

UIC Human Resources

April 3, 2009 HR News Flash

Updated I-9 Form

Please be advised that U.S. Citizenship and Immigration Services (USCIS) has issued an updated version of the Employment Eligibility Verification Form known as the Form I-9. This form is used to verify the identity and authorization to work in the U.S. for all newly hired employees. **The revised Form I-9 must only be used on and after April 3, 2009. The revised form is now available online at <http://www.uscis.gov/i-9>** (scroll to the bottom of the page). The current version of the Form I-9 will no longer be valid as of the same date, April 3, 2009.

Some changes to the Form I-9 include:

- A requirement that all documents presented during the verification process be **unexpired**.
- In Section 1, Employee Information and Verification, an employee may now attest separately to being either a citizen or noncitizen national of the United States.
- Three documents have been removed and two documents have been added to “List A” of Acceptable Documents.

An FAQ describing the changes in detail is available on the U.S. Citizenship and Immigration Services web site at http://www.uscis.gov/files/article/I9_qa_12dec08.pdf . USCIS has also issued a new I-9 *Handbook for Employers*, which can be found at <http://www.uscis.gov/i-9> by selecting the link to “M-274, Handbook for Employers (Use after April 2)” from the menu on the right side of the screen.

Because the Form I-9 changes from time to time, it is a good practice to print a new form using the USCIS web link (above) each time you hire a new employee. This will ensure you are using the most recent version of the form. Additionally, for your convenience, you may access the Form I-9 at <http://www.uic.edu/depts/hr/quicklinks/hrforms/i-9.pdf> on the Campus HR web site.

Please contact your Campus HR office for assistance with or questions about the Form I-9. Call Julie Harris at 413-3634 for Academic Professional and Civil Service Employees. For Faculty, please email Faculty Affairs HR at FAHR@uic.edu or call 355-2412.

If you are in a University Administration unit, please note that the I-9 process is handled by UA Employee Relations and Human Resources. UA units may contact them with any questions at ERHRCommunications@uillinois.edu or 217-333-2600.