



Special Edition HR Information Update
New I-9 Form Required for *All New Hires*
November 2007

This special edition of the HR Information Update provides information regarding the new I-9 Form.

Subject: New I-9 Form Required for All New Hires

On November 7, 2007, the United States Citizenship and Immigration Services (USCIS) released a revised Employment Eligibility Verification Form (I-9). The revised I-9 Form makes changes to List A of the List of Acceptable Documents, removing five documents previously used for proof of both identity and employment eligibility and adding one document. For specific information on the document changes, please click the following link: [USCIS Revised I-9 Fact Sheet November 7, 2007](#).

To comply with the mandatory change, please begin using the revised I-9 Form today. The new form is available on our website by clicking the "I-9" link on the "Forms" page at www.jmu.edu/humanresources/forms.shtml or by clicking www.jmu.edu/humanresources/pdfs/I-9%20Form_revisedNov07.pdf.

When submitting I-9 Forms for new hires, please be aware that the old version of the I-9 Form will be invalid on December 26, 2007. Because of this regulatory change, Human Resources will only be able to accept the I-9 Form with the revision date of "Rev. 06/05/07" located in the bottom right margin of the form/instructions. If the old version of the form is submitted to HR, we will ask the hiring department to complete the current version of the form and re-submit.

When completing an I-9 Form with an employee, please read all instructions located on pages 1 and 2 of the form. If you have any questions, please contact Justin Smith, Recruitment Specialist at 568-6728 or smith2jb@jmu.edu.

For additional information concerning the new I-9 Form please click the following link:
[USCIS Update: USCIS Revises Employment Eligibility Verification Form I-9, 11/07/07](#)