

Table of Changes for Revised M-274, (Rev. 04/30/13) N

The purpose of this document is to outline the significant changes made to the M-274, Handbook for Employers, Guidance for Completing Form I-9.

Table of Changes for Newly Revised M-274 (Rev. 04/30/13) N		
Page # (New)	Previous Text (Rev. 06/01/11)N	New Text (Rev. 04/30/13) N
Cover	Instructions for Completing Form I-9 (Employment Eligibility Verification Form)	Guidance for Completing Form I-9 (Employment Eligibility Verification Form)
Cover	M-274 (Rev. 03/08/13)N	M-274 (Rev. 04/30/13)N
Inside Cover	You may obtain copies of English and Spanish versions of Form I-9 and Form I-9 CNMI, as well as the electronic version of this Handbook, from the U.S. Citizenship and Immigration Services (USCIS) website at www.uscis.gov .	You may obtain electronic copies of English and Spanish version of Form I-9 from the U.S. Citizenship and Immigration Services (USCIS) website at www.uscis.gov .
Table of Contents	Recording Name Changes for Current Employees	Completing Section 3
Table of Contents	Deleted “Questions about the Commonwealth of the Northern Mariana Islands (CNMI)” in Part Seven and “Documents Acceptable in the Commonwealth of the Northern Mariana Islands (CNMI) only” in Part Eight (except Q. 58 which is now Q. 2)	
Part Two Page 3	<p>Ensure that the employee completes Section 1 of Form I-9 by his or her first day work for pay. Employees may complete Section 1 of Form I-9 at any time between acceptance of a job offer and the first day of work for pay. Review the employee’s document(s) and fully complete Section 2 of Form I-9 within three business days of the first day of work for pay. For example, if the employee begins employment on Monday, you must complete Section 2 by Thursday.</p> <p>If you hire a person for fewer than three business days, Sections 1 and 2 of Form I-9 must be fully completed by the employee’s first day of work for pay.</p>	<p>Ensure that the employee completes Section 1 of Form I-9 at the time of hire. “Hire” means when employment in exchange for wages or other remuneration begins. The time of hire is noted on the form as the first day of employment. Employees may complete Section 1 of Form I-9 before the time of hire, but no earlier than acceptance of the job offer. Review the employee’s document(s) and fully complete Section 2 of Form I-9 within three business days of the hire. For example, if the employee begins employment on Monday, you must complete Section 2 by Thursday.</p> <p>If you hire a person for fewer than three business days, Sections 1 and 2 of Form I-9 must be fully completed at the time of hire – in other words, by the first day employment for pay begins.</p>
Part Two Page 3	<ol style="list-style-type: none"> Hired on or before November 6, 1986, who are continuing in their employment and have a reasonable expectation of 	<ol style="list-style-type: none"> Hired on or before November 6, 1986, (on or before November 27, 2007 if employment is in the Commonwealth of the Northern Mariana Islands (CNMI)) who are continuing

	employment at all times; (This exception to the requirement does not apply to seasonal employees or employees who change employers within a multi-employer association. Other limitations may also apply.)	in their employment and have a reasonable expectation of employment at all times; (This exception to the requirement does not apply to seasonal employees or employees who change employers within a multi-employer association. Other limitations may also apply.)
Part Two Page 3	<p>Have the employee complete Section 1 by his or her first day of work for pay by filling in the correct information and signing and dating the form. Ensure that the employee prints the information clearly.</p> <p>If the employee cannot complete Section 1 without assistance or if he or she needs Form I-9 translated, someone may assist him or her. The preparer or translator must read the form to the employee, assist him or her in completing Section 1, and have the employee sign or mark the form in the appropriate place. The preparer or translator must then complete the Preparer and/or Translator Certification block on Form I-9.</p>	<p>Have the employee complete Section 1 at the time of hire (i.e., by the first day that his or her employment for pay begins) by filling in the correct information and signing and dating the form. Ensure that the employee prints the information clearly.</p> <p>If the employee cannot complete Section 1 without assistance or if he or she needs Form I-9 translated, someone may assist him or her. The preparer or translator must read the form to the employee, assist him or her in completing Section 1 and have the employee sign or mark the form in the appropriate place. The preparer or translator must then complete the Preparer and/or Translator Certification Block on Form I-9. If the employee requires multiple preparers and/or translators, subsequent preparers and/or translators must complete the Preparer/Translator Certification Block of a new Form I-9 (one per person) and attach that page to the employee's form.</p>
Part Two Page 3	NOTE: Providing a Social Security number on Form I-9 is voluntary for all employees unless you are an employer participating in the USCIS E-Verify program, which requires an employee's Social Security number for employment eligibility verification.	NOTE: Providing a Social Security number on Form I-9 is voluntary for all employees unless you are an employer participating in the USCIS E-Verify program. Providing an e-mail address or telephone number is voluntary.
