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Administrative
Operations

MANAGEMENT ALERT

July 18, 2017

**USCIS RELEASES AN ADDITIONAL UPDATE FOR THE FORM I-9
EMPLOYMENT ELIGIBILITY VERIFICATION**

U.S. Citizenship and Immigration Services has updated the Form I-9 for Employment Eligibility Verification which is the second revision within the last year. Some of the changes include:

- Renumbering of List C items with the exception of the Social Security Card.
- Consular Report of Birth Abroad (Form FS-240) has been added to List C.
- All the certifications of report of birth issued by the Department of State including the Forms FS-545, DS-1350, and FS-240 have been combined into selection #2 under List C.
- Revision of the I-9 instructions to reflect an agency name change which is now The Immigrant and Employee Rights Section (IER).

Employers may choose to complete all or parts of the information electronically or print the blank form and enter information by hand. **Link to the new Form I-9 and Instructions:** <https://www.uscis.gov/i-9>

The previous Form I-9 which contains the revision date of 11/14/16N can continue to be utilized for employment verification purposes through September 17, 2017. After that date all earlier versions of the Form I-9 should not be used for verification.

Please contact your Seay Management Consultant if you have any questions about the completion of the Form I-9. We appreciate having you as a valued client of our firm and look forward to talking soon.

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