

USCIS Issues Revised Form I-9

Changes include elimination of five “List A” items

In a communication dated November 7, 2007, the U.S. Citizenship and Immigration Services (USCIS) announced the availability of a revised Employment Eligibility Verification [Form I-9](#) and [Form M274](#) employer instruction handbook. The changes, including the removal of five previously accepted documents from List A, are in line with the document reduction requirements of the *Illegal Immigration Reform and Immigrant Responsibility Act of 1996*. List A is part of the List of Acceptable Documents and establishes both identity and employment eligibility.

The following five documents have been removed from List A of the List of Acceptable Documents:

- ◆ *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)*

The *Unexpired Employment Authorization Document (Form I-766)* was added to List A. Also, all Employment Authorization Documents with photographs (Forms I-688, I-688A, I-688B, and I-766) are included as a single item on List A.

Another important change to note in the instructions—the employee is not obligated to provide the Social Security Number in Section 1 of Form I-9, unless the employer participates in the E-Verify program.

Additional Frequently Asked Questions:

May an employer continue to use earlier versions of Form I-9?

No. Employers must use the new Form I-9, as all previous versions are no longer valid. Employers who continue to use outdated forms are subject to fines and penalties.

Can we accept documents that used to be on Form I-9 but aren't now?

No. Employers may only accept documents on the new List of Acceptable Documents.

Are there any changes in the way the revised Form I-9 is completed?

No. The updated form should be completed exactly the same as the previous version. The only difference is the types of documents employers may accept in Section 2.

Do we need to complete the revised Form I-9 for all of our employees or just the new employees?

Employers only need to complete the revised Form I-9 for new employees. There is no need to complete new forms for existing employees. However, employers must use the revised Form I-9 when employees require re-verification.

If you would like more information, or want to schedule a time for CANIAHR to review your Form I-9 documentation files, contact us at info@caniahr.com or 585-261-5039.