



To: Valued DHR Client  
Date: April 10, 2009  
Re: New I-9 Form

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As a reminder, **effective April 3, 2009**, all employers must use the newly revised Form I-9, Employment Eligibility Verification, for all new employees and for re-verification of certain employees with temporary work authorization. Although employers are required to use the new form going forward, employers should **not** go back and complete a new Form I-9 for current employees.

The revised Form I-9 is available from the USCIS Web site or by contacting DHR.

The following is a list of the most significant changes in the revised Form I-9:

- All documents presented to the employer during the I-9 verification must now be **unexpired**. Previously, employers could accept certain expired documents to establish identity, including expired drivers' licenses (under List B) and U.S. passports (under List A).
- List A identity and employment authorization documents no longer include the Temporary Resident Card (Form I-688), Employee Authorization Card (Form I-688A), or Employment Authorization Card (Form I-688B). These documents have been eliminated because they are no longer issued by the government.
- List A now includes (1) foreign passports containing the I-551 permanent residence notation printed on a machine-readable immigrant visa, (2) the new U.S. Passport Card, and (3) passports and other documents for citizens of the Federated States of Micronesia and the Republic of the Marshall Islands.

Every new hire is required to complete the Form I-9 within three days of their start date. The hiring manager is also required to visually inspect all of the documents offered to prove a person's identity and work authorization in the United States.

If you need additional information about the revised Form I-9 please feel free to contact your HR Specialist at 888.870.5588.

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