



HR AFFILIATES

HR UPDATES

U.S. Citizenship and Immigration Services has made minor changes to Form I-9, Employment Eligibility Verification. The revised form has an edition date 01/20/25 and an expiration date 05/31/2027 and is now available for download, while multiple previous editions remain valid until their respective expiration dates.

Here's what changed:

- Notably, the [new Form I-9](#) substitutes “alien authorized to work” in place of “noncitizen authorized to work” in the list of options employees may select in order to attest to their citizenship or immigration status. (The Biden administration opted for the “noncitizen” terminology in its 2023 update to Form I-9s as part of a broader push to end use of the word “alien” within federal immigration enforcement agencies.)
- Revision of the descriptions of two List B documents in the Lists of Acceptable Documents.
- Adding appropriate statutory language and a revised DHS Privacy Notice to the instructions.

There are now two editions dated 08/01/23. Which should you use?

You can use either one **until it expires:**

- Form I-9 (08/01/23 edition) that is valid until **05/31/2027** (this is the new one)
- Form I-9 (08/01/23 edition) that is valid until **07/31/2026** (this is the previous one)

What is this box about “alternative procedure” to review documents?

Being able to virtually review documents is an option, **but only for certain employers** and **only under specific processes**.

We think it's important to review this – because we worry that a lot of people who think they are doing it right, aren't.

1) Are you enrolled in E-Verify, and in good standing?

- If the answer is No, Stop here. You cannot use the alternative procedure and may not virtually review any I-9 documents. You must view all documents in person, even for remote employees.
- If the answer is Yes, keep going to Step 2.

2) Do you have identified remote hiring sites?

- If the answer is yes, good job! Keep going.
- If the answer is no, you need to identify what is considered a work site and what is considered remote.
 - Just because a person works out of their home, it no longer means that they are eligible to be documented via the alternative process. If the work from home is in the same city as a company office, then they will not be identified as remote.
 - You need to consistently apply policies so that employees who are truly remote and “away” from the business can use the alternative procedure, and those who work onsite or in a hybrid capacity continue to be verified via physical examination of documents.

3) Are you doing video examination of documents?

- If the answer is yes, you're three for three!
- If the answer is no, you need to re-evaluate your process. The alternative process requires that you have copies of both sides of the ID, and that you engage in a virtual telemeeting in which you see the identification and the individual (thus verifying that the person on the ID is the person in the meeting.)