Part Two Pages 4 – 5	*Old Image Figure 1: Instructions for Completing Section 1: Employee Information and Verification	*New Image Figure 1: Completing Section 1: Employee Information and Verification
Part Two Pages 4 – 5	<ol style="list-style-type: none"> Employee enters full legal name and maiden name, if applicable. <ul style="list-style-type: none"> If you have two last names (family names), include both. If you hyphenate your last name, include the hyphen (-) between the names. If you have two first names (given names), include both. If you hyphenate your first name, include the hyphen (-) between the names. Include your middle initial, if applicable. Employee enters current address and date of birth. 	<ol style="list-style-type: none"> Enter your full legal name and other names that you have used in the past or present (e.g. maiden name), if any. <ul style="list-style-type: none"> If you have two last names (family names), include both in the Last Name field. If you hyphenate your last name, include the hyphen (-) between the names. If you only have one name, enter it here. If you have two first names (given names), include both in the First Name field. If you hyphenate your first name, include the hyphen (-) between the names. If you only have one name, enter that name in the Last Name field. You may enter either the word "Unknown" or "N/A" in the First Name field. If your employer is an E-Verify participant, entering "Unknown" is

	<ol style="list-style-type: none"> 3. Employee enters his or her city, state, ZIP Code, and Social Security number. Entering the Social Security number is optional unless the employer also confirms employment authorization using E-Verify. 4. Employee reads warning and attests to his or her citizenship or immigration status by checking the appropriate box. 5. Employee signs and dates the form. 6. If the employee uses a preparer or translator to fill out the form, that person must certify that he or she assisted the employee by completing the Preparer and/or Translator Certification block. 	<p>preferable. You may not leave this field blank.</p> <ul style="list-style-type: none"> • Include your middle initial in the Middle Name field, if applicable. Enter N/A if you have no middle initial. • Enter your maiden name or any other legal name you may have used in the Other Names field. Enter N/A if you have not used other names. <ol style="list-style-type: none"> 2. Enter your home Address, Apt. Number, City or Town, State, and Zip Code. Enter N/A if you have no Apt. Number. You may not enter a P.O. Box in this field. If you have no street address, enter a description of the location of your residence, such as “9 miles south of I-81, to the left of the water tower.” 3. Enters your Date of Birth, Social Security number, E-mail Address and Telephone Number. Entering the Social Security number is optional unless the employer confirms employment authorization using E-Verify. Entering your e-mail address or telephone number is voluntary. If you choose not to enter your e-mail address or telephone number, enter N/A in these fields. 4. Read the warning and attest to your citizenship or immigration status by checking the appropriate box. If you attest to ‘Alien authorized to work,’ you may provide EITHER your Alien Registration Number OR your Form I-94 Admission Number. If you choose to provide your Alien Registration Number, you do not have to enter your Foreign Passport and Country of Issuance information. 5. Sign and date the form. 6. If you use a preparer or translator to fill out the form, that person must certify that he or she assisted you by completing the Preparer and/or Translator Certification block. If you require multiple preparers and/or translators, subsequent preparers and/or translators must complete the Preparer and/or Translator Certification of a second Form I-9 and attach that page to your form.
<p>Part Two Page 5</p>	<p>The employee must present to you an original document or documents that show his or her identity and employment authorization within three business days of the date employment begins. Some documents show both identity and</p>	<p>The employee must present to you an original document or documents that show his or her identity and employment authorization within three business days of the date employment begins. For example, if the employee begins employment on Monday, you must complete Section 2 by Thursday. Some</p>

	employment authorization (List A). Other documents show identity only (List B) or employment authorization only (List C). The employee must be allowed to choose which document(s) he or she wants to present from the Lists of Acceptable Documents. These lists appear in Part Eight and on the last page of Form I-9.	documents show both identity and employment authorization (List A). Other documents show identity only (List B) or employment authorization only (List C). The employee must be allowed to choose which document(s) he or she wants to present from the Lists of Acceptable Documents. These lists appear in Part Eight and on the last page of Form I-9.
