



e-Alert: Important Reminder

Employers Must Begin Using new I-9 Form by September 18

An updated Form I-9, Employment Eligibility Verification, was released on July 17 by US Citizenship and Immigration Services (USCIS). Employers can use this revised version or continue using Form I-9 with a revision date of 11/14/16 through September 17 of this year. Beginning September 18, however, they must use the revised form with a revision date of 07/17/17. As of September 18, all previous versions of the form will be invalid.

Key changes include:

- The Consular Report of Birth Abroad (Form FS-240) was added to List C (documents that establish employment eligibility). Form FS-240 is issued to certain children born abroad to US citizen parent(s).
- All certifications of report of birth issued by the Department of State (DOS) have been combined into selection #2 in List C to include:
 - Form FS-240;
 - Form DS-1350 (no longer issued by DOS as of December 31, 2010); and
 - Form FS-545 (no longer issued by DOS as of November 1, 1990).
- List C documents have been renumbered.
- The name of the Department of Justice’s “Office of Special Counsel for Immigration-Related Unfair Employment Practices” was changed to the “Immigrant and Employee Rights Section.”
- In the instructions for completing Section 1, the phrase “the end of the first day of employment” was shortened to “the first day of employment.”

Next steps:

- To ensure compliance, all employers should use the new Form I-9 beginning September 18.
- Clients using *I-9 Advantage* (an online, cloud-based I-9 solution): The new Form I-9 will be available for all clients on or before September 18, 2017.
- Make sure your new employees are completing Section 1 no later than their *first day* of employment.
- Continue to follow existing storage and retention rules for any previously completed I-9 forms.

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