



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
209 E. Musser Street, Suite 101 | Carson City, Nevada 89701
Phone: (775) 684-0150 | www.hr.nv.gov | Fax: (775) 684-0122

MEMORANDUM
HR#84-16

November 17, 2016

TO: DHRM Listserv Recipients

FROM: Peter Long, Administrator *Peter Long*
Division of Human Resource Management

SUBJECT: Revised Form I-9 and I-9 Instructions

The U.S. Citizenship and Immigration Services (USCIS) has revised Form I-9 and corresponding instructions. To remain in compliance with the federally required implementation date of January 22, 2017, the Division of Human Resource Management (DHRM) ***requires*** all State agencies begin using the revised form for new hires, reinstatements and reemployments ***effective Monday, December 19, 2016***, or transactions beginning in pay period 15. This memorandum provides new, revised, or additional requirements as established by USCIS.

Revised I-9 Instructions

- The instructions portion of the Form I-9 are now separate from the Form I-9
- The instructions have increased from nine (9) pages to fifteen (15) pages
- Paragraph three (3) and four (4) under "General Instructions" indicates that employers and employees may choose to complete any or all sections of the form on paper or using the new PDF fillable Form I-9.

The PDF fillable form can be found here: [Employment Eligibility Verification Form I-9](#) and the Form I-9 instructions can be found here: [Form I-9 Instructions](#). When the revised Form I-9 is completed on a computer, checks are in place to ensure information is entered correctly in certain fields. The PDF fillable form also includes drop-down lists, calendars, field instructions, and buttons that allow for printing or clearing the form to start over. ***If using the PDF fillable form, you must still print the form and the employee and employer must sign it. Electronic signatures are not acceptable.***

Revised Form I-9 Sections

Section 1

- ◆ Middle Initial – Required field; ***must indicate N/A if no middle name***
- ◆ Other Last Names Used – Required field; ***must indicate N/A if no other last names used***
- ◆ Employee's E-mail address – Required field; providing email address is optional, ***must enter N/A if not provided***
- ◆ Employee's Telephone Number – Required field; providing a telephone number is optional, ***must enter N/A if not provided***
- ◆ Preparer and/or Translator Certification – Required field; ***employee must check a box indicating if a Preparer and/or Translator was or was not used to assist with completing Section 1***

NOTE: If the employer (or agency) completes any of the information in Section 1, to include entering in the PDF fillable form, on the employee's behalf, select the check box to indicate a preparer or translator assisted the employee in completing Section 1. Complete all fields in the Certification area.

- ◆ When an error is discovered in Section 1 of the employee's Form I-9, the **employee** should correct the error using the following steps:
 - Draw a line through the incorrect information
 - Enter the correct information
 - Initial and date the correction
- ◆ To correct multiple errors on the form, or if an entire section is left blank, a new Form I-9 can be completed and attached to the old form.

Section 2

- ◆ Employee Info from Section 1/Citizenship/Immigration Status – Required field; ***must indicate the employee selection from Section 1*** (example: 1 for citizen, 2 for non-citizen, etc.)
- ◆ When an error is discovered in Section 2 of the employee's Form I-9, the **employer** should correct the error using the following steps:
 - Draw a line through the incorrect information
 - Enter the correct information
 - Initial and date the correction
- ◆ If Section 2 was completed based on unacceptable documents, redo the section on a new Form I-9 and attach to the old form
- ◆ Additional Information - Optional field; review instructions on when to use (typically will be left blank). Use this section to note any reasons that changes were made to an existing Form I-9 or when completing a new Form I-9

Do not attempt to conceal any changes made on the form (other than simple notation errors when copying document information). Doing so may lead to increased liability under federal immigration law.

If changes on a Form I-9 have been made using correction fluid, we recommend that you attach a signed and dated note to the corrected Form I-9 explaining what happened.

To avoid delays in processing your employee's personnel documents, agencies ***must indicate*** the employee ID# and Home Organization Number on both pages of the Form I-9 in the upper right hand corner. ***Using a prior version of the Form I-9 for actions effective on or after December 19, 2016 or forms with missing information or errors will be returned to the agency.***

If you have any questions, please do not hesitate to contact your Central Records Liaison.