



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMORANDUM
HR#35-17

July 19, 2017

TO: DHRM Listserv Recipients

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

SUBJECT: REVISED FORM I-9

The U.S. Citizenship and Immigration Services (USCIS) has released a revised version of Form I-9 and corresponding instructions. To remain in compliance with the federally required implementation date of September 18, 2017, the Division of Human Resource Management (DHRM) ***requires*** all State agencies begin using the revised form for new hires, reinstatements, rehires and reemployments effective Monday, September 11, 2017, or transactions beginning in pay period 07.

Revised Form I-9 instructions:

- The Office of Special Counsel for Immigration-Related Unfair Employment Practices has changed its name to Immigrant and Employee Rights Section.
- Removed “the end of” from the phrase “the first day of employment.”

Revisions related to the List of Acceptable Documents on Form I-9:

- Added the Consular Report of Birth Abroad (Form FS-240) to List C.
- Combined all the certifications of report of birth issued by the Department of State (Form FS-545, Form DS-1350 and Form FS-240) into selection C #2 in List C.
- Renumbered all List C documents except the Social Security card. For example, the employment authorization document issued by the Department of Homeland Security on List C will change from List C #8 to List C #7.

NOTE: All instructions on filling out the fields on Form I-9 stated in Memorandum HR #84-16 are still a requirement to this newly revised version of the form.

The revised PDF fillable and non-fillable Form I-9 can be accessed by clicking on the link: [Form I-9](#). 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.***

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 September 11, 2017, 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.