

## REVISED FORM I-9

On April 3, 2009, a revised Form I-9 went into effect. Employers must use this revised form in the employment eligibility verification / re-verification process. The current I-9 form (dated June 5, 2007) is no longer valid. The new I-9 form must be used for new hires and for current employees whose work authorization expires on or after April 3, 2009.

All employers must comply with the employment eligibility verification process for each individual hired for employment in the United States (citizen and noncitizen). The verification process includes: (1) examining documents provided by the individual to determine if they are on the approved list of documents which may be used to establish employment eligibility; (2) make a reasonable effort to determine if the documents are genuine and they relate to the individual and; (3) after examining the documents, properly recording the information on the correct Form I-9.

Copies of documents verifying eligibility to work in the United States do not need to be made or kept by the employer. However if copies of such documents are made for one employee, the employer must keep copies of such documents for all employees. Significant changes to the revised Form I-9 include: (1) changes to the list of acceptable documents that may be used to establish employment eligibility and (2) a requirement that all documents presented must be unexpired.

The revised Form I-9 has the revised date "02/02/09" in the lower right hand corner of the form. The list of acceptable documents is on the last page of the revised Form I-9. **The New I-9 forms can be downloaded at <http://www.uscis.gov/i-9> or you may order paper copies by calling U.S. Citizenship and Immigration Services at 1-800-870-3676.**

Remember, employers must retain the Form I-9 for three years after the date of hire or for one year after employment is terminated, whichever is later. Also, the form must be available for inspection by authorized U.S. Government officials (e.g., Department of Homeland Security, Department of Labor, Office of Special Counsel).