



# Process Map: Form I-9 Audit

Activity	Pre-Audit				Audit			Post-Audit		
	Determine employment eligibility service options: I-9 storage, migration and/or E-Verify (requirements vary by state)	Gather Form I-9s from all company locations	Migrate I-9s and supporting documents to I9NOW or Copy / scan all I-9s and send to VISANOW	Migration to I9NOW	Initial I-9 review and preliminary report analysis	I-9 Analysis	Final I-9 audit report	Legal consultation to discuss audit results / next steps	Compliance process development	Customizable training (virtually or on-site)
Responsible Party	HR			VISANOW	VISANOW		VISANOW			
Timing*	Depends on client			2 Weeks	2 Weeks		1 Day	1-2 Weeks	1 Week	



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\* Timing may vary depending on volume/size of workforce. Duration of steps can be expedited for Mergers & Acquisition assessments or government visits.