

December 2007

## Employers Must Begin Using Newly Revised Form I-9 Effective on December 26, 2007

Although this is the busy holiday season, we wanted to remind everyone that the newly revised USCIS Form I-9 becomes effective on December 26, 2007 (see previous [Client Alert](#)). All previous versions of the Form I-9 will not be valid after the effective date and use of the older versions may subject employers to possible fines and penalties.

Employers must complete the new Form I-9 for each new hire. However, they are not required to complete new forms for existing employees if they already have properly completed forms on file. The new form must also be used for reverifications. Updating Section 3 of an older version will not be allowed.

Employers are reminded that an employee is no longer required to provide his or her Social Security Number unless the employer uses the E-Verify system.

The new Form I-9 is available in English and Spanish. The Spanish version may be used as guidance for employees, but the English version must be completed and retained by the employer in all 50 states and other U.S. territories, excluding Puerto Rico. Employers in Puerto Rico may use and retain the Spanish version.

For more information regarding these changes, please contact Stuart Brock in our Charlotte office ([email](#) or 704-331-4975), the Womble Carlyle attorney with whom you already work, or one of the attorneys in the [Womble Carlyle Labor and Employment Group](#).

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