March 20, 2013

TO: On & Off Campus Unit Contacts

SUBJECT: USCIS Releases Official Two-Page Form I-9

As most of you are aware, the updated I-9 is now available for use. Please start using the new I-9 immediately, but please take the time to read the updated instructions as some fields have been added and the physical appearance has changed drastically. I have attached the “New I-9”, which include the instruction and I-9. I have also attached the “Updated Handbook for Employers”. The 3rd attachment titled “Examples” shows the new I-9 filled out in several different scenarios.

Here are a few of the key changes:

- N/A should be written in the “Other Names Used” box within Section 1 if the box is not used.
- Addition of “E-mail Address” and “Telephone Number” box.
- The information for an alien authorized to work within Section 1 has been changed and also includes a section for information relating to their foreign passport.
- There is a box at the top of page 2 within Section 2 where you should put the employees last name, first name and middle initial from Section 1.
- List A within Section 2 has been updated to include 3 documents. See “Examples”.
- The employer information within Section 2 has split out the “Business/Organization Name” and “Address” into separate boxes. You will no longer be able to use a single stamp that has all this information, since it now has to be put into distinct boxes.
- When you re-verify an I-9 using Section 3 you only have to submit page 2. See “Examples”, but remember to complete the box at the top of page 2 within Section 2 where you should put the employees last name, first name and middle initial from Section 1.
- All date fields should be in the mm/dd/yyyy format.

For questions, please contact: Joe Corn, Director of Payroll, at (979) 845-4749 or jrcorn@ag.tamu.edu.
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