

Revised Form I-9 FAQ

July 17, 2017

For the second time in eight months, the United States Citizenship and Immigration Services (USCIS) has released an updated Form I-9. The most recent updated form is available as of July 17, 2017, replacing the current Form I-9 that was distributed on November 14, 2016. For more information on the Form I-9 released on November 14, 2016, click here.

1. When was the updated Form I-9 released?

The USCIS released the new Form I-9 on July 17, 2017.

2. When is an employer required to use the updated Form I-9?

Employers must begin using the updated form by September 18, 2017. Employers may continue to use the 'old' form through September 17, 2017.

3. How does an employer know if they are using the old form or the updated form?

The old Form I-9 has a revision date of 11/14/16 on the bottom-left corner of the document. The updated form has a revision date of 07/17/17.

4. Where can an employer find a copy of the updated Form I-9?

A copy may be found at the USCIS website <u>here</u>.

5. What's new about this updated form?

The following changes were made to the Form I-9 instructions:

- The USCIS changed the name of the *Office of Special Counsel for Immigration-Related Unfair Employment Practices* to its new name of *Immigrant and Employee Rights Section*.
- The USCIS removed "the end of" from the phrase "the first day of employment."

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The USCIS also revised the List of Acceptable Documents on the Form I-9 as follows:

- The USCIS added the *Consular Report of Birth Abroad* (Form FS-240) to List C. Employers completing Form I-9 on a computer will be able to select Form FS-240 from the dropdown menus available in List C of Section 2 and Section 3. E-Verify users will also be able to select Form FS-240 when creating a case for an employee who has presented this document for Form I-9. This change will accommodate a new rule that will allow foreign entrepreneurs coming to the U.S. to start, or build, a business.
- The USCIS combined all the certifications of report of birth issued by the Department of State (Form FS-545, Form DS-1350 and Form FS-240) into selection C#2 in List C.
- The USCIS renumbered all List C documents except the Social Security card. For example, the employment authorization document issued by the Department of Homeland Security on List C will change from List C #8 to List C #7.

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