Part Two Page 5	Examine the original document(s) the employee presents and then fully complete Section 2 of Form I-9. You must examine one document from List A, <i>or</i> one from List B AND one from List C. Record the title, issuing authority, number, and expiration date (if any) of the document(s); fill in the date employment begins and correct information in the certification block; and sign and date Form I-9.	Physically examine each original document(s) the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. The person who examines the documents must be the same person who signs Section 2. The employee must be physically present with the examiner of the documents during the examination of the employee's documents. You must examine one document from List A, <i>or</i> one from List B and one from List C. Enter the title, issuing authority, number, and expiration date (if any) of the document(s); fill in the date employment begins and correct information in the certification block; and sign and date Form I-9.
Part Two Pages 6 – 7	*Old Image Figure 2: Section 2: Employer Review and Verification	*New Image Figure 2: Section 2: Employer or Authorized Representative Review and Verification
Part Two Pages 6 – 7	<ol style="list-style-type: none"> Employer records document title(s), issuing authority, document number, and the expiration date from original documents supplied by employee. See Part Eight for the Lists of Acceptable Documents. <p>NOTE: You may use abbreviations for commonly used documents, e.g., DL for driver's license and SS for Social Security.</p> <ol style="list-style-type: none"> Employer enters date employment began. Employer attests to examining the documents provided by completing the signature block. If a designated agent or notary public completes this section, he or she must provide the employer's name and address under his or her signature. 	<ol style="list-style-type: none"> Enter the employee's name from Section 1 at the top of Section 2. Enter document title(s), issuing authority, document number, and the expiration date from original documents supplied by employee. You may use common abbreviations to document the document title and issuing authority, e.g., DL for driver's license and SSA for Social Security Administration. <p>NOTE: If the employee is a student or exchange visitor who presented a foreign passport with a Form I-94, the employer should also enter the student's Form I-20 or DS-2019 number (Student and Exchange Visitor Number – SEVIS Number); and the program end date from Form I-20 or DS-2019.</p> <ol style="list-style-type: none"> Enter the first day of employment for wages or other remuneration (i.e., date of hire) in the space for "The employee's first day of employment (mm/dd/yyyy)." Recruiters and recruiters for a fee do not enter the employee's first day of employment. Employer or authorized representative attests to physically examining the documents provided by signing and dating the signature and date fields. Enter the business name and address.
Part Two Page 7	When the employee provides an acceptable receipt, record the document title in Section 2 of Form I-9 and write the word	When the employee provides an acceptable receipt, enter the document title in Section 2 of Form I-9, enter the word "receipt" and its document number in

	<p>“receipt” and its document number in the “Document #” space. When the employee presents the actual document, cross out the word “receipt” and any accompanying document number, insert the number from the actual document presented, and initial and date the change.</p>	<p>the “Document #” space, and enter the last day that the receipt is valid in the “Expiration Date” field. When the employee presents the actual document, cross out the word “receipt” and any accompanying document number and expiration date, insert the number from the actual document presented, and initial and date the change.</p>
Part Two Page 8	<p>*Old Image Figure 3: Completing Form I-9 for Minors</p>	<p>*New Image Figure 3: Completing Section 1 of Form I-9 for Minors without List B Documents</p>
Part Two Page 8	<ol style="list-style-type: none"> 1. Parent or legal guardian of a minor employee completes Section 1 and writes, “Individual under age 18” in signature space. 2. Parent or legal guardian completes the Preparer and/or Translator Certification block. 3. Employer enters “Individual under age 18” under List B and records the List C document the minor presents. 	<ol style="list-style-type: none"> 1. Parent or legal guardian of a minor employee completes Section 1 and enter, “Individual under age 18” in signature block. 2. Parent or legal guardian completes the Preparer and/or Translator Certification block.
Part Two Page 9	<p>*New Image Figure 4: Completing Section 2 of Form I-9 for Minors without List B Documents</p> <ol style="list-style-type: none"> 1. Enter the employee’s name from Section 1 at the top of Section 2. 2. Enter “Individual under age 18” under List B and enters List C document minor presents. 3. Enter date employment began. 4. Employer or authorized representative attests to physically examining the documents provided by signing and dating the signature and date fields. 5. Enter the business name and address. 	
