

You Need a New I-9 Form

The U.S. Citizenship and Immigration Services (USCIS) recently announced that a new Employment Eligibility Verification Form (I-9) is available for use. All employers must complete a Form I-9 for each employee hired in the U.S. Employers are encouraged to start using the new Form immediately and will be required to do so once notice is published in the Federal Register. The new I-9 is available from the USCIS at: www.uscis.gov/i-9, Forms can also be ordered by calling 1-800-870-3676. A new Handbook for Employers, Instructions for Completing the Form I-9 is can be downloaded at: <http://www.uscis.gov/files/nativedocuments/m-274.pdf>.

The most significant change to the new Form is the removal of 5 documents for proof of both identity and employment eligibility from List A. They include:

- Certificate of U.S. Citizenship
- Certificate of Naturalization
- Alien Registration Receipt Card
- Unexpired Reentry Permit
- Unexpired Refugee Travel Document

One document was added to List A of the List of Acceptable Documents:

- Unexpired Employment Authorization Document

Instructions

- Section 1 now indicates that the employee is not obliged to provide a Social Security Number unless he or she is employed by an employer who participates in E-verify, the Internet-based employment eligibility verification system.
- The Section on Photocopying and Retaining now includes information about electronically signing and retaining I-9s.

Employers need only complete the new Form for new employees. New forms are not needed for existing employees. The revised Form should be completed in the same way as the old one.

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