



New I-9

U.S. Citizenship and Immigration Services has announced that an updated version of the I-9 Form is now available. Effective January 21, 2017, it will be required that all employers use the latest I-9 Form. **Until the January 21, 2017 cutoff, you may use either the latest or previous version of the I-9 Form.** The new form will have an expiration date of 8/31/2019. If you already have the I-9 on file for your current employees, there is no need to update them to the new template.

What is an I-9 Form?

I-9 forms are used to verify the identity and employment eligibility of individuals hired for employment in the United States. Employers must complete a Form I-9 for every new hire. Employers must keep I-9 forms on file for all employees, and these must be stored for three years after the date of hire or for one year after employment is terminated. The primary changes (mostly applicable to the Adobe PDF viewer) to the new I-9 form include:

- New structural changes and error checking features
- Validations on specific fields such as Social Security Number to make sure the number was entered correctly
- 'Other Names Used' field in section 1 is now "Other Last Names Used". This change is to prevent discrimination and protect transgender and/or other individuals who have changed their first names
- New "Citizenship/Immigration Status" drop-down field in Section 2
- Embedded instructions for completing each field are now provided by clicking on a question mark within the field
- Drop down boxes
- Requirement of a preparer and/or translator certification. Employees must declare if they did or did not use a preparer or translator to complete the form



Employers will still need to print the form and obtain handwritten signatures. Please use the following link to obtain new I-9 form: www.uscis.gov/i-9

Please call or email us if you have any questions regarding this newsletter.