted as proof of identity and employment authorization with the Form I-9 for all new hires.



ICE Mutual Agreement between Government and Employers

IMAGE

Fostering Compliance Through Education and Partnership



ICE

Report Suspicious Activity
1-866-DHS-2-ICE
1-866-347-2423
www.ice.gov



U.S. Immigration and Customs Enforcement

IMAGE

With the passage of the Immigration Reform and Control Act in 1986, employers in the U.S. and its territories are required to hire only authorized workers. Employers are required to document their employees' identities and work eligibility on the Employment Eligibility Verification Form I-9 (Form I-9) within three days of hire. Violations of immigration law can expose employers to possible civil and criminal penalties.

Employers should recognize that unauthorized workers may attempt to secure employment by fraudulent means by using false documents, identity theft or both. Ensuring a lawful workforce will help businesses run efficiently, legally and with integrity by mitigating the risks associated with employing unauthorized workers.

IMAGE PROGRAM

U.S. Immigration and Customs Enforcement (ICE), the principal criminal investigative arm of the U.S. Department of Homeland Security (DHS), is responsible for enforcing the nation's immigration and customs laws. In 2006, to minimize vulnerabilities that help unauthorized workers gain unlawful employment, the ICE Mutual Agreement between Government and Employers (IMAGE) program was created. The goal of the IMAGE program is to reduce the employment through outreach, education and training.

Participating in the IMAGE program reduces unauthorized employment and minimizes the use of fraudulent identity documents. It also protects workforce integrity by helping to ensure employees are who they represent themselves to be. Improving company hiring practices will help avoid negative exposure due to unauthorized workers in the workplace and as a result will create an enhanced corporate image.

OUTREACH AND TRAINING

ICE provides interested employers with IMAGE program requirements and benefits. Employers who have agreed to partner with ICE or are already IMAGE certified members, receive additional education and training in proper hiring procedures and fraudulent document detection. These training opportunities are free of charge to IMAGE partners and members and can be tailored to meet specific employer needs.



IMAGE CERTIFICATION

IMAGE offers a formal membership program that focuses on exceptional employers that have the ability to effect change within their industry or region. These employers also serve as an example and role model in the business community while highlighting the importance and viability of immigration compliance. Employers who have agreed to partner with ICE will be deemed IMAGE certified upon completion of IMAGE membership requirements.

Certification Requirements for Employers:

1. Within 60 days, enroll in E-Verify;
2. Within 120 days, establish a written hiring and employment eligibility verification policy that includes internal Form I-9 audits at least once per year; and,
3. Submit to an ICE Form I-9 inspection.

For more information on the IMAGE program or to request training, please visit www.ice.gov/IMAGE or email image@dhs.gov.

DHS E-VERIFY

E-Verify is an Internet-based system, which compares information from an employee's Form I-9 to data from DHS and Social Security Administration records. This process confirms that the employee is authorized to work in the United States.

While participation in E-Verify is voluntary for most businesses, some companies may be required by state law or federal regulation to use E-Verify. E-Verify is also mandatory for employers awarded federal contracts or subcontracts that contain the Federal Acquisition Regulation E-Verify clause. E-Verify can further assist employers in ensuring a legal workforce.

Visit E-Verify at www.dhs.gov/E-Verify for more information.