



New I-9 Form – Released Today

November 14, 2016

On **November 14, 2016**, U.S. Citizenship and Immigration Services (USCIS) released the newly revised Form I-9, Employment Eligibility Verification. (Source: www.uscis.gov/i-9-central/whats-new)

Employers may continue using the current version of Form I-9 with a revision date of “03/08/2013 N” until **January 22, 2017**. After this date, employers must use the new form for employment eligibility verification.

The new form can be found by visiting the USCIS website at www.uscis.gov/i-9.

Key changes to the form include:

- Validations on certain fields to ensure information is entered correctly
- Additional spaces to enter multiple preparers and translators
- Drop-down lists and calendars
- Embedded instructions for completing each field
- Buttons that will allow users to access the instructions electronically, print the form, and clear the form to start over
- A dedicated area to enter additional information that employers are currently required to notate in the margins of the form
- A quick-response matrix barcode, or QR code, generates once the form is printed and can be used to streamline audit processes
- Requiring employees to provide only other last names used in Section 1, rather than all other names used
- Removing the requirement that aliens authorized to work must provide both their Form I-94 number and foreign passport information in Section 1
- Separating instructions from the form, in keeping with USCIS practice
- Adding a Supplement in cases where more than one preparer or translator is used to complete Section 1

(Source: <https://www.uscis.gov/news/alerts/uscis-seeks-comments-proposed-changes-form-i-9-0>)

When you have questions about regulatory or other changes that may affect your company and your policies, contact McCloskey Partners and we will be sure to assist you or make sure you are directed to the appropriate industry experts.

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