

March 13, 2013

Revised I-9 Form Required by May 8, 2013

The Department of Homeland Security, U.S. Citizenship and Immigration Services, has adopted a revised I-9 Form. The revised form may be used immediately, but beginning on May 8, 2013, only the revised form is acceptable. The I-9 form can be found online [HERE](#).

Form I-9 is required to verify the identity and employment authorization of all individuals hired for employment in the United States. All U.S. employers must ensure the form is properly completed.

Employers are not required to complete a new I-9 Form for current employees for whom there are already properly completed forms on file unless re-verification is required, and in that case the revised form is to be used.

I-9 Forms must be kept for the duration of an employee's employment and for one year after the employment ended, or for three years after date of hire, whichever date is later.

In addition to using the revised I-9 Form, employers should audit their files to be sure that they have an I-9 Form for each of their current employees and should verify that all forms have been properly completed.

If you have any questions about the I-9 Form and your obligations as an employer, please contact me at laa@wysekadish.com or 503.228.8448.

Lisa A. Amato

Lisa advises clients in employment law, represents employers and management in employment litigation, and assists federal contractors with affirmative action and compliance.