



COMPLIANCE BULLETIN

New Form I-9 Released for Use in September

HIGHLIGHTS

- The updated Form I-9 replaces a version that was issued in 2016.
- Updates include revisions to the instructions and to the list of acceptable documents.
- The substantive requirements for completing the Form I-9 have not changed.

IMPORTANT DATES

July 17, 2017

Updated Form I-9 is published.

September 18, 2017

Employers must transition to exclusive use of the 2017 Form I-9 by this date.

OVERVIEW

On July 17, 2017, U.S. Citizenship and Immigration Services (USCIS), part of the U.S. Department of Homeland Security, issued an updated version of [Form I-9: Employment Eligibility Verification](#) (Form I-9). Under federal law, every employer that recruits, refers for a fee or hires an individual for employment in the United States must complete a Form I-9.

The updated form replaces a version that was issued in 2016. Employers may continue using the 2016 form until Sept. 17, 2017. Exclusive use of the updated form is expected by **Sept. 18, 2017**. The new form expires on Aug. 31, 2019.

ACTION STEPS

- ✓ Employers must become familiar with the new Form I-9 and transition to its exclusive use by Sept. 18, 2017.
- ✓ Employers must continue their compliance with collecting and retaining Form I-9.
- ✓ Employers may download the 2017 Form I-9 from the [USCIS website](#).

Provided By:

National Insurance Services,
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Field Changes and Updates

The changes made by USCIS include revisions to the instructions and to the list of acceptable documents.

Revisions to Instructions	Revisions to List of Acceptable Documents
<ul style="list-style-type: none">• USCIS changed the name of the Office of Special Counsel for Immigration-Related Unfair Employment Practices to its new name, Immigrant and Employee Rights Section.• USCIS removed “the end of” from the phrase “the first day of employment.”	<ul style="list-style-type: none">• USCIS added the Consular Report of Birth Abroad (Form FS-240) to List C. Employers completing Form I-9 on a computer will be able to select Form FS-240 from the drop-down menus available in List C of Section 2 and Section 3. E-verify users will also be able to select Form FS-240 when creating a case for an employee who has presented this document for Form I-9.• USCIS combined all the certifications of report of birth issued by the Department of State (Form FS-545, Form DS-1350 and Form FS-240) into selection C#2 in List C.• USCIS renumbered all List C documents except the Social Security card. For example, the employment authorization document issued by the Department of Homeland Security on List C will change from List C #8 to List C #7.

Source: USCIS

More Information

Please visit the USCIS [website](#) for more information regarding USCIS or the new Form I-9.