Part Two Page 10	<p>*Old Image Figure 4: Completing Form I-9 for Employees with Disabilities (Special Placement)</p>	<p>*New Image Figure 5: Completing Section 1 of Form I-9 for Employees with Disabilities (Special Placement)</p>
Part Two Page 10	<ol style="list-style-type: none"> 1. Representative of a nonprofit organization, parent, or legal guardian of an individual with a disability completes Section 1 and writes, “Special Placement” in signature space. 2. Representative, parent, or legal guardian completes the Preparer and/or Translator Certification block. 3. Employer enters “Special Placement” under List B and records the List C document that the employee with a disability presents. 	<ol style="list-style-type: none"> 1. Representative of a nonprofit organization, parent, or legal guardian of an individual with a disability completes Section 1 and writes, “Special Placement” in the signature field and dates the form. 2. Representative, parent, or legal guardian completes the Preparer and/or Translator Certification block.
Part Two Page 11	<p>*New Image Figure 6: Completing Section 2 of Form I-9 for Employees with Disabilities (Special Placement)</p> <ol style="list-style-type: none"> 1. Enter the employee’s name from Section 1 at the top of Section 2. 2. Enter “Special Placement” under List B and enters List C document that employee with a disability presents. 	

	<ol style="list-style-type: none"> 3. Enter date employment began. 4. Employer or authorized representative attests to physically examining the documents provided by signing and dating the signature and date fields. 5. Enter the business name and address. 	
Part Two Page 11	<p>When an employee’s employment authorization document expires, you must reverify his or her employment authorization no later than the date employment authorization expires. You may use Section 3 of Form I-9, or, if Section 3 has already been used for a previous reverification or update, use a new Form I-9. If you use a new Form I-9, write the employee’s name in Section 1, complete Section 3, and retain the new Form I-9 with the original.</p>	<p>When an employee’s employment authorization document expires, you must reverify his or her employment authorization no later than the date employment authorization expires. You may use Section 3 of Form I-9, or, if Section 3 has already been used for a previous reverification or update, use a new Form I-9. If you use a new Form I-9, write the employee’s name in the space provided at the top of page 2, complete Section 3, and retain only the second page of the new Form I-9 with the original.</p>
Part Two Page 14	<p>Employers should enter the document name, number, and expiration date in Section 2 under List A, noting the end of the auto-extension period. If an existing employee’s EAD has been extended, draw a line through the expiration date for the EAD written in Section 2; write the new date to which the EAD has been extended above the previous date; write “TPS Ext.” in the margin of Section 2 and initial and date the correction.</p>	<p>Employers should enter the document name, number, and expiration date in Section 2 under List A, noting the end of the auto-extension period. If an existing employee’s EAD has been extended, draw a line through the expiration date for the EAD written in Section 2; write the new date to which the EAD has been extended above the previous date; write “EAD Ext.” in the margin of Section 2 and initial and date the correction.</p>
Part Two Page 15	<p>Other J-1 students may be authorized by their responsible officer for part-time on-campus employment pursuant to the terms of a scholarship, fellowship, or assistantship or off-campus employment based on serious, urgent, unforeseen economic circumstances.</p>	<p>Other J-1 students may be authorized by their responsible officer for part-time on-campus employment pursuant to the terms of a scholarship, fellowship, or assistantship or off-campus employment based on serious, urgent, unforeseen economic circumstances as authorized by the responsible officer of the school.</p>
Part Two Page 17	<p>*Old Image Figure 5: Completing Form I-9 for Students in Curricular Practical Training</p>	<p>*New Image Figure 7: Completing Section 1 of Form I-9 for Students in Curricular Practical Training</p>
Part Two Page 17	<ol style="list-style-type: none"> 1. Student completes Section 1 and enters his or her 11-digit Form I-94/I-94A number. 2. Student presents his or her foreign passport, Form I-94/I-94A and Form I-20 that specifies that you are his or her approved employer. You must record these documents in Section 2 as shown. 	<ol style="list-style-type: none"> 1. Student completes Section 1 and enters his or her 11-digit Form I-94/I-94A number. 2. Student signs and dates the form.
Part Two Page 18	<p>*New Image Figure 8: Completing Section 2 of Form I-9 for Curricular Practical Training</p> <ol style="list-style-type: none"> 1. Enter the student’s name from Section 1 at the top of Section 2. 2. Enter the student’s foreign passport number, Form I-94/Form I-94A and Form I-20 that specifies that you are his or her approved employer as shown. 3. Enter date employment began. 4. Employer or authorized representative attests to physically examining the documents provided by signing and dating the signature and date fields. 5. Enter business name and address. 	

