

Internal Memo

Date: July 28, 2026

To: HR Directors and Designees; SEMA4 HR Users

From: Jeff Moe, Human Resources Business Systems Manager

RE: Latest I-9 Form Now Available in Self Service and SEMA4

United States Citizenship and Immigration Services (USCIS) has published a new version of Form I-9, *Employment Eligibility Verification*. This latest version, which expires May 31, 2027, is now installed in Self Service and SEMA4. By August 1, 2026, state agencies must use the new version either in Self Service/SEMA4 or the [PDF form published by USCIS](#). According to USCIS, changes to the form are limited to some minor wording revisions. There are no changes to how agencies process Form I-9.

State agencies must ensure that employees have access to the Form I-9 Instructions 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:

- Tia Chester at Tia.Chester@state.mn.us
- Nancy Thao at Nancy.L.Thao@state.mn.us

If you have questions about HR/LR Policies, Procedures, and General Memos related to Form I-9, please contact MMB's Enterprise Employment and Labor Counsel: Colleen Bharadwaj at colleen.a.bharadwaj@state.mn.us or Sue Kangas at sue.kangas@state.mn.us