***Please distribute this alert to any users within your agency who are responsible for Form I-9, Employment Eligibility Verification.***

**New version of Form I-9, Employment Eligibility Verification**

* Information regarding a new version of Form I-9, Employment Eligibility Verification

The U.S. Citizenship and Immigration Services (USCIS) has published a new version of Form I-9, Employment Eligibility Verification.

The new version of the Form I-9 with a revision date of “11/14/2016 N” must be used for all new hires on and after January 22, 2017. All previous versions of Form I-9 will be invalid as of that date. The revised form can be found on the [U.S. Citizenship and Immigration Services](https://www.uscis.gov/i-9-central) (USCIS) website. The revision date is located in the bottom left corner of the form.

Agency HR offices that use a paper I-9 process have until January 21, 2017 to begin using the new Form I-9 to comply with federal employment eligibility verification requirements. The revised form can be accessed in [Employee Self-Service](https://www.myworkplace.state.pa.us/) by selecting “Home>Forms” from the home page and referring to the “Talent Management Forms” section.

**Prior versions of the Form I-9 cannot be accepted after January 21, 2017.**

In order to provide the new version of Form I-9 through the online orientation, the onboarding system has been updated. The new form will be presented to employees and I-9 verifiers starting on Friday, January 20, 2017.

Changes to the electronic Form I-9 in the onboarding system include:

* Most input fields on the Form I-9 now have help text available to assist employees and I-9 verifiers in completing their respective sections. Users can hover over the help icon to view the help text.
* Most Section 1 and Section 2 input fields will now be required. Users will need to enter “N/A” for the required fields that are not applicable. The system will alert users when required fields are left empty.
* Requires employees to indicate if a preparer/translator assisted them with the completion of Section 1 and the number of preparers/translators if applicable.

If there are multiple preparers/translators, each Preparer/Translator must complete and sign a separate certification record.

* Requires employees to provide only other last names used in Section 1, rather than all other names used. The input field label in Section 1 has been changed to reflect “Other Last Names Used (if any)”.
* Streamlines the collection of additional information in Section 1 for certain foreign nationals who have temporary work authorization.
* Provides a defined set of Document Title and Issuing authority values that should be used when entering document information in Section 2 or Section 3 when the employee presents certain documents types. In most cases, this information will be automatically populated for the user.
* Section 2 will contain a new text field for annotating additional information regarding certain nonimmigrant categories (e.g. F-1 OPT STEM). In most cases, the field will be automatically populated based on the details that are captured in the document data entry screen.

Other changes to Form I-9 include:

* A separate set of [instructions](https://www.uscis.gov/system/files_force/files/form/i-9instr.pdf?download=1) to complete Form I-9. The instructions to complete Form I-9 have been separated from the form, in line with other USCIS forms, and include specific instructions for completing each field. These instructions will be available along with the new version of Form I-9 in [Employee Self-Service](https://www.myworkplace.state.pa.us/).
* A fillable and non-fillable PDF version of Form I-9.
	+ The [fillable Form I-9](https://www.uscis.gov/system/files_force/files/form/i-9.pdf?download=1) makes the form easier to complete on a computer. Enhancements include drop-down lists and calendars for filling in dates, on-screen instructions for each field, easy access to the full instructions, and an option to clear the form and start over. When the employer prints the completed form, a quick response matrix barcode, or QR code, is automatically generated and can be read by most QR readers.
	+ The [non-fillable Form I-9](https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf?download=1) can be printed for completion on paper only.

The transition for agencies supported by the HR Service Center will be seamless. Those agencies not supported by the HR Service Center should begin using the new form by the deadline specified above in order to maintain compliance with the federal employment eligibility verification requirements.

**Questions?**
If you have any questions regarding the New version of Form I-9, Employment Eligibility Verification, please submit an [**HR help desk ticket**](http://oaiss.state.pa.us/HR-Pay_Help_Desk/) in the personnel administration category. You may also call the HR Service Center, Agency Services & Operations Division at 877.242.6007.