

March 15, 2013

New I-9 Employment Verification Eligibility Form Available as of March 8, 2013

On March 8, 2013, USCIS published a Federal Register notice updating the Employment Eligibility Verification Form I-9, and the form's instructions. Employers may find the revised form at <http://www.uscis.gov/files/form/i-9.pdf>

The revisions to the Form I-9 are as follows:

- The form has been expanded to two pages
- The list of acceptable documents to establish identity and employment authorization has been reformatted
- New data fields have been added, including employee's telephone number and e-mail address, foreign passport number and country of issuance
- Clearer instructions regarding completing the Form I-9 are provided, including:
 - Completion of Section 1 by nonimmigrants
 - How to complete the form when a new hire presents a receipt for a required document
 - How to reverify an employee's I-9 information
 - Acceptable documents to establish the identity and employment authorization

Employers should begin using the newly revised Form I-9 (Rev. 03/08/13)N for all new hires and reverifications immediately. Employers may continue to use previously accepted revisions (Rev.02/02/09)N and (Rev. 08/07/09)Y until May 7, 2013. After May 7, 2013, employers must only use Form I-9 (Rev. 03/08/13)N for all new hires and reverifications. The revision date of the Form I-9 is printed on the lower left corner of the form.

Employers should not complete a new Form I-9 for current employees if a properly completed Form I-9 is already on file. Employers should not discard current I-9 Forms already completed for existing or former employees. Please note: I-9 Forms must be maintained for 3 years from the date of hire or 1 year from the date of termination, whichever is later.

Butzel Long is planning to host a webinar on the new Form I-9 in early April. Further details will be provided soon. Please feel free to contact the following members of the Butzel Long immigration group should you have any questions.

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