

**Date:** December 6, 2016  
**To:** HR Directors and Designees; SEMA4 HR Users  
**From:** Nancy Erickson, Enterprise Human Resources, MMB  
**Subject:** Revised Form I-9 Required by January 22, 2017

On November 14, 2016, U.S. Citizenship and Immigration Services (USCIS) published a revised version of Form I-9, Employment Eligibility Verification (see “Form I-9” link below).

By January 22, 2017, agencies must use the new version, dated “11/14/2016 N.” Until then, agencies can either continue to use the previous version dated “03/08/2013 N” or begin using the new version.

We anticipate receiving the Self Service Form I-9 update from our vendor soon. Once received, we will work to implement the new Form I-9 in Self Service by the January deadline.

We will communicate updates as we get closer to January 22.

## Resources

[USCIS News Release](#)

[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:**

Judi Kaper at 651-259-3649 or [Judi.Kaper@state.mn.us](mailto:Judi.Kaper@state.mn.us)

Mary O’Connor at 651-259-3633 or [Mary.OConnor@state.mn.us](mailto:Mary.OConnor@state.mn.us)

Bill Ziegler at 651-259-3761 or [William.K.Ziegler@state.mn.us](mailto:William.K.Ziegler@state.mn.us)