THE UNIVERSITY of TENNESSEE
MUNICIPAL TECHNICAL ADVISORY SERVICE
...in cooperation with the Tennessee Municipal League

#156
HOT topic

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REVISION TO EMPLOYMENT ELIGIBILITY VERIFICATION FORM I-9

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U.S. Citizenship and Immigration Services (USCIS), formerly Immigration and Naturalization Services, released a revised Employment Eligibility Verification Form I-9 on Nov. 7, 2007. The revision removed several documents from the "List of Acceptable Documents" and added a new form.

The Immigration Reform and Control Act requires employers to verify the identity and employment eligibility of any person employed by the organization. The verification is done by an in-person inspection of the original document that shows an employee's identity and his or her eligibility to work in the United States. A record of the employer's verification is made on a Form I-9 for each person hired by the organization.

Now, when employers complete the employee verifications, they must use the Form I-9 with a revision date of June 5, 2007, for all employees hired on or after Nov. 7, 2007, as well as for any existing employee who requires re-verification. Section 1 of Form I-9 must be completed on or before the employee's first day of hire. Section 2 of the form must be completed within three days of the employee's actual start date.

The forms must be maintained until three years after the date of hire or one year after the date of termination, whichever is later. Additionally, employees are no longer required to provide their Social Security number in Section 1 of Form I-9 unless the employer participates in E-Verify. The section on photocopying and retaining Form I-9 now includes information about electronic signing and retention.

The following five documents from List A of the "List of Acceptable Documents" have been removed:

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

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One document, the Employment Authorization Document (Form I-766), has been added to List A of the "List of Acceptable Documents," and all the Employment Authorization Documents with photographs (Form I-688, Form I-688A, Form I-688B, and Form I-766) that are in circulation have been included as one item on List A.

A copy of the revised form is attached. You also can download it at www.uscis.gov/files/form/i-9.pdf.

Revisions also have been made to the *Handbook for Employers, Instructions for Completing the Form I-9* (M-274). It is online at www.uscis.gov/files/nativedocuments/m-274.pdf.

For more information about the USCIS revised Employment Eligibility Verification Form I-9, contact Richard Stokes or Bonnie Curran, MTAS human resources consultants, at (615) 532-6827 or contact your MTAS municipal management consultant.

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