

LEGAL UPDATES

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Federal Government Releases New I-9 Form for Employers

Beginning April 3, 2009, all employers must start using the new I-9 Form, which is available through the U.S. Citizenship and Immigration Services web site. Also available from the web site is the new I-9 Handbook for Employers, which is a valuable resource.

Employers should:

Continue use of the current I-9 Form through April 2;

After April 2, require each newly hired employee to complete **Section 1** of the new form on the first day of employment;

Complete **Section 2** of the form by the third day of employment; and

Continue retention of I-9 Forms for all current employees and for former employees for 3 years from the date of hire, or 1 year from the date of termination, whichever is later.

Contact Info

If you have any questions about the new I-9 Form, please contact Toni Blackwood at 816.983.8152 or any of our immigration attorneys within the Labor & Employment department.

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