

Immigration Law Update: New Form I-9 & Employer Handbook

By Janet Cheetham & Joel Paget

USCIS has [issued a new Form I-9](#). The form is available for immediate use by employers. Here are a few tips on how to complete the new form:

- Employers who need to make necessary updates to their business processes may continue to use other previously accepted revisions until May 7, 2013.
- The Spanish form can be used in Puerto Rico only. Otherwise it can only be used as a guide. The form in the 50 States has to be in English.
- Employees must be given a copy of the instructions when completing their portion of the form.
- The e-mail address and phone number questions are optional; enter N/A.
- Voter Registration cards are a valid form of ID if they have a photograph.
- Print the form front and back so the second page does not get separated from the first page.
- If a job offer has been accepted, the Form I-9 can be completed now even if the start date is later.
- The re-certification section has been revised so the employer is aware of the three different things the employer is attesting to when signing.

The "[Handbook for Employers Guidance for Completing the Form I-9 \(M-274\)](#)" is now available on the USCIS [website](#).

If you have questions, please do not hesitate to contact us.

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