

Revised I-9 Form Issued

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On November 14, 2016, the USCIS issued the long-awaited revised Form I-9. Employers may continue using the current version of Form I-9, with revision date of March 8, 2013 until January 21, 2017. After January 21, 2017, employers must use the new Form I-9, revised on November 14, 2016.

The new revised Form I-9 contains three Sections, just as the previous version. Section 1 must be completed by the employee, and Sections 2 and 3 must be completed by the employer. Just as the previous version, the revised Form I-9 may be completed on a computer. Also, the English version of Form I-9 includes specific instructions for each field and drop-down lists for acceptable documents, which can be accessed from the Form itself when completed on a computer, by clicking on the question mark next to each field or the arrow indicating a drop-down list is available. The full set of Instructions may also be accessed from the Form I-9, if the Form is being completed on a computer with Internet access. Certain fields in the revised Form I-9 will also be automatically completed with “N/A,” according to how other fields are being completed.

The new revised Spanish version of Form I-9, which can be used by employers in Puerto Rico, does not contain the additional instructions and drop-down lists included in the revised English version. Employers in Puerto Rico may use the Spanish version of Form I-9, or they may choose to use the revised English version.

Form I-9 may be completed on a computer, on paper, or a combination of both. However, this revised Form I-9 is not considered to be an electronic document, and cannot be electronically signed. This means that despite completing the Form on a computer, it must be printed and signed by hand.

The USCIS has also issued a Form I-9 Supplement to provide additional space in case more than one Preparer or Translator assisted the employee to complete Section 1. In addition, the USCIS has announced that a revised version of the Handbook for Employers will be published soon.

To access the new revised Form I-9 (English and Spanish versions), the Form I-9 Supplement, the Instructions, and the Handbook for Employers, visit the USCIS’ website: <https://www.uscis.gov/i-9>

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