

US Citizenship and Immigration Services Releases Revised Form I-9

On November 14, USCIS (US Citizenship and Immigration Services) released a revised version of [Form I-9, Employment Eligibility Verification](#). Employers may continue using Form I-9 with a revision date of 03/08/2013 through January 21, 2017. By January 22, 2017, employers must use the revised form. Employers should continue to follow existing storage and retentions rules for all of their previously completed Forms I-9. Read the [USCIS News Release](#), and visit [I-9 Central](#) for more information. (“Breaking News: Revised Form I-9 Now Available,” [ECFA](#)).

Form I-9 is used for verifying the identity and employment authorization of individuals hired for employment in the United States. All U.S. employers must ensure proper completion of Form I-9 for each individual they hire for employment in the United States. This includes citizens and non-citizens. Both employees and employers (or authorized representatives of the employer) must complete the form. On the form, an employee must attest to his or her employment authorization. The employee must also present his or her employer with acceptable documents evidencing identity and employment authorization. The employer must examine the employment eligibility and identity document(s) an employee presents to determine whether the document(s) reasonably appear to be genuine and to relate to the employee and record the document information on the Form I-9. The list of acceptable documents can be found on the last page of the form. Employers must retain Form I-9 for a designated period and make it available for inspection by authorized government officers. NOTE: State agencies may use Form I-9. Also, some agricultural recruiters and referrers for a fee may be required to use Form I-9.

Do not file Form I-9 with USCIS or U.S. Immigrations and Customs Enforcement (ICE). Employers must have a completed Form I-9 on file for each person on their payroll who is required to complete the form. Form I-9 must be retained and stored by the employer either for three years after the date of hire or for one year after employment is terminated, whichever is later. The form must be available for inspection by authorized U.S. Government officials from the Department of Homeland Security, Department of Labor, or Department of Justice.

Some employers use E-Verify, a service of DHS and the Social Security Administration, in addition to Form I-9. E-Verify is an electronic system that compares a worker’s Form I-9 information with government databases to verify employment eligibility. E-Verify is fast, free and easy to use – and it’s the best way employers can ensure a legal workforce.

<https://www.uscis.gov/e-verify?gclid=CLvRgMGnptECFURrfgodkuYDjw>

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