MEMORANDUM

DATE: February 17, 2017

TO: Local Workforce Development Board (LWDB) Executive Directors

FROM: Lois A. Scott, Chief, Bureau of One-Stop and Program Support

SUBJECT: Revised Employment Eligibility Verification Form I-9

The United States Citizenship and Immigration Services (USCIS) has revised the Employment Eligibility Verification Form, I-9. Local Workforce Development Boards (LWDBs) must begin using the revised form immediately. The revised Form I-9 is streamlined for completion electronically. Enhancements include drop-down lists and calendars for filling in dates, on-screen instructions for each field and an option to finalize or clear the form and start over. Please see the table below for a summary of changes to the form.

<table>
<thead>
<tr>
<th>Revised I-9 Summary of Changes</th>
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<tbody>
<tr>
<td>Instructions</td>
</tr>
<tr>
<td>Section 1. Employee Information and Attestation</td>
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<tr>
<td>Section 1. Preparer and/or Translator Certification</td>
</tr>
<tr>
<td>Section 2. Citizenship/Immigration Status</td>
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<tr>
<td>Section 2. Additional Information</td>
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</tbody>
</table>
Section 3. Document Title | Addition of a drop-down of approved documents to establish employment authorization.

Please see the links below to access the revised I-9 form and employer handbook for guidance when completing the I-9:

- [Employment Eligibility Verification Form I-9](#)
- [Instructions for Form I-9](#)
- [Handbook for Employers, Guidance for Completing Form I-9](#)

If you have questions please send an e-mail to: [Wagner.Peyser@deo.myflorida.com](mailto:Wagner.Peyser@deo.myflorida.com).

LAS/oss

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