

# One Minute Memo®



## USCIS Releases New Form I-9

By Jason E. Burritt and Michelle Gergerian

**Seyfarth Synopsis:** USCIS releases new Form I-9, which employers must begin using no later than January 22, 2017.

On November 14, 2016, U.S. Citizenship and Immigration Services (USCIS) published a revised Form I-9, Employment Eligibility Verification. All employers must complete a Form I-9 for each employee hired in the United States

Employers should immediately begin using the revised Form I-9 for all new hires and reverifications. However, employers may continue to use the previously accepted version, dated 03/08/2013 N, until January 21, 2017. After January 21, 2017, employers must only use the just released Form I-9, dated 11/14/2016 N. It is important to note that, after January 21, 2017, employers must use the revised Form I-9 for new hires **and** to reverify the employment authorization of current employees. If a current employee requires reverification after January 21, 2017, employers must complete Section 3 of the new form and attach it to the employee's existing Form I-9.

The revised Form I-9 includes a number of changes, such as:

- Section 1 now asks for "other last names used" rather than "other names used";
- New prompts to ensure information is entered correctly;
- Ability to enter multiple preparers and translators; and,
- Dedicated area for including additional information rather than adding it in the margins.

In addition, consistent with other USCIS forms, the instructions have been separated from the form itself and now include specific instructions for completing each field.

The revised Form I-9 is also easier to complete on a computer. Enhancements include drop-down lists and calendars for filling in dates, on-screen instructions for each field, easy access to the full instructions, and an option to clear the form and start over.

The revised Form I-9 is available [here](#). The revised forms are also available in Spanish [here](#). Please note, however, that the Spanish language version of the form may only be used in Puerto Rico.

For more information, please contact the Seyfarth immigration attorney with whom you work, any [Business Immigration](#) attorney on our website, [Jason E. Burritt](#) at [jburritt@seyfarth.com](mailto:jburritt@seyfarth.com), or [Michelle Gergerian](#) at [mgergerian@seyfarth.com](mailto:mgergerian@seyfarth.com).

[www.seyfarth.com](http://www.seyfarth.com)



Attorney Advertising. This One Minute Memo is a periodical publication of Seyfarth Shaw LLP and should not be construed as legal advice or a legal opinion on any specific facts or circumstances. The contents are intended for general information purposes only, and you are urged to consult a lawyer concerning your own situation and any specific legal questions you may have. Any tax information or written tax advice contained herein (including any attachments) is not intended to be and cannot be used by any taxpayer for the purpose of avoiding tax penalties that may be imposed on the taxpayer. (The foregoing legend has been affixed pursuant to U.S. Treasury Regulations governing tax practice.)

---

**Seyfarth Shaw LLP One Minute Memo® | November 15, 2016**

©2016 Seyfarth Shaw LLP. All rights reserved. "Seyfarth Shaw" refers to Seyfarth Shaw LLP (an Illinois limited liability partnership). Prior results do not guarantee a similar outcome.