

# INSPECTION NOTICE

Oregon SB 370 (2019) requires employers to notify current employees of an upcoming inspection by a federal agency of records of forms and any other documentation used by the employer to verify employee identity and employment eligibility. Notice must be provided to employees, unless prohibited by federal law, within three business days of receiving a notice in the language the employer normally uses to communicate employment-related information to the employees.

Name of the agency conducting the inspection (List all agencies on the notice):

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Date the employer received the notice of inspection: \_\_\_\_\_

Location and date of inspection/document submission:

- ☐ On-Site Inspection: \_\_\_\_\_
- ☐ Off-Site Inspection: \_\_\_\_\_

Subject of the inspection (to the extent known):

- ☐ I-9 forms ☐ Any list of employees
- ☐ Documents copied, if any, as part of the employment eligibility verification process  
(Examples could include copies of passports, driver licenses, social security cards, or permanent resident cards)
- ☐ Other information or documents listing or identifying employees or their personal information (fill in below):

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This notification and a copy of the federal agency's notice of inspection must be posted in a conspicuous and accessible location in the employees' preferred language. The employer shall also make reasonable attempts to individually distribute these documents to employees.

Employees may contact Portland Immigrant Rights Coalition at **1-888-622-1510** for information related to immigrant and refugee workers' rights.