

DATE: November 15, 2007
TO: All WIA Subrecipients
FROM: Dwight A. Johnson, Administrator, Employment and Training
SUBJECT: Revised Employment Eligibility Verification Form I-9

Revised Form I-9 The U.S. Citizenship and Immigration Services (USCIS) announced the availability of revised Employment Eligibility Verification Form I-9 on Wednesday, November 7, 2007. The USCIS indicated that all employers are required to complete Form I-9 for each employee hired in the United States.

Document reduction requirements The revision seeks to achieve full compliance with the document reduction requirements of the *Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA)*, which reduced the number of documents employers can accept from newly hired employees during the employment eligibility verification process. The revised Form I-9 is a further step in USCIS' ongoing work toward reducing the number of documents used to confirm identity and work eligibility.

Removal of five documents for proof of identify and employment eligibility Key to the revision is the removal of five documents for proof of both identity and employment eligibility. The forms were removed because they lack features to help deter counterfeiting, tampering and fraud. They include:

1. Certificate of U.S. Citizenship (Form N-560 or N-570),
2. Certificate of Naturalization (Form N-550 or N-570),
3. Alien Registration Receipt Card (Form I-151),
4. Unexpired Reentry Permit (Form I-327) and
5. Unexpired Refugee Travel Document (Form I-571).

Documents added to List A of the List of Acceptable Documents

The most recent version of the Employment Authorization Document (Form I-766) was added to List A of the List of Acceptable Documents on the revised form. The revised list now includes:

- U.S. Passport (unexpired or expired),
- Permanent Resident Card (Form I-551),
- Unexpired foreign passport with a temporary I-551 stamp,
- Unexpired Employment Authorization Document that contains a photograph (Form I-766, I-688, I-688A or I-688B) and
- Unexpired foreign passport with an unexpired Arrival-Departure Record (Form I-94) for nonimmigrant aliens authorized to work for a specific employer.

Uses for Form I-9 in the Workforce Investment Act (WIA) program

Form I-9 is necessary for pay activities when the WIA provider is considered to be the employer including Work Experience and Internships. WIA participants are considered to be employees of the employer when participating in On-the-Job Training. U.S. employers are required to verify the employment eligibility and identity of all employees hired to work in the United States after November 6, 1986.

When to begin using the revised Form I-9

Employers are encouraged to start using the revised Form I-9 immediately. The form will become effective once the notice is published in the *Federal Register*.

Where to find Form I-9 and the Handbook for Employers publication

The revised Form I-9 and the "Handbook for Employers, Instructions for Completing the Form I-9" are available through the following links:

- Revised Form I-9:
<http://www.uscis.gov/files/form/i-9.pdf>
- Handbook for Employers:
<http://www.uscis.gov/files/natedocuments/m-274.pdf>

***Where employers can
order federal forms***

Employers can call USCIS toll-free at 1-800-870-3676 to order forms. Forms and information on immigration laws, regulations and procedures can be obtained by calling the National Customer Service Center at 1-800-375-5283 or by downloading the information online at <http://www.uscis.gov>

Questions

If you have questions about the revised Employment Eligibility verification Form I-9, contact your Regional Liaison.