

Sample ICE/DHS Contact Procedures



Receptionist:

Greet Government Representatives:

- We follow the best available immigration compliance practices. Specifically:
- Greet the agents in a courteous and confident manner and inquire about their business.
- Ask the agent(s) for a business card.
- Inform the agent(s) that you will follow the company procedures
- Call the Company's Immigration Compliance officer to take over

Company's Immigration Officer:

- Ask the officers for ID and any paperwork they have
- Tell the officers that you are represented by an attorney and that you would like to call your attorney before answering any questions. Then call the company's attorney.

IF WARRANT:

- Please ask if the agent(s) if they have a warrant
- If they do, tell them you are ready to cooperate.
- Ask the officer(s) for time to MAKE A COPY, email the company attorney.

IF NO WARRANT:

- If the agent does not have a warrant, they probably have a Notice of Inspection Subpoena). You have three days, or more in some cases, to produce the record.
- Tell the agent the company's attorney will produce the record in three days.
- Email copies to the company's attorney.