***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 “10/21/2019” must be used for all new hires on and after May 1, 2020. All previous versions of Form I-9 will be invalid as of that date. 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 April 30, 2020 to begin using the new Form I-9 to comply with federal employment eligibility verification requirements.

**Prior versions of the Form I-9 cannot be accepted after April 30, 2020.**

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 navigating to the “Talent Management Forms” section.

The updated versions of Form I-9 can also be found on the U.S. Citizenship and Immigration Services (USCIS) [I-9 Central website](https://www.uscis.gov/i-9-central) and accessed using the links below.

[Form I-9 Instructions](https://www.uscis.gov/system/files_force/files/form/i-9instr.pdf?download=1)

[Form I-9 (Fillable Version)](https://www.uscis.gov/system/files_force/files/form/i-9.pdf?download=1)

[Form I-9 (Non-fillable Version)](https://www.uscis.gov/system/files_force/files/form/i-9-paper-version.pdf?download=1)

[Form I-9 Preparer and/or Translator Supplement](https://www.uscis.gov/system/files_force/files/form/i-9supinstr.pdf?download=1)

The transition will be seamless for agencies who utilize the HR Service Center’s onboarding program for online orientation. The revised Form I-9 will be presented to employees and I-9 verifiers in the onboarding system starting on Wednesday, April 15, 2020.

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.

Changes to the Form I-9 include the following:

* Addition of Eswatini and North Macedonie to the “Country of Issuance” field in Section 1 per those countries’ recent name changes.
* Addition of Eswatini and North Macedonie to the “Foreign Passport Issuing Authority” field in Section 2 per those countries’ recent name changes.
* Revisions to Form I-9 Instructions
  + Clarification of who can act as an authorized representative on behalf of the employer
  + Updated USCIS website address
  + Clarifications to acceptable documents
  + Updated process for requesting the paper Form I-9
  + Updated DHS Privacy Notice

**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.