

New I9 Form

The new I-9 has been released. Below is a link for the updated form:

<http://www.uscis.gov/files/form/i-9.pdf>

The key revisions include:

- Adding data fields, including the employee's foreign passport information (if applicable) and telephone numbers and email addresses. (The telephone numbers and email addresses are optional.)
- Improving the form's instructions, including more definitions.
- Revising the layout of the form, expanding the form from one to two pages (not including the form instructions and the List of Acceptable Documents).

Employers should begin using the new Form to comply with their employment eligibility verification responsibilities. After the 60-day transition period from the date of publication, no prior versions of Form I-9 will be acceptable. During the transition period, both the old and the new versions of the Form may be used. This permits employers time to train managers and employees on completing the Form and to adapt information technology to the changes.

Employers who fail to use the new Form I-9 after the transition period may be subject to applicable penalties as enforced by Immigration and Customs Enforcement and the Department of Justice.