Part Two Page 19	<p>*Old Image Figure 6: Completing Form I-9 for F-1 Nonimmigrants Students with OPT</p>	<p>*New Image Figure 9: Completing Section 1 of Form I-9 for F-1 Nonimmigrant Students with OPT</p>
Part Two Page 19	<ol style="list-style-type: none"> 1. F-1 nonimmigrant student completes Section 1. 2. Record the information from the Employment Authorization Document (Form I-766) in Section 2 of Form I-9. 	<ol style="list-style-type: none"> 1. F-1 nonimmigrant student completes Section 1. 2. Student signs and dates the form.
Part Two Page 20	<p>*New Image Figure 10: Completing Section 2 of Form I-9 for F-1 Nonimmigrant Students with OPT</p> <ol style="list-style-type: none"> 1. Enter the student’s name from Section 1 at the top of Section 2. 2. Enter the student’s Employment Authorization Document (Form I-766) as shown. 3. Enter date employment began. 4. Employer or authorized representative attests to physically examining the documents provided by signing and dating the signature and date fields. 5. Enter the business name and address. 	
Part Two Page 21	<p>U.S. businesses use the H-1B program to temporarily employ foreign workers in specialty occupations that require theoretical or technical expertise in a certain field, such as scientists, engineers or computer programmers.</p>	<p>U.S. businesses use the H-1B program to temporarily employ foreign workers in a specialty occupation that requires theoretical or technical expertise in a certain field, such as science, engineering or computer programming.</p>
Part Two Page 21	<p>If USCIS approves your petition, you will receive Form I-797, Notice of Approval, from USCIS, which indicates that your employee is now in H-1B status.</p>	<p>If USCIS approves your petition, you will receive Form I-797, Notice of Approval, from USCIS, which indicates that the foreign worker has been approved for H-1B status.</p>
Part Two Page 23	<p>You must submit a timely filed Form I-129 petition to USCIS to request an extension of stay on behalf of an employee in one of the above categories. While the petition is pending, your existing employee is authorized to continue to work for you, for up to the applicable time period—120 days to 240 days depending on the category petitioned for—or until USCIS denies your petition, whichever comes first.</p>	<p>You must submit a timely filed Form I-129 petition to USCIS to request an extension of stay on behalf of an employee in one of the above categories. While the petition is pending, your existing employee is authorized to continue to work for you, for 120 days to 240 days, depending on the category petitioned for, or until USCIS denies your petition, whichever comes first.</p>
Part Two Page 23	<p style="text-align: center;">Completing Section 3</p>	
Part Two Pages 23-24	<p>Recording Name Changes for Current Employees</p> <p>You are not required to update Form I-9 when an employee changes his or her name. However, USCIS recommends that you maintain correct information on Forms I-9 and note any name changes in Section 3. Form I-9 regulations do not require that an employee present you with documentation to show that the employee has changed his or her name. However, you may take steps—such as asking the employee for the basis of the name change—to be reasonably assured of the employee’s identity and the veracity of the</p>	<p>Recording Changes of Name and Other Identity Information for Current Employees</p> <p>In the case of a rehire or reverification, if an employee has had a legal change of name, such as following marriage, you must record the employee’s legal change of name in the space provided in Section 3 of Form I-9. If you learn of a legal change of name at a time other than during a rehire or reverification, USCIS recommends that you update Form I-9 with the new name in the space provided in Section 3 of Form I-9 so that you maintain correct information on the form. In either situation, you should take steps to be reasonably assured of the employee’s identity and the veracity of the employee’s claim of a legal name change. These steps may include asking the</p>

	<p>employee's claim of a name change. If provided by the employee, you may accept evidence of the name change to keep with Form I-9, so that your actions are well-documented if the government asks to inspect your Forms I-9.</p> <p>For E-Verify employers:</p> <ul style="list-style-type: none"> • USCIS recommends that you encourage your employees to record their legal name change with the Social Security Administration to avoid mismatches in E-Verify. • Federal contractors who are subject to the FAR E-Verify clause and who choose to verify existing employees by updating existing Forms I-9 have special rules pertaining to when they must complete new Forms I-9. Under this option, a new Form I-9 must be completed when an employee changes his or her name. For more information, see the <i>E-Verify Supplemental Guide for Federal Contractors</i>, available at www.dhs.gov/E-Verify. 	<p>employee for the reason for the legal change of name and to provide documentation of a legal change of name to keep with Form I-9, so that your actions are well-documented if the government asks to inspect your Forms I-9.