

# COLEMAN & HOROWITT, LLP

## CLIENT MEMORANDUM

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DISCUSSING ISSUES OF INTEREST TO OUR CLIENTS

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### EMPLOYMENT LAW UPDATE: MANDATORY USE OF NEW I-9 FORM EFFECTIVE MAY 8, 2013

By Mary E. Krugh

On March 8, 2013, the United States Center for Immigration Services published the seventh edition of the Employment Eligibility form, more commonly known as the I-9 form.

Use of this latest edition of the form is required effective May 8, 2013. The form can be accessed here: <http://www.uscis.gov/files/form/i-9.pdf>. This form is required for new hires and reverifications. A new form is not required to be completed for current employees with a properly completed form. Completion of the I-9 form for all hires became mandatory with the passage of the Immigration Reform and Control Act of 1986.

The goal of the I-9 form in general is to verify the identity and employment authorization of persons hired to work in the United States. In addition, the form will be used to clear up ambiguities that have existed under prior versions, including clarification on completion of section one for temporary visa holders, acceptability of receipts, and performance of the reverification process.

The latest version of the form is substantially expanded from earlier versions and includes six pages of instructions and two pages

for completion by the employee and employer.

Also recently updated is the United States Citizen and Immigration Services I-9 Handbook for Employers. The Handbook provides guidance to employers on proper completion of the I-9 form. It can be accessed here: <http://www.uscis.gov/files/form/m-274.pdf>.

Proper completion of the I-9 form for all hires is important as simple violations can lead to fines, and knowing violations can lead to both significant fines and criminal penalties. For more information about how the latest version of the I-9 form may affect your business, please contact our office.

*This article was written by Mary E. Krugh, an associate in the litigation department of Coleman & Horowitz, LLP. Ms. Krugh has extensive experience in and provides counsel and representation to clients in labor and employment matters, including serving as trial counsel in trials and administrative proceedings. She also represents clients in business, commercial and real estate litigation, and business torts. She can be reached at (559) 248-4820 or (800) 891-8362 or by e-mail at [mkrugh@ch-law.com](mailto:mkrugh@ch-law.com).*

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