

Get ready to use new, enhanced Form I-9



A new version of Form I-9 that rolls out later this fall will feature enhancements designed to reduce technical errors and help employers complete the form on their computers after they have downloaded it from the U.S. Citizenship and Immigration Services website.

The new employment eligibility verification form will be available by Nov. 23, according to an announcement by the federal Office of Management and Budget. A 30-day public comment period on the new form closed in April.

Until the new form is released, employers should continue to use the existing Form I-9, which carries an expiration date of March 31, 2016. Download it at www.uscis.gov/sites/default/files/files/form/i-9.pdf.

The new I-9 will take employment eligibility verification out of the realm of paper documentation, recognizing that most HR and business processes are now handled electronically. When the new form debuts, it is expected to include these features:

- Drop-down functionality for filling in lists and selecting dates
- Prompts on certain fields to ensure information is entered correctly
- Additional room to allow for multiple preparers and translators
- Embedded instructions for completing each field
- Buttons that will allow users to access the instructions electronically, print the form, and clear the form to start over
- A dedicated area to enter additional information that employers currently have to jot in the margins of the form
- A barcode unique to each form to identify it for audit purposes.

The new Form I-9 is expected to carry an expiration date of Aug. 31, 2019.

To download the current Form I-9, find details on how to complete it and learn more about what employers must do to ensure that employees are eligible to work in the United States, see www.uscis.gov/I-9central.