

LABOR, EMPLOYMENT AND
BENEFITS DEPARTMENT

MARY A. GAMBARDILLA
Chair
203.363.7662
mgambardella@wigginc.com

KAREN L. CLUTE
203.498.4349
kclute@wigginc.com

SHERRY L. DOMINICK
203.498.4331
sdominick@wigginc.com

PETER J. LEFEBER
203.498.4329
plefeber@wigginc.com

LAWRENCE PEIKES
203.363.7609
lpeikes@wigginc.com

JOHN G. ZANDY
203.498.4330
jzandy@wigginc.com

RACHEL B. ARNETT
203.498.4397
rarnett@wigginc.com

NAJIA S. KHALID
203.498.4314
nkhalid@wigginc.com

CAROLINE B. PARK
203.498.4317
cpark@wigginc.com

JOSHUA B. WALLS
203.363.7606
jwalls@wigginc.com

U.S. Citizenship and Immigration Services Issues
Revised Form I-9

The U.S. Citizenship and Immigration Services (USCIS) recently released a revised version of the I-9 employment eligibility verification form.

Form I-9 is used to verify the identity and employment authorization of each employee who works in the United States, citizens and noncitizens alike, and employers must ensure that Form I-9 is properly completed by both the employer and the employee within three days of hire.

Key changes that appear in the revised Form I-9 are expanded instructions, additional data fields (e.g., the employee's foreign passport information, if applicable; telephone number; and email address), and an expanded two-page layout.

USCIS has encouraged employers to start using the revised Form I-9 immediately, but the agency understands that some employers may need more time to update their business processes. Therefore, the older version may be used through May 7, 2013, but the revised Form I-9 must be used on May 8, 2013 and thereafter for all new hires. The revised Form I-9 does not need to be – and should not be – completed for existing employees who already have a Form I-9 on file, unless their employment eligibility needs to be re-verified.

As in the past, employers must retain the completed Form I-9 until the later of (i) three years after the employee's date of hire, or (ii) one year after the date employment ended.

To access the new form go to <http://www.wigginc.com/showadvisory.aspx?Show=14205&MailKey=98641>.

This publication is a summary of legal principles. Nothing in this article constitutes legal advice, which can only be obtained as a result of a personal consultation with an attorney. The information published here is believed accurate at the time of publication, but is subject to change and does not purport to be a complete statement of all relevant issues.