

**The new Form I-9 was released Friday, March 8, 2013.**

On March 8, 2013, USCIS released a new Employment Eligibility Verification Form I-9. To access the form, please go to <http://hrm.msstate.edu/forms/downloadfile.php?id=249>.

**Employers should begin using the new Form I-9 with revision date 03/08/13 immediately for all new hires. The revision date is on the lower left of the new form (Rev. 03/08/13)N. In the cases of reverification or rehires the new version of the Form I-9 (Rev. 03/08/13)N must be used.**

**A few points about the new Form I-9:**

1. What are the changes to the new Form I-9?
  - Form I-9 has gone from one to two pages to accommodate changes made to Section 1.
    - i. Employers may use one piece of paper and print on the front and back of the paper.
2. The instructions have expanded from three to five pages. Employers must provide the instructions in their entirety to their employees. In order to save paper, employers may laminate the instructions to retain and provide them to employees each time they complete Form I-9.
3. Are employees required to provide their telephone numbers and email addresses?
  - No these fields are voluntary but we highly encourage the employee complete the sections.
4. Do employers have to make their current employees complete the new version of Form I-9?
  - No. Employees that have completed previous versions of Form I-9 do not need to complete the new version (Rev. 03/08/13)N. However, in the case of a rehire or reverification the new version of Form I-9 (Rev. 03/08/13)N must be used.
5. How do employees complete the new passport and country of issuance fields in Section 1? (Reference Instructions)
  - Individuals who check "Alien authorized to work" in Section 1 will record either their A number or I-94 number.
  - Those who choose I-94 number should complete the new passport and country of issuance fields if they obtained their Form I-94 Admission number when traveling to the United States.
  - Those who have obtained a Form I-94 Admission number from USCIS within the United States, or entered the United States without a passport, may leave this field blank.