



This article presents general guidelines for Georgia nonprofit organizations as of the date written and should not be construed as legal advice. Always consult an attorney to address your particular situation.

All Employers Must Use Updated Form I-9 as of January 22, 2017

All employers must properly complete a Form I-9 for every person they hire in the United States, including citizen and noncitizen employees. U.S. Citizenship and Immigration Services (USCIS) recently issued a [revised version of the Employment Eligibility Verification Form I-9](#). As of January 22, 2017, employers must only use the new version of this form.

The form is used to verify the identity and employment authorization of all individuals hired. On the form, an employee must attest to his or her employment authorization, and must present his or her employer with acceptable documents evidencing identity and employment authorization. The employer must examine the employment eligibility and identity documents to determine whether the documents reasonably appear to be genuine and to relate to the employee, and must record the document information on the Form I-9. The list of acceptable documents is found on the last page of the form. Employers must retain Form I-9 for a designated period and make it available for inspection by authorized government officers.

Other than streamlining its design, a few substantive changes have been made to the new Form I-9:

- The requirement that immigrants authorized must provide both their Form I-94 number and foreign passport information has now been changed into an either/or option.
- A dedicated box for any "Additional Information" has been added for employers who are currently required to notate such information in the margins of the form.
- Instructions are no longer included within the form itself, but employers are still required to present instructions to an employee completing the form.

The process of completing this form remains as it was, prior to these minor updates. For information on how to complete the Form I-9, please see this link to the USCIS website: <https://www.uscis.gov/i-9-central/complete-and-correct-form-i-9>.

As a reminder, all Georgia employers with 11 or more employees are also required to use the federal e-Verify system to verify immigration status for employees. E-Verify is an internet based system that compares information from an employee's Form I-9 to data from the U.S.

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Department of Homeland Security and Social Security Administration Records. This electronic system confirms an employee's identity and eligibility to work in the United States, but the system may not be used to re-verify expired employment authorization (employers must use Form I-9 for this). Please see this link to the USCIS website for more information about e-Verify: <https://www.uscis.gov/e-verify>.

Pro Bono Partnership of Atlanta also has a webcast on [immigration compliance](#) with more information.

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