


MEMORANDUM

DATE: February 17, 2017

TO: Local Workforce Development Board (LWDB) Executive Directors

FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support 

SUBJECT: Revised Employment Eligibility Verification Form I-9

The United States Citizenship and Immigration Services (USCIS) has revised the Employment Eligibility Verification Form, I-9. Local Workforce Development Boards (LWDBs) must begin using the revised form immediately. The revised Form I-9 is streamlined for completion electronically. Enhancements include drop-down lists and calendars for filling in dates, on-screen instructions for each field and an option to finalize or clear the form and start over. Please see the table below for a summary of changes to the form.

Revised I-9 Summary of Changes	
Instructions	The instructions have been separated from the form, in line with other USCIS forms, and include specific instructions for completing each field.
Section 1. Employee Information and Attestation	Language changed from “other names used” to “other last names used.”
Section 1. Preparer and/or Translator Certification	Addition of check boxes to acknowledge use of a preparer or translator. Upon acknowledgement of the use of a preparer or translator, an additional drop-down list appears and additional fields are generated based on the number of preparers or translators used.
Section 2. Citizenship/Immigration Status	Addition of a Citizenship/Immigration Status drop-down list that matches the number found in Section 1.
Section 2. Identity and Employment Authorization	Addition of drop-down lists of acceptable documents.
Section 2. Additional Information	Addition of an “Additional Information” field.

Section 3. Document Title	Addition of a drop-down of approved documents to establish employment authorization.
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Please see the links below to access the revised I-9 form and employer handbook for guidance when completing the I-9:

- [Employment Eligibility Verification Form I-9](#)
- [Instructions for Form I-9](#)
- [Handbook for Employers, Guidance for Completing Form I-9](#)

If you have questions please send an e-mail to: Wagner.Peyser@deo.myflorida.com.

LAS/oss

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