



DEPARTMENT OF PERSONNEL
209 East Musser Street, Room 101
Carson City, Nevada 89701-4204
(775) 684-0150
<http://dop.nv.gov>

MEMO PERD #07/09

March 20, 2009

TO: Department Directors
Division Administrators
Agency Personnel Liaisons
Agency Personnel Representatives

FROM: Teresa Thienhaus, Director
Department of Personnel

A handwritten signature in cursive script, reading "Teresa Thienhaus".

SUBJECT: Revised I-9 Forms

Please find attached an updated Employment Verification Form (I-9). The form is to be used for any new hire effective Friday, April 3, 2009. It is important that prior to April 3, 2009 employers use the June 5, 2007 version of the Form I-9.

The U.S. Citizenship and Immigration Services ("USCIS") has also changed its requirements for which documents may be acceptable for identity and employment authorization. USCIS now requires employers to *only accept unexpired documents*.

Those documents removed from List A that can no longer be used to establish both an employee's identity and employment authorization are:

- Form I-688 Employment Authorization Document
- Form I-688A Employment Authorization Document
- Form I-688B Employment Authorization Document

Several new documents that establish both an employee's identity and employment authorization have been added to List A including:

- Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine readable immigrant visa
- A passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with a valid Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association between the United States and the FSM or RMI
- A U.S. passport card

Additional Changes to the Form I-9

Beginning April 3, 2009, an employer may ***no longer accept expired documents***, including U.S. passports and all List B documents used to establish identity. Additionally, in Section 1 of the April 3, 2009 Form I-9, “citizen of the United States” and “noncitizen national of the United States” are now two separate categories. Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.

Also, Section 1 of the Form I-9 instructions state, “Providing the Social Security Number is voluntary, except for employees hired by employers participating in the USCIS Electronic Employment Eligibility Verification Program (E-Verify).” The State of Nevada currently does not participate in the E-verify program but it may do so in the future. We will keep you informed of any changes as they occur.

If you have any problems accessing the attachment in this e-mail, you can find the form on the Department of Personnel’s website <http://dop.nv.gov/forms.html> or the USCIS website <http://www.uscis.gov/i-9>.

If you have any questions please feel free to contact Cynthia Willden at 775-687-9088 or cwillden@dop.nv.gov.