



## **Important Information for Employers New I-9 Form**

Effective Immediately, employers are to begin using the new I-9 form with the expiration date of 8/31/12. <http://www.uscis.gov/files/form/i-9.pdf>

This form is for all new employees (citizens and noncitizens) hired from here on out.

Section I of the form is to be completed by the employee.

Section 2 of the form is to be completed by the employer. This includes the examination of evidence of identity and employment authorization within three (3) business days.

**\*\*If an employee is unable to present the required document (or documents), the employee must present an acceptable receipt in lieu of a document listed on the last page of the form. Receipts showing that a person has applied for an initial grant of employment, are not acceptable. Employees must present receipts within three (3) business days of the date of employment begins and must present valid replacement documents within 90-days or other specified time.**

Employers must record in Section 2:

1. Document title
2. Issuing authority
3. Document number
4. Expiration date, in any; and
5. The date employment begins.

The completed I-9 forms may be signed and retained electronically, as authorized in Department of Homeland Security regulations.