

e-Alert: New I-9 Form to be Used by May 1



Background

US Citizenship and Immigration Services (USCIS) published a new version of the Form I-9: Employment Eligibility Verification on January 31, 2020. This new version contains [minor changes](#) to the form and its instructions.

Employers can choose to use the new version immediately or continue using the prior version (Rev. 07/17/2017 N) until April 30, 2020. The Form I-9 is used to verify employee identity and employment authorization. The version date is in the lower left corner of the form. The new form (Rev. 10/21/2019) must be used beginning May 1, 2020.

Summary

USCIS made the following changes to the form and its instructions:

Revised the Country of Issuance field in Section 1 and the Issuing Authority field (when selecting a foreign passport) in Section 2 to add Eswatini and Macedonia, North per those countries'

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recent name changes. (Note: This change is only visible when completing the fillable Form I-9 on a computer.)

Instructions:

- Clarified who can act as an authorized representative on behalf of an employer
- Updated USCIS website addresses
- Provided clarifications on acceptable documents for Form I-9
- Updated the process for requesting paper Forms I-9
- Updated the DHS Privacy Notice

Employer Next Steps

- Ensure that you are using the correct form as of May 1, 2020. However, as a best practice employers should start using the new form now.
- If you are a Full-Service or Virtual HR client and would like our assistance with updating your policy, please [email us](#).

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