



Aviation Group Client Update

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UCSIS ANNOUNCES NEW FORM I-9

Recently, U.S. Citizenship and Immigration Services (USCIS) [announced](#) the newly revised Employment Eligibility Verification form, Form I-9. Employers are required to use Form I-9 to verify the identity and employment authorization eligibility of their employees.

The newly revised Form I-9 makes several improvements designed to minimize errors in form completion, including:

- Adding data fields, including the employee's foreign passport information (if applicable), telephone and email addresses
- Improving the form's instructions
- Revising the layout of the form by expanding the form from one to two pages (not including the form instructions and the List of Acceptable Documents)

Employers should begin using Form I-9 with a revision date of “(Rev. 03/08/13)N” to comply with their employment eligibility verification responsibilities. The revision date is located in the bottom right-hand corner of the form.

Employers must use the new Form I-9 immediately; however, USCIS recognizes that some employers may need additional time in order to make necessary updates to their business processes to allow for use of the new Form I-9. Prior versions of Form I-9, including (Rev. 08/07/09)Y and (Rev. 02/02/09)N, can no longer be used by the public **effective May 7, 2013**.

After May 7, 2013, employers who fail to use Form I-9 (Rev. 03/08/13) N may be subject to penalties. If you have questions regarding the implementation of new Form I-9, please contact our office.

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