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Checklist: What to Do If Immigration Officers (ICE) Visit Your Business

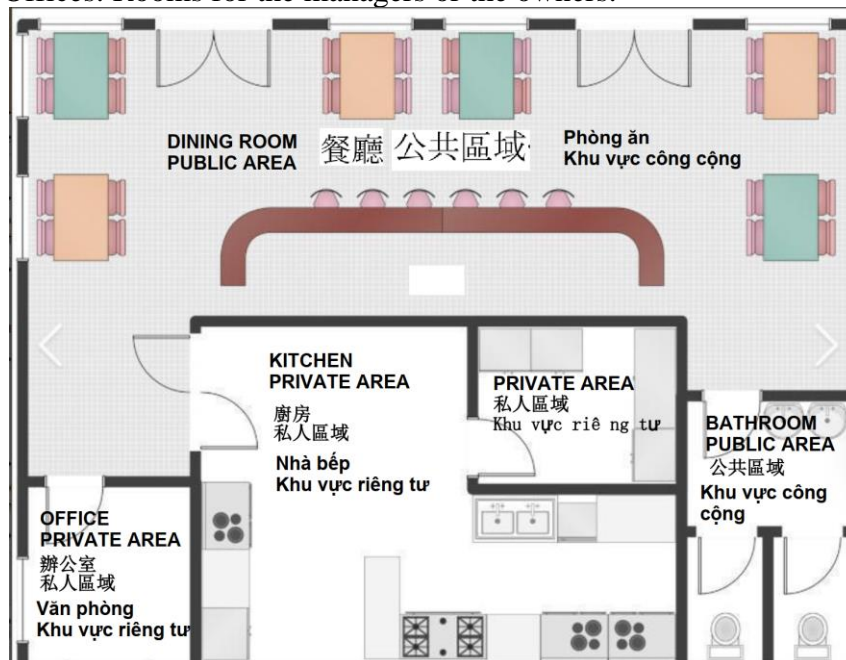
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Disclaimer: This checklist is for informational purposes only and does not constitute legal advice. It does not create an attorney-client relationship. If you need legal advice, consult an immigration attorney.

If immigration officers (ICE) show up at your business, staying calm and following the correct steps can protect your rights and your employees. Use this checklist to help you handle the situation properly.

KEY WORDS TO KNOW

- Public Areas are dining rooms, waiting rooms, lobbies, and parking lots
- Private Areas are sections of a workplace for employees or managers. Examples include:
 - Employee Break Rooms: Spaces where staff take breaks or have meals.
 - Storage Rooms: Areas used for storing inventory, supplies, or equipment.
 - Kitchens (in restaurants): Cooking and food preparation zones not open to guests.
 - Offices: Rooms for the managers or the owners.



- Administrative Warrant: DOES NOT permit entry into a Private Area.

Here is what an Administrative Warrant looks like

- #1: Issued by U.S. Immigration and Customs Enforcement
- #2: Does not provide a right of entry or list an address
- #3: Not signed by a “Judge”
- #4: Says ICE Form 200 or 205

EXAMPLE OF AN ADMINISTRATIVE WARRANT
行政搜查令範例
Ví dụ về Lệnh Hành chính

DEPARTMENT OF HOMELAND SECURITY
U.S. Immigration and Customs Enforcement
WARRANT OF REMOVAL/DEPORTATION

File No: _____
Date: _____

To any immigration officer of the United States Department of Homeland Security:

_____ (Full name of alien)
who entered the United States at _____ on _____
(Place of entry) (Date of entry)

is subject to removal/deportation from the United States, based upon a final order by:

- an immigration judge in exclusion, deportation, or removal proceedings
- a designated official
- the Board of Immigration Appeals
- a United States District or Magistrate Court Judge

and pursuant to the following provisions of the Immigration and Nationality Act:

I, the undersigned officer of the United States, by virtue of the power and authority vested in the Secretary of Homeland Security under the laws of the United States and by his or her direction, command you to take into custody and remove from the United States the above-named alien, pursuant to law, at the expense of:

#1
Issued by ICE
由ICE簽發
Được ban hành bởi ICE

#2
No right of entry
無入內權利
Không có quyền vào

#3
Signed by an immigration officer, not a judge
未經法官簽署
Không được thẩm phán ký

#4
Says ICE Form 200 or 205
標示為 ICE 表格 200 或 205
Ghi là Mẫu đơn ICE 200 hoặc 205

EXAMPLE - NOT REAL
範例，非真實
Ví dụ, không có thật

John Smith
(Signature of immigration officer)
Officer
(Title of immigration officer)
(Date and office location)

ICE Form I-205 (8/07) Page 1 of 2

Judicial Warrant: Here is what a Judicial Warrant should say:

#1: Says "Court"

#2: Check if this address is correct. The address might appear on another page or somewhere else on the document

#3: Signed by a "Judge"

EXAMPLE OF A JUDICIAL WARRANT

司法令狀範例

Ví dụ về Lệnh Tư pháp

UNITED STATES DISTRICT COURT
DISTRICT OF Washington

United States of America,
Plaintiff,
v.
The Premises Known as:
Fake Company, located at 1234 Fake St. Seattle, WA 00012, and all its appurtenances, offices, storage rooms, kitchen, parking areas, and outdoor working areas
Defendant.

