

Internal Memo

Date: October 25, 2023

To: HR Directors and Designees; SEMA4 HR Users

RE: Agencies must use revised Form I-9 by November 1, 2023

On August 1, 2023, U.S. Citizenship and Immigration Services (USCIS) published a revised version of Form I-9, Employment Eligibility Verification. As of this morning, the Form I-9 that's presented to employees in Self Service and to agency HR Staff in SEMA4 is updated to reflect these changes. By November 1, 2023, state agencies must use the new version (expires 07/31/2026) either in Self Service/SEMA4 or the [PDF form](#) published by USCIS. The revisions to the form and instructions do not require changes to how agencies process Form I-9.

More information regarding the revised Form I-9 (PDF)

Page 1 contains the sections that new employees and their employing state agency must complete.

Page 2 contains the Lists of Acceptable Documents, which state agencies must provide to employees either as a hard copy or as a hyperlink to the form.

- The Lists of Acceptable Documents includes some acceptable receipts.
- Agencies do not need to retain the Lists of Acceptable Documents page with an employee's Form I-9.

Page 3 contains Supplement A, Preparer and/or Translator Certification for Section 1.

- Agencies must ensure that preparers or translators who assist an employee in completing Section 1 complete this page, then retain it with the employee's Form I-9.
- If the employee does not use a preparer or translator, agencies do not need to print, provide, or retain this page with an employee's Form I-9.

Page 4 contains Supplement B, Reverification and Rehire (formerly Section 3).

- Agencies must complete and retain this page when an employee requires reverification of their employment authorization or when an employee provides proof of a legal name change. Agencies may use and retain this page to document a rehire in lieu of completing a new Form I-9 when the employee is rehired within three years of the date the original Form I-9 was completed.
- Agencies do not need to print, provide, or retain this page with an employee's Form I-9 unless and until an employee requires reverification or the agency uses this page to document a rehire.

State agencies must ensure that employees have access to the Instructions for completing Form I-9, by providing them either a hard copy or a hyperlink. Both the [PDF Form I-9](#) and employee view in Self Service include a link to the instructions.

Resources

- [Form I-9 and Instructions](#)
- [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](#)

Contacts

If you have questions about Self Service and SEMA4 transactions, please contact your SEMA4 HR Services Specialist:

- Diane Clemens at Diane.Clemens@state.mn.us
- Kaeley Cazin at Kaeley.Cazin@state.mn.us
- Tia Chester at Tia.Chester@state.mn.us

If you have questions about HR/LR Policies, Procedures, and General Memos related to Form I-9, please contact Sue Kangas at Sue.Kangas@state.mn.us.