</p> <p>You may encounter situations other than a legal change of name where an employee informs you or you have reason to believe that his or her identity is different from that previously used to complete the Form I-9. For example, an employee may have been working under a false identity, has subsequently obtained a work authorized immigration status in his or her true identity, and wishes to regularize his or her employment records. In that circumstance you should complete a new Form I-9. Write the original hire date in Section 2, and attach the new Form I-9 to the previously completed Form I-9 and include a written explanation.</p> <p>In cases where an employee has worked for you using a false identity but is currently work authorized, the I-9 rules do not require termination of employment. However, there may be other laws, contractual obligations, or company policies that you should consider prior to taking action.</p> <p>For E-Verify employers:</p> <ul style="list-style-type: none"> • USCIS recommends that you encourage your employees to record their legal name change with the Social Security Administration to avoid mismatches in E-Verify. • If you complete a new Form I-9 in a new identity situation as described above (e.g., where a name change to Form I-9 information is not a legal name change), you should verify the new Form I-9 information through E-Verify. If you do not complete a new Form I-9, you should not run a new E-Verify query. • Federal contractors who are subject to the FAR E-Verify clause and who choose to verify existing employees by updating existing Forms I-9 have special rules pertaining to when they must complete new Forms I-9. Under this option, a new Form I-9 must be completed when an employee changes his or her name. For more information, see the <i>E-Verify Supplemental Guide for Federal Contractors</i>, available at www.dhs.gov/E-Verify.
<p>Part Two Page 24</p>	<p>If you rehire an employee within three years of the date that his or her previous Form I-9 was completed, you may complete a new Form I-9 or you may be able to rely on the previously completed</p>	<p>If you rehire an employee within three years of the date of the initial execution of his or her previous Form I-9, you may complete a new Form I-9 or you may be able to rely on the previously completed Form I-9 in certain circumstances.</p>

<p>Part Two Pages 24 - 25</p>	<p>Form I-9 in certain circumstances.</p> <p>Inspect the previously completed Form I-9 and:</p> <ol style="list-style-type: none"> If the employee's previously completed Form I-9 indicates that the individual is still eligible to work, you are not required to complete a new Form I-9 but may rely on the previously completed Form I-9 to meet the verification requirements for this employee. You must update the previously completed Form I-9 in Section 3 with the date of rehire. <p>OR</p> <ol style="list-style-type: none"> If you determine that the employee's employment authorization has expired, you must reverify employment authorization in Section 3 of the previously completed Form I-9, or use a new Form I-9 if Section 3 has already been used. <p>To reverify:</p> <ol style="list-style-type: none"> Record the date of rehire. Record the document title, number, and expiration date (if any) of the document(s) the employee presents. Sign and date Section 3. If you are reverifying on a new Form I-9, write the employee's name in Section 1 and complete Section 3 of the new Form I-9, retaining the new Form I-9 with the previously completed Form I-9. You must reverify the employee on a new Form I-9 if the version of the form you used for the previous verification is no longer valid. Please check www.uscis.gov/i-9 for currently valid Form(s) I-9. <p>To update (optional), you must:</p> <ol style="list-style-type: none"> Record the date of rehire and the employee's new name, if applicable. Sign and date Section 3. If you are updating on a new Form I-9, write the employee's name in Section 1 and use Section 3 of the new 	<p>Inspect the previously completed Form I-9 and:</p> <ol style="list-style-type: none"> If the employee's previously completed Form I-9 indicates that the individual is still eligible to work, you are not required to complete a new Form I-9 but may rely on the previously completed Form I-9 to meet the verification requirements for this employee. You must update the previously completed Form I-9 in Block B in Section 3 with the date of rehire. <p>OR</p> <ol style="list-style-type: none"> If you determine that the employee's employment authorization has expired, you must reverify employment authorization in Block C of Section 3 of the previously completed Form I-9, or use page 2 of a new Form I-9 if Section 3 has already been used. <p>To reverify:</p> <ol style="list-style-type: none"> Enter the date of rehire in Block B of Section 3. Enter the document title, number, and expiration date (if any) of the document(s) the employee presents in Block C of Section 3. Sign and date Section 3. If you choose to use a new Form I-9, enter the employee's name at the top of page 2 of a new Form I-9 and complete Section 3 of the new Form I-9, retaining the new form with the previously completed one. <p>To update (optional), you must:</p> <ol style="list-style-type: none"> Enter the date of rehire in Block B and the employee's new name, if applicable, in Block A of Section 3. Sign and date Section 3. If you are updating on a new Form I-9, write the employee's name at the top of page 2 and use Section 3 of the new Form I-9 to update, retaining the new Form I-9 with the previously completed Form I-9.
