



### **U.S. Citizenship and Immigration Services (USCIS) publishes a new I-9 Form**

On March 8, 2013, the USCIS announced the release of the new version of the I-9 Form (Rev. 03/08/13)N. All employers are required to complete an I-9 form for each employee hired in the United States after November 6, 1986. The revised I-9 form makes several improvements designed to minimize errors in form completion such as updates to the form's layout, and adding new data fields like employee email address, telephone number, and foreign passport information when applicable. The form's [instructions](#) contain much more detail clearly explaining the information employees and employers must provide in each section.

#### **Who does this law affect?**

All employers hiring an employee in the United States.

#### **When does this law go into effect?**

The form is available for immediate use by employers. Employers who need to make necessary updates to their business processes to allow for use of the new I-9 form may continue to use previously accepted versions (Rev.02/02/09)N and (Rev. 08/07/09)Y until **May 7, 2013**. After **May 7, 2013**, all employers must use the revised Form I-9 for each new employee hired in the United States.

#### **What does this law state?**

Effective March 8, 2013 employers should begin using the newly revised I-9 Form (Rev. 03/08/13)N for all new hires and re-verifications. Employer may continue to use previously accepted revisions (Rev.02/02/09)N and (Rev. 08/07/09)Y until May 7, 2013. After May 7, 2013, employers must only use Form I-9 (Rev. 03/08/13)N.

The Department of Homeland Security (DHS) has published a [notice](#) in the Federal Register informing employers of the new I-9 form.

#### **Are there any additional processes employers must follow?**

Yes, the "[Handbook for Employers Guidance for Completing the Form I-9 \(M-274\)](#)" has been updated to correspond to the new form.

#### **When can an employer obtain, and use the newly revised I-9 Form?**

Employers can obtain the newly revised I-9 form immediately in English or Spanish online at the [USCIS website](#).

The new I-9 form is available for immediate use. Employers may use previously accepted versions (Rev.02/02/09)N and (Rev. 08/07/09)Y until **May 7, 2013**.

#### **Recommendations**

Continue processing electronic I-9 forms on each newly hired employee in our user interface. Our Accurate I-9 Solution will be updated to reflect the new I-9 form (Rev. 03/08/13)N by the deadline of **May 8, 2013**. Review the "[Handbook for Employers Guidance on Completing the Form I-9 \(M-274\)](#)" prior to **May 8, 2013** that contains detailed information and instructions on Section 1 and Section 2 completion, frequently asked questions, example photos with a description of documents included on the List of Acceptable Documents, unlawful discrimination and penalties for prohibited practices, and E-Verify.

#### **Contact Accurate Background**

Click [here](#) for more in-depth information on the newly revised I-9 Form from the USCIS; English and Spanish versions are available. For additional questions, please contact Accurate Background at 800.784.3911.