



NORRIS
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cordially invites you to

Form I-9, Employment Eligibility Verification, Instructional Seminars

Raymond G. Lahoud, a Member with Norris McLaughlin, P.A., and Chair of its Immigration Practice Group, is pleased to present two free seminars for all human resource professionals, business owners, compliance officers, administrators, and management at organizations and companies in every industry of every size. He will teach the audience how to complete the I-9 process correctly to avoid getting audited. Must-know topics to be discussed include:

Part 1

How to Handle Form I-9 When Hiring and After

- Form I-9 Basics & Compliance
- Completing the Form I-9
- Verification of Remote Employees
- Re-Verification Procedures
- Form I-9 Record Retention
- Form I-9 Remediation
- Third Party Form I-9 Servicers
- E-Verify

Part 2

Best Practices for ICE Audits When It Comes to Form I-9

- Internal Compliance Audits
- Preparing for a Random ICE Audit or Inspection
- Employer Rights and Obligations
- DHS & DOL Employer Immigration Discrimination Investigations
- What to Do When ICE is Raiding Your Business
- The Future of Employer Immigration

When: Friday, October 19, 2018

When: Tuesday, November 13, 2018

8:30 —9:00 a.m. Registration & Breakfast
9:00—10:00 a.m. Program
10:00– 10:30 a.m. Questions & Answers

Where: Norris McLaughlin New Jersey Office

400 Crossing Blvd., 8th Floor
Bridgewater, NJ 08807
(908) 722-0700

We are offering this seminar free of charge. Please share with your colleagues. Please complete and return the attached Registration Form by **Tuesday, October 9**, to **Jacqueline Ehrenkranz** by email to **jehrenkranz@norris-law.com**.

For more information, please call (908) 252-4172.



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Seminar Registration Form

Form I-9, Employment Eligibility Verification, Instructional Seminars

Session Choice: _____

Name: _____

Title: _____

Company: _____

Address: _____

Phone: _____

Email: _____

Please email before [Tuesday, October 9](#), to:
Jacqueline Ehrenkranz, Marketing Coordinator
Norris McLaughlin, P.A.
jehrenkranz@norris-law.com