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HR Group News Bulletin

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New I-9 Verification Process

U.S. law requires that every employer complete a Form I-9, Employment Eligibility Verification, for each new employee within three days of hire. Starting April 3, 2009 all employers need to use the **revised** I-9 form for all NEW hires, as well as for re-verification of certain employees with temporary work authorization.

Listed below are some changes in the revised I-9 Form:

- All documents presented to the employer during the I-9 verification must be unexpired. Note that some documents such as a Social Security card have no expiration date;
- List A identity and employment authorization documentation will no longer include Temporary Resident Card (Form I-688), Employee Authorization Card (Form I-688A) and Employment Authorization Card (Form I-688B). List A will now include:
 1. Foreign passports containing the I-551 permanent residence notation printed on a machine-readable immigrant visa;
 2. New U.S. Passport Card; and
 3. Valid passports and certain other documents for citizens of the Federated States of Micronesia (FSM), the Republic of the Marshall Islands (RMI) and Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the FSM or RMI.

Recommended Employer Action Items include:

- 1) Update your organization's I-9 policy, procedures, and forms.
- 2) Provide training on the revised I-9 requirements for individuals that are responsible for administering the I-9 policy.
- 3) Make sure that you are using the revised I-9 form for new hires.

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