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	Form I-9 to update, retaining the new Form I-9 with the previously completed Form I-9.	
Part Two Page 25	*Old Image Figure 7: Reverification of Employment Authorization for Rehires	*New Image Figure 11: Completing Section 3: Reverification and Rehires
Part Two Page 25	<ol style="list-style-type: none"> Employer records the employee's new name, if applicable, and date of rehire, if applicable. Employer records the document title, number, and expiration date (if any) of document(s) presented. Employer signs and dates Section 3. 	<ol style="list-style-type: none"> Enter the employee's new name, if applicable, in Block A. Enter the employee's date of rehire, if applicable, in Block B. Enter the document title, number, and expiration date (if any) of document(s) presented in Block C. Sign and date Section 3.
Part Two Page 25	<p>Leaves of Absence, Layoffs, Corporate Mergers and Other Interruptions of Employment</p> <p>You must complete a new Form I-9 when a hire takes place, unless you are rehiring an employee within three years of the initial hire date</p>	<p>Leaves of Absence, Layoffs, Corporate Mergers and Other Interruptions of Employment</p> <p>You must complete a new Form I-9 when a hire takes place, unless you are rehiring an employee within three years of the date of the initial execution of his or her previous Form I-9.</p>
Part Three Page 28	Electronic Forms I-9	Electronic Retention of Forms I-9 *Deleted Previous heading after with the same title to form one section
Part Three Page 28	If you choose to complete or retain Forms I-9 electronically, you may use one or more electronic generation or storage systems, as long as Forms I-9 retained in the system remain fully accessible.	If you choose to complete or retain Forms I-9 electronically, you may use one or more electronic generation or storage systems, as long as Forms I-9 retained in the system remain fully accessible and meet the regulations.
Part Three Page 28	<p>For each electronic generation or storage system used, you must maintain and make available upon request complete descriptions of:</p> <ol style="list-style-type: none"> The electronic generation and storage system, including all procedures relating to its use. The indexing system that permits the identification and retrieval of relevant documents and records maintained in an electronic storage system. You are not required to maintain separate description databases for each system if comparable results can be achieved without separate description databases. 	<p>For each electronic generation or storage system used, you must maintain and make available upon request complete descriptions of:</p> <ol style="list-style-type: none"> The electronic generation and storage system, including all procedures relating to its use. The indexing system that permits the identification and retrieval of relevant documents and records maintained in an electronic storage system. You are not required to maintain separate indexing databases for each system if comparable results can be achieved without separate indexing databases.
Part Three Page 29	If you retain Forms I-9 electronically, you must implement a records security program that:	If you retain Forms I-9 electronically, you must implement an effective records security program that:

<p>Part Three Page 29</p>	<p>Copies that are scanned and stored electronically must be retrievable consistent with DHS’s standards on electronic retention, documentation, security, and electronic signatures for employers and employees, as specified in 8 CFR Part 274a.2(b)(3).</p> <p>USCIS recommends that employers who choose to retain copies of employees’ documentation keep those copies together with their Forms I-9.</p>	<p>Copies or electronic images of presented documents must be retrievable consistent with DHS’s standards on electronic retention, documentation, security, and electronic signatures for employers and employees, as specified in 8 CFR Part 274a.2(b)(3).</p> <p>If copies of electronic images of the employee’s documents are made, they must either be retained with Form I-9 or stored with the employee’s records.</p>
<p>Part Six Page 39</p>	<p>E-Verify provide an automated link to federal databases to help employers confirm the employment authorization of new hires. E-Verify is free to employers and is available in all 50 states, as well as U.S. territories except for American Samoa and the Commonwealth of the Northern Mariana Islands.</p>	<p>E-Verify provide an automated link to federal databases to help employers confirm the employment authorization of new hires. E-Verify is free to employers and is available in all 50 states, as well as U.S. territories except for American Samoa.</p>
