

e-Alert

10.31.22

Form I-9 Updates

Background

The [I-9 Flexibilities](#) in place due to COVID-19, have been extended by the Department of Homeland Security (DHS) and US Citizenship and Immigration Services (USCIS) until July 31, 2023.

In addition, the current version of [Form I-9](#) notes an expiration date of October 31, 2022. The DHS and USCIS have announced that employers shall continue using this version until a new form is published.

Summary

I-9 Compliance Flexibilities

These flexibilities have allowed employers to remotely verify a new hire's Form I-9 identification documents while working remotely due to the COVID-19 pandemic. Employers who have returned to normal operations of working in person shall resume physically inspecting new hire I-9 documentation and reinspect I-9 documentation that was reviewed virtually for anyone working remotely who returns to the physical workplace.

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I-9 Form Revision

Until an announcement has been made by the DHS or USCS, employers shall continue using the Form I-9 which has an October 31, 2022, expiration date.

Employer Next Steps

- Inform your Human Resources team and hiring managers of this extension.
- Continue tracking employees whose I-9 documents are verified virtually so that you can physically inspect their documents when operations return to in-person.
- Consider conducting an I-9 audit through HRK or another service provider after reverting to normal processes to ensure that your Form I-9s follow the guidelines.
- Consider moving to a [cloud-based I-9 platform](#).
- If you are a Full-Service or Virtual HR client and have questions about your I-9 processes, please [email us](#).

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