

Savio in the Know

Topic of the Month

The I-9 Form-New and Improved

What you should know about the updated I-9.

On July 21, the USCIS announced an updated version of the I-9. This new version has been shortened to make it easier to use. The new version was made available on Aug 1, 2023, and employers have until November 1, 2023, to switch to the new version. After November 1 there will be penalties for using the older version of the I-9. At the bottom of the page, we have included a link to download the new version.

What makes the new version easier is that it is one page now instead of two pages. The new version has two Supplements A & B which can be used for specific situations. Supplement A replaces part of Section 1 of the old version of the I-9. It is the part that would be filled out by a translator, or preparer. Supplement B would be used in situation where an employer is rehiring an employee or reverification is required.

Another change to the I-9 is some of the wording. “ Alien” has been replaced by “noncitizen authorized to work” or “noncitizen national”. The new I-9 also clarified the difference between “noncitizen authorized to work” and “noncitizen national”. This should make it easier for HR professionals, preparers, translators, and employees to understand. The new I-9 also has tips on how to avoid discrimination in the I-9 process. Additionally, the new I-9 has revised lists of acceptable documents as well as guidance and links to information on automatic extensions of employment authorization documentation. An important new feature is the check box that eligible employers must check if the employee’s Form I-9 documentation was examined under a DHS-authorized alternative procedure rather than by a physical examination.

[I-9 Employment Eligibility Verification \(uscis.gov\)](https://uscis.gov)

Have questions or concerns regarding this article or any other HR issue give us a call or email we are here to help. HR@saviosmart.com or 601-368-3305.