



Changes to the Form I-9

Attention all employers! On April 3, 2009, a major change to the Form I-9, Employment Eligibility Verification, will go into effect. Effective April 3, 2009, employers are required to use a revised Form I-9 for all new hires and reverification of any employee with expiring employment authorization. A link to the revised Form I-9 is located at the bottom of this e-mail.

Under the revised Form I-9, the type of documents that may be used to verify employment authorization for the Form I-9 process has been modified. Most notably, all documents presented during the Form I-9 completion process must be unexpired.

Beginning April 3, 2009, employers should do the following in connection with the Form I-9 process:

1. For new hires, use the revised Form I-9, and accept only documents listed on the revised List of Acceptable Documents.
2. For reverifications of employees' authorization, use the revised Form I-9. After April 3, 2009, employers are prohibited from completing "Section 3 - Updating and Reverification" on a previous version of Form I-9. For instance, completing reverification on the form used when an employee was originally hired is prohibited.
3. Ensure that any documents accepted during the employment authorization verification or reverification process are unexpired documents.

If you have any questions regarding the Form I-9 changes or I-9 process, please contact Beth Langley, Alex Barrett or Sara Simberg at (336) 232-0650.

*Link to the revised Form I-9: http://www.uscis.gov/files/form/I-9_IFR_02-02-09.pdf

Website: www.hagandavis.com