



Right to Privacy in the Workplace Act
Notice of Inspection of
[I-9 Employment Eligibility Verification Forms]
Or [Other Employment Records]

Instructions: Except as otherwise required by federal law, an employer shall provide a notice to each current employee, of any inspections of I-9 Employment Eligibility Verification forms or other employment records conducted by the inspecting entity within 72 hours after receiving notice of the inspection. The written notice shall be posted in English and in any language commonly used in the workplace. Written notice shall also be given within 72 hours to the employee’s authorized representative, if any.

Name of the entity conducting the inspections of I-9 Employment Eligibility Verification forms or other employment records	
Date the employer received notice of the inspection	
Nature of the inspection to the extent known by the employer	