<p>Part Seven Page 41</p>	<p>58. Q. Do I need to complete Form I-9 CNMI for my current employees?</p> <p>A. You only need to complete Form I-9 CNMI for employees hired on or after November 28, 2009. You should complete Form I-9 CNMI for any employees already working for you on November 27, 2009, even if you assign them new job responsibilities within your company.</p> <p>To obtain Form I-9 CNMI, call the USCIS Forms Request Line toll-free at (800) 870-3676 or download Forms I-9 CNMI at www.uscis.gov/files/form/i-9_cnmi.pdf</p> <p>For more information on federal immigration law in the CNMI, go to www.uscis.gov/CNMI.</p>	<p>2 Q. Do I need to complete Form I-9 for employees working in the CNMI?</p> <p>A. Yes. You need to complete Form I-9 for employees hired for employment in the CNMI on or after November 27, 2011. Employers in the CNMI should have used Form I-9 CNMI between November 28, 2009 and November 27, 2011. If the employer did not complete Form I-9 CNMI as required during the period, the employer should complete a new Form I-9 as soon as the employer discovers the omission. You should not complete Form I-9 for any employees already working for you on November 27, 2009, even if you assign them new job responsibilities within your company. For more information on federal immigration law in the CNMI, go to www.uscis.gov/CNMI.</p>
<p>Part Seven</p>	<p>Deleted Q.18</p>	
<p>Part Seven Page 44</p>	<p>21 Q. I notice on Form I-9 that under List A there are two spaces for document numbers and expiration dates. Does this mean I have to see two List A documents?</p> <p>A. No. The additional space is provided in case an employee presents a List A document that is really a combination of more than one document. For example, one of the documents found in List A is a foreign passport with an attached Form I-94/Form I-94A, bearing the same name as the passport and containing endorsement of the individual’s nonimmigrant status, if</p>	<p>21 Q. I noticed on Form I-9 that under List A there are three spaces for document numbers and expiration dates. Does this mean I have to see three List A documents.</p> <p>A. No. Form I-9 (Rev. 03/08/13N) includes an expanded document entry area in Section 2. The additional spaces are provided in case an employee presents a List A document that is really a combination of more than one document. For example, an F-1 student in curricular practical training may present, under List A, a foreign passport, Form I-94/Form I-94A and Form I-20 that specifies that you are his or her approved employer. Form I-9 provides</p>

	<p>that status authorizes the individual to work for the employer. Form I-9 provides space for you to enter the document number and expiration date for both the passport and Form I-94/Form I-94A. In some cases, an employer may need to enter document information for more than two documents. (e.g. J-1 exchange visitors; porting H-1B nonimmigrants). Because Section 2 only provides space for listing two documents, an employer may need to enter document information from any additional document.</p>	<p>space for you to enter the document number and expiration date for all three documents. Another instance where an employer may need to enter document information for three documents is for J-1 exchange visitors. If an employee provides you with one document from List A (e.g., U.S. passport), or a combination of 2 documents (e.g., foreign passport and Form I-94/94A), you do not need to fill-out any unused space(s) under List A.</p>
Pg. 47	<p>33. Q. Can an employee leave any part of Section 1 on Form I-9 blank?</p> <p>A. Employees must complete every applicable field in Section 1 of Form I-9 with the exception of the field requesting the employee’s Social Security number. However, employees must enter their Social Security number in this field if you participate in E-Verify.</p>	<p>32. Q. Can an employee leave any part of Section 1 on Form I-9 blank?</p> <p>A. Employees must complete every applicable field in Section 1 of Form I-9 with the exception of the field requesting the employee’s e-mail address, telephone number and Social Security number. However, employees must enter their Social Security number in this field if you participate in E-Verify.</p>
Part Seven	*Deleted entire section “Questions about the Commonwealth of the Northern Mariana Islands (CNMI)” Q. 57 – Q.64 (except Q. 58 which is no Q. 2)	
Part Eight Page 53	*Deleted No. 7 in List A Chart “In the Commonwealth of the Northern Mariana Islands (CNMI) only, a foreign passport along with special documents issued by the CNMI.”	
Part Eight Page 54	<p>1. U.S. Social Security account number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States.</p> <p>NOTE: A copy (such as a metal or plastic reproduction) is not acceptable.</p>	<p>1. A Social Security Account Number card unless the card includes one of the following restrictions:</p> <p>(1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION</p> <p>NOTE: A copy (such as a metal or plastic reproduction) is not acceptable.</p>
Part Eight Page 60	<i>Passports from the Federated States of Micronesia and the Marshall Islands</i>	Passports from the Federated States of Micronesia and the Republic of the Marshall Islands
Part Eight Page 60	As of early 2009, the notation on Form I-94 or Form I-94A typically states “CFA/FSM” for an FSM citizen and “CFA/MIS” for an RMI citizen.	The notation on Form I-94 or Form I-94A typically states “CFA/FSM” for an FSM citizen and “CFA/MIS” for an RMI citizen.