



# Employers must begin using new Form I-9 by Jan. 22, 2017

On Nov. 14, U.S. Citizenship and Immigration Services (USCIS) released a revised version of [Form I-9, Employment Eligibility Verification](#). Form I-9s with a revision date of March 8, 2013 will continue to be accepted until Jan. 21, 2017. By Jan. 22, 2017, employers must use the revised form. Employers should continue to follow existing storage and retention rules for all previously completed I-9s.

The new form contains enhancements that will allow for easier online completion and reduced likelihood of employer errors. Among the changes in the new version, Section 1 asks for “other last names used” rather than “other names used,” and streamlines certification for certain foreign nationals.

Other changes include:

- The addition of prompts to ensure information is entered correctly;
- The ability to enter multiple preparers and translators;
- A dedicated area for including additional information rather than having to add it in the margins;

- A supplemental page for the preparer/translator.

The instructions have been separated from the form, in line with other USCIS forms, and 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. When the employer prints the completed form, a quick response (QR) code is automatically generated, which can be read by most QR readers.

Truescreen is currently updating our I-9 solution to incorporate this latest version of the form. This update is scheduled to be completed prior to the Jan. 22, 2017 deadline.

If you have any questions regarding this change, please contact your sales executive, account manager or our customer service team.

The revised Form I-9 is [available here](#).

Source: [USCIS, Nov. 14, 2016](#)