

# NOTICE OF DEFICIENCY DURING IMMIGRATION INSPECTION

Employee's Name: \_\_\_\_\_ Employee's Number: \_\_\_\_\_  
Hire Date (Month/Day/Year): \_\_\_\_\_ Today's Date (Month/Day/Year): \_\_\_\_\_

An immigration inspection was recently conducted by federal immigration officials and a deficiency in your record(s) was identified. A copy of the written immigration agency notice that provided the results of this inspection is attached.

The following is a description of any and all deficiencies or other items identified in the written immigration inspection results that are related to you:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This Company's obligation(s) concerning this matter is/are as follows: \_\_\_\_\_

\_\_\_\_\_  
Your obligation(s) concerning this matter is/are as follows: \_\_\_\_\_  
\_\_\_\_\_

Any potential deficiencies must be corrected by \_\_\_\_\_. A meeting for you to correct the deficiencies is scheduled with \_\_\_\_\_ on \_\_\_\_\_.  
(Company Representative Info) (Date & Time)

You have the right to representation during this or any other employer meeting concerning this matter.

\_\_\_\_\_  
Signature of Employer/Employer's Representative

\_\_\_\_\_  
Date

FOR EMPLOYER USE ONLY – *Complete after delivering notice to the employee.*

Notice provided to employee via hand delivery by \_\_\_\_\_ (name of Employee)

If hand delivery was not feasible, notice was provided to employee via

- E-mail \_\_\_\_\_ (If known); and
- U.S. Mail \_\_\_\_\_ (address used).
- Employee's authorized representative: \_\_\_\_\_.