New Form I-9 Release Announcement - March 2013

On March 8, 2013, U.S. Citizenship and Immigration Services (USCIS), a component of Homeland Security, released a new Employment Eligibility Verification Form I-9. Employers must begin using the new Form I-9 with revision date 03/08/13 immediately for all new hires. The revision date is on the lower left of the new form (Rev.3/08/13). Employers may continue to use previously valid Forms I-9 (Rev. 08/07/09 and 02/02/09) for 60 calendar days. Beginning May 7, 2013, employers must only use the new Form I-9 (Rev. 03/08/13). In the cases of reverification or rehires the new version of the Form I-9 (Rev. 03/08/13) must be used.

The new revised Form I-9 makes several improvements designed to minimize errors in the form completion. The key revisions to Form I-9 Include:

- Form I-9 is now two pages (not including the form instructions and the List of Acceptable Documents).
- Expanded instructions
- New fields for e-mail address, phone number and foreign passport in Section 1.
- List A now has additional fields under Section 2 to allow easier recording of information if multiple documents used. For example, an employee who is a student or exchange visitor who presents a foreign passport with I-94 and a DS2019.
- Added the Social Security Account Number restrictions to the List of Acceptable Documents under List C

Employers are required to complete Form I-9 for all newly-hired employees to verify their identity and authorization to work in the United States.

For more information, please refer to the Federal Register notice. You may obtain the new Form I-9 (Rev.03/08/13) by visiting the HR Website or by clicking here.