

## Revised I-9 Finally Arrives

U.S. Citizenship and Immigration Services (USCIS) has issued a revised Form I-9 (Employment Eligibility Verification) – finally!

All U.S. employers are responsible for completion and retention of Form I-9 for each individual they hire for employment in the United States. This includes citizens and noncitizens. On the form, the employer must verify the employment eligibility and identity documents presented by the employee and record the document information on the Form I-9. Acceptable documents are listed on the back of the form, and detailed under "Special Instructions."

The biggest change is that five documents have been removed from List A of the List of Acceptable Documents. They include:

- Certificate of U.S. Citizenship (Form N-560 or N-561)
- Certificate of Naturalization (Form N-550 or N-570)
- Alien Registration Receipt Card (I-151)
- Unexpired Reentry Permit (Form I-327)
- Unexpired Refugee Travel Document (Form I-571)

One document was added to List A:

- Unexpired Employment Authorization Document (I-766)

Plus, all the Employment Authorization Documents with photographs that are in circulation are now included in one item on List A:

- I-688, I-688A, I-688B, I-766

Instructions regarding Section 1 of Form I-9 now indicate that the employee is not obligated to provide the Social Security Number in Section 1 of Form I-9, unless he or she is employed by an employer who participates in E-Verify (an electronic social security verification process).

As of November 7, 2007, you may no longer accept documents that used to be on the List of Acceptable Documents and you *must* use the new form with a revision date of June 5, 2007. This is the only version of the form that is valid for use. All previous versions of Form I-9, in English or Spanish, are no longer valid. Employers need only use the new forms for employees hired on November 7, 2007 or after and when re-verifying an existing employee. Employers need not complete the new version of Form I-9 for existing employees that are not being re-verified.

If you have any questions, please feel free to contact me. I am attaching a "pdf" version of the new I-9 form and the 47-page instruction booklet.

Sharon K. Stull, J.D., SPHR-CA  
Poms & Associates Insurance Brokers, Inc.  
5700 Canoga Ave., Suite 400  
Woodland Hills, CA 91367  
818-449-9300 ext 334 / 800-578-8802  
sstull@pomsassoc.com