



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
Division of Human Resource Management
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MEMO PERD #11/13

April 12, 2013

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

FROM: Lee-Ann Easton, Administrator *Lee-Ann Easton*
Division of Human Resource Management

SUBJECT: Revised I-9 Forms

Attached is an updated Employment Eligibility Verification Form (I-9). In order to remain in compliance with the federal requirement date of May 7, 2013, the Division of Human Resource Management (DHRM) requires that all State agencies begin use of the form for new hires, reinstatements, and reemployments *effective Monday, April 29, 2013*.

The new form has grown from one to two pages, while the instructions have expanded from four to seven pages. The form has a revision date of March 8, 2013, and an expiration date of March 31, 2016 and is available through a link located on the DHRM website at [Employment Eligibility Verification Form I-9](#).

Revised Form I-9 Sections

- In Section 1:
 - ◆ The instructions (in the heading) have been clarified to read: Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.
 - ◆ The data field for Maiden Name has been replaced with: Other Names Used (if any).

- ◆ Data fields have been added for E-Mail Address and Telephone Number, although these fields are optional.
 - ◆ Below the checkbox for “aliens authorized to work,” data fields have been added for Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number.
 - ◆ Data fields have been added for Foreign Passport Number and Country of Issuance (if applicable).
- In Section 2:
 - ◆ The instructions (in the heading) have been clarified to read: Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee’s first day of employment. You must physically examine one document from List A **OR** examine a combination of one document from List B and one document from List C as listed on the “Lists of Acceptable Documents” on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.
 - ◆ The revised instructions clarify that the person who examines the employee’s documents must be the same person who signs Section 2 and that the examiner and the employee must both be physically present during the examination.
 - ◆ Under the instructions, a box has been included to add: **Employee Last Name, First Name and Middle Initial from Section 1:**
 - ◆ The space for recording document information has been expanded and labels have been added to each information item.
 - ◆ The Certification heading no longer includes the parenthetical sentence: State employment agencies may omit the date the employee began employment.
 - In Section 3:
 - ◆ The signature line now includes a space to “Print Name of Employer or Authorized Representative.”

The revised Lists of Acceptable Documents

- The following note has been added above the lists, which are essentially unchanged: Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.
- In List A, item 5 has been reformatted and punctuated for clarity: For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) the same name as the passport; and (2) An endorsement of the alien’s nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
- In List C, item 1 has been revised to include enumerated restrictions: A Social Security Account Number card, unless the card includes one of the following

restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION.

As a reminder, P. O. Boxes are unacceptable as addresses on the Form I-9 and the form must not reflect any corrections. Any errors on the form require a new form to be completed. To ensure that the form can be properly indexed, submit single-sided pages only, and the employee ID number, agency and home organization number must be noted in the upper right corner on both pages of the form. ***Using a prior version of Form I-9 for actions effective on or after April 29, 2013 or forms with missing information or errors will be returned to the Agency, and require completion of a new form.***

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