CIVIL NO. 2:012345-67 Fake
ORDER:
FOR WARRANT FOR ENTRY ON PREMISES TO SEARCH FOR ALIENS WHO ARE IN THE UNITED STATES WITHOUT LEGAL AUTHORITY

IT IS FURTHER ORDERED THAT U.S. Immigration and Customs Enforcement shall conduct the entry and search during daylight hours within ten (10) days of the issuance of this warrant, and make its return to this Court with ten (10) days of the date the entry and search have been completed

Dated: January 44, 2923

Fake Name
United States Judge
Judge: Fake Name

#1
Says "Court"
標示為『Court』
Ghi là 'Court'

#2
-Check if this address is correct
-the address might appear on another page or somewhere else on the document
請確認此地址是否正確
該地址可能出現在另一頁或文件的其他地方
Vui lòng kiểm tra xem địa chỉ này có đúng không
Địa chỉ có thể xuất hiện trên trang khác hoặc ở nơi khác trong tài liệu

#3
Signed by a "Judge"
由『Judge』簽署
Được ký bởi một 'Judge'

CHECKLIST

Disclaimer: This checklist is for informational purposes only and does not constitute legal advice. It does not create an attorney-client relationship. If you need legal advice, consult an immigration attorney.

If immigration officers (ICE) show up at your business, staying calm and following the correct steps can protect your rights and your employees. Use this checklist to help you handle the situation properly.

1. Prepare Before a Visit Happens

- Train employees on their rights and what to do if ICE arrives.
- Designate a trusted person to speak with immigration officers.
- Have a legal contact on hand for emergencies.
- Ensure employee records and I-9 forms are in order.***

2. Stay Calm and Do Not Panic

- Take a deep breath and remain composed.
- Do not argue or physically interfere with the officers.

3. Determine if ICE Has the Right to Enter

- If ICE is in a Public Area (No Judicial Warrant is needed)
 - ICE can enter Public Areas without permission
 - Public Areas are dining rooms, waiting rooms, lobbies, and parking lots
 - Being in a public area does not give ICE automatic authority to stop, question, or arrest anyone.
 - If ICE approaches an employee in a public area, the employee should say:

"Please speak with my manager or the owner."

- If ICE Wants to Enter a Private Area (Judicial Warrant Required)
 - ICE needs a Judicial Warrant signed by a judge to enter a Private Area
 - Private Areas are sections of a workplace for employees or managers. Examples include:
 - Employee Break Rooms: Spaces where staff take breaks or have meals.
 - Storage Rooms: Areas used for storing inventory, supplies, or equipment.
 - Kitchens (in restaurants): Cooking and food preparation zones not open to guests.
 - Offices: Rooms for the managers or the owners.
 - You do not have to tell ICE if an employee is working that day or take them to any employees.
 - If ICE does not have a Judicial Warrant, say:

"This is a private area. You cannot enter without a judicial warrant signed by a judge."

- Administrative Warrant (Forms I-200 or I-205) do NOT allow ICE to enter Private Areas.
 - Without a Judicial Warrant, do not give permission to enter private spaces.
- Do not hand over employee records unless ICE presents a valid subpoena or judicial warrant.

4. Do Not Answer Questions About Employees' Immigration Status

- Your managers and employees have the right to remain silent.
- Do not sign any documents without a lawyer reviewing them.

5. Document the Visit

- Write down:
 - Number of ICE agents (inside and outside the business)
 - Provide details such as was anyone detained or arrested:
 - Ask ICE for a copy of any warrant or document they present.

6. Avoid Spreading Rumors

- Only share first-hand, verified information.
- Do not spread unconfirmed reports of ICE activity, as false alarms can cause panic.
- If there is confirmed ICE activity, only share essential details with trusted sources.

7. After the Raid – Follow Up

- Work with an attorney to determine next steps.
- Review what happened and update your business's preparedness plan.
- Conduct a training session for staff on how to handle future visits.

Document the ICE Visit:

- 1. Number of ICE agents (inside and outside the business):**

- 2. Provide details such as was anyone detained or arrested:**