A newsletter for all employers
December 2016 Issue 34

E-Verify Connection

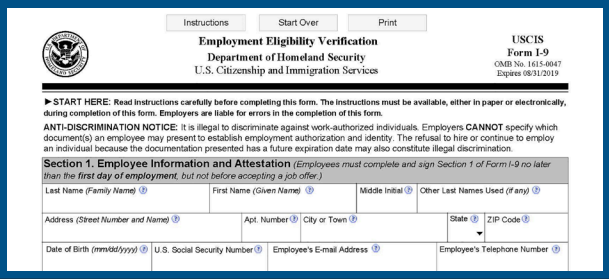
E-VERIFY IS A SERVICE OF DHS AND SSA

Revised Form I-9 Now Available!

The revised Form I-9, Employment Eligibility Verification, is more user-friendly than ever. Here are some of the features:

- **Employees and employers completing it on the computer will see helper text for each field.**
- **Employees and employers completing it on the computer can choose from drop-down lists for acceptable documents, calendars, states and countries.**
- **Employers can enter information in a new "Additional Information" field, instead of in the margins.**
- **Employees who use multiple preparers and translators have additional space.**

Print the revised form directly from the USCIS website or download it to your computer using the latest free version of Adobe Reader. Also, employers should continue to follow existing storage and retention rules for their previously completed Form I-9. Remember: By Jan. 22, 2017, employers must use the revised form. Visit I-9 Central for more information.



Instructions | Start Over | Print

Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 08/31/2019

▶**START HERE: Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.**

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Other Last Names Used *(if any)*

Address *(Street Number and Name)*	Apt. Number	City or Town	State	ZIP Code

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number

Don't Miss the Form I-9 Teleconference – January 31

We will host a teleconference about the revised Form I-9 on Jan. 31, 2017, at 2 p.m. Eastern. All are welcome to engage with our subject matter experts, learn about the innovative features of the revised form, and get answers to Form I-9 questions. Register today and follow E-Verify on Twitter for related updates.

TPS Designation Extended for Nepal

DHS announced an 18-month extension of Temporary Protected Status (TPS) benefits for eligible nationals of Nepal (and those without nationality who last habitually resided in Nepal), from Dec. 25, 2016, through June 24, 2018. For employer guidance, visit I-9 Central's Temporary Protected Status page.

Final Rule For Certain Employment-Based Immigrant and Nonimmigrant Visa Programs

USCIS published a final rule to modernize and improve several aspects of certain employment-based nonimmigrant and immigrant visa programs effective on Jan. 17, 2017.

E-Verify Records Disposal

In April 2017, USCIS must dispose of E-Verify transaction records over 10 years old, (records dated on or before Dec. 31, 2006). From now through March 31, 2017, E-Verify employers may download these transaction records from our Historic Records Report.

New E-Verify Employer Agent Bulk Upload Feature

Our new hiring site bulk upload feature lets E-Verify employer agents upload multiple hiring sites in one click during the client enrollment process! The feature reduces the amount of time it takes to enter data and complete client enrollment. Read about this feature in the updated E-Verify Supplemental Guide.

Why Should Businesses Use E-Verify?

E-Verify is business-friendly and complements Form I-9 by allowing employers to electronically verify the employment eligibility of new hires. Employers are required to complete Form I-9 for each new hire, and E-Verify is the best way to help employers ensure a legal workforce.

myE-Verify Offers Free Services

myE-Verify, also available in Spanish, offers free, online tools for jobseekers. For example, Self Lock helps prevent others from using your Social Security number to try to get a job with an E-Verify employer. Use Self Lock to help protect against employment-related identity fraud!

E-Verify is Listening…

Do you have thoughts about the revised Form I-9? Let us know what you think on E-Verify Listens.

M-274 Handbook for Employers Update Coming Soon

Subscribe to our mailing list to be among the first to know when we release the updated M-274, Handbook for Employers: Guidance for Completing Form I-9.

Subscribe to E-Verify Connection! Share feedback at www.E-VerifyListens.ideascale.com!
Call 888-897-7781 for the Employee Hotline or 888-464-4218 with Employer Queries.
Visit www.DHS.gov/E-Verify, www.uscis.gov/I-9-Central, www.uscis.gov/myE-Verify.

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