

Internal Memo

Date: February 20, 2020

To: HR Directors and Designees; SEMA4 HR Users

From: Nancy Erickson, Enterprise Human Capital, MMB

RE: Agencies must use revised Form I-9 by May 1, 2020

On January 31, 2020, U.S. Citizenship and Immigration Services (USCIS) published a revised version of Form I-9, Employment Eligibility Verification. By May 1, 2020, agencies must use the new version, dated “10/21/2019” which expires 10/31/2022. Agencies may begin using the new PDF form now, or continue using the previous version dated “07/17/2017 N” through April 30, 2020.

We anticipate receiving the Self Service Form I-9 update from our vendor prior to the May 1 deadline. Once received, we will perform system testing and implement the new Form I-9 in Self Service. We will communicate updates as we get closer to May 1.

Revisions to fillable form and instructions

USCIS made changes to the fillable PDF Form I-9 menus that are visible when completing the PDF form directly on a computer, revising the Country of Issuance field in Section 1 and the Issuing Authority field (when selecting a foreign passport) in Section 2 to add Eswatini and Macedonia, North per those countries’ recent name changes.

USCIS made the following changes to the Form I-9 instructions:

- Clarified who can act as an authorized representative on behalf of an employer
- Updated USCIS website addresses
- Provided clarifications on acceptable documents for Form I-9
- Updated the process for requesting paper Forms I-9
- Updated the Department of Homeland Security Privacy Notice

Resources

[Form I-9](#)

[HR/LR Policy #1404 Employment Authorization Verification and Form I-9](#)

[HR/LR Procedure #1404P Employment Eligibility Verification: I-9 Audits](#)

[USCIS I-9 Central](#)

If you have questions, please contact your SEMA4 HR Services Specialist:

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