



*Homeland Security Investigations  
Office of the Special Agent in Charge*

**U.S. Department of Homeland Security  
SAC Boston**



## **NOTICE OF INSPECTION**

BO19NR25BO0022

Harvard University Office of the Executive Vice President  
c/o Human Resources  
Massachusetts Hall 11 Harvard Yard  
Cambridge, Massachusetts 02138  
United States

Dear Sir/Madam:

Employers are required under section 274A(b) of the Immigration and Nationality Act (INA), as amended by the Immigration Reform and Control Act of 1986 (IRCA) to verify the identity and employment eligibility of all individuals hired in the United States after November 6, 1986. Federal regulation, 8 C.F.R. Section 274a.2, designates the Employment Eligibility Verification Form I-9 (Form I-9) as the means of documenting this verification.

Pursuant to Section 274A of the INA, the U.S. Department of Homeland Security (DHS), Homeland Security Investigations (HSI) SAC Boston is serving this Notice of Inspection ("Notice" or "NOI") to commence an inspection of your company's Forms I-9. Federal regulations afford employers **three (3)** business days' notice prior to the start of a Form I-9 inspection. This Notice serves as your advanced notification that HSI has scheduled an inspection of your company's original (wet ink) Forms I-9, or electronically generated with audit trails and/or retained Forms I-9, as applicable, to commence **three (3)** business days from the date of service of this Notice. The Forms I-9 and supporting documents listed in the associated administrative subpoena, if any, must be received by HSI no later than 7/11/2025 5:00 PM. As of the service date of this Notice, do not make any amendments to the existing Forms I-9. Any Forms I-9 that are prepared or completed after the service date of this Notice will not be part of this inspection.

**Your company may provide the requested Forms I-9 and any related supporting documents to the address listed at the end of this letter in one of the following ways: certified mail, or by contacting the HSI Special Agent identified in this Notice to schedule a time for these items to be collected by the HSI Special Agent at your company's place of business.** Your company may also wish to provide a list of the items it will present to HSI, including the total number of Forms I-9 submitted for inspection. Upon receipt of the original (wet ink) Forms I-9, electronically generated with audit trails and/or retained Forms I-9, as applicable, any related supporting documentation, and/or any property (e.g., CD, external hard drive, etc.) containing such items, as requested, an HSI Special Agent will provide a receipt that documents such items received from your company. Only original (wet ink) Forms I-9, electronically generated with audit trails and/or retained Forms I-9, as applicable, any related supporting documents, and/or any property containing such items (e.g., CD, external hard drive, etc.), as requested in this Notice and/or an administrative subpoena, if any, will be documented on the receipt provided by HSI.

This inspection will cover all your current employees as of the date of service of this Notice, and employees who were terminated within the twelve months prior to the date of service of this NOI. Your company may also wish to provide a list of all covered

## HOMELAND SECURITY INVESTIGATIONS

*Office of the Special Agent in Charge SAC Boston*

*Subject: Notice of Inspection for Harvard University Office of the Executive Vice President*

*Page 2*

employees with hire dates and, if applicable, termination dates. This inspection is for employees employed by the above captioned during the requested time period at the following location(s):

Massachusetts Hall, 11 Harvard Yard, Cambridge, Massachusetts 02138 United States

During the inspection, the undersigned will discuss the requirements of the applicable federal laws and regulations with you. In addition to presenting your company's Forms I-9, your company will need to present copies of any identity and/or employment authorization documents copied as part of the employment eligibility verification process. If your company utilizes an electronic system or software product to create electronically generated/modified/stored Forms I-9, you will need to present: the name of the electronic system or software product utilized; the internal business practices/protocols related to the generation of, use of, storage of, security of, and inspection and quality assurance programs for, your electronically generated/modified/stored Forms I-9. In addition, you will need to present: the indexing system identifying how the electronic information contained in the Form I-9 is linked to each employee; documents describing the system used to capture the electronic signature, including the identity and attestation of the individual signing the Form I-9; and the audit trail for each electronically generated/modified/ stored Form I-9. Further, pursuant to 8 C.F.R. Section 274a.2(c)(8)(ii), the undersigned may contact you to schedule a demonstration of the generation of an electronic Form I-9 by the electronic system or software product used by your company.

The purpose of this inspection is to assess your compliance with the federal laws and regulations applicable to employment eligibility verification. HSI will make every effort to conduct the inspection in a timely manner so as not to impede your normal business routine. Failure to provide the requested documents may lead to civil or criminal penalties.


If you have any questions with respect to this inspection and/or wish to discuss other Forms I-9 delivery options, please contact the undersigned.

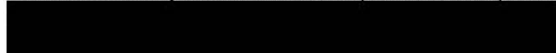
If this Notice was served in person, you may waive the three-day notice period described above, if you wish to do so, by annotating and signing page three of this Notice and advising this office of your decision.

Sincerely,



Special Agent in Charge - New England

Please send all questions and correspondence to Special Agent 



For more information on how to properly fill out a Form I-9, please visit:

<https://www.uscis.gov/i-9-central/form-i-9-resources/handbook-for-employers-m-274>

Digitally Signed by: 'E=Title-III Support@ica.dhs.gov, CN=Homeland Security Investigations, O=Homeland Security Invest

Date: 2025.07.08 17:01:08 +00:00

**HOMELAND SECURITY INVESTIGATIONS**

*Office of the Special Agent in Charge SAC Boston*

*Subject: Notice of Inspection for Harvard University Office of the Executive Vice President*

*Page 3*

**Waiver of the Three-Day Period**

I wish to waive the three-day notice to which I am entitled by 8 C.F.R. Section 274a.2(b)(2)(ii).

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Certificate of Service**

This Notice of Inspection was served upon the employer by me on 7-8-2025, in the following manner:  
(Date of Service)



In person



Electronically



By certified mail, return receipt requested

Electronically served at N/A  
(Electronic service address of employer/business representative/attorney served)

Expressed consent for electronic service provided by N/A  
(Name and Title of owner/designated business representative/attorney served)

via email on N/A  
Date

\_\_\_\_\_  
(Printed Name of HSI Special Agent)

\_\_\_\_\_  
(Signature of HSI Special Agent)

\_\_\_\_\_  
(Printed Name of Employer if Personally Served)

\_\_\_\_\_  
(Signature of Employer if Personally Served)