

I-9 Reverifying FAQ

Form I-9 Reverifying Employees

The Form I-9, Employment Eligibility Verification, is used to verify the identity and employment authorization of employees. Employers must reverify the employment eligibility no later than the date an employee's work authorization expires. For reverification, Section 3 of the Form I-9 may be used; however, if Section 3 has already been used for a previous reverification or update, a new Form I-9 must be used. If a new form is used, the employee's name should be written in Section 1, Section 3 must be completed, and employers must retain the new form with the original.

Employee Requirements

The employee must present a document that shows either an extension of the employee's initial employment authorization or new work authorization. If the employee cannot provide proof of current work authorization (for example, any document from List A or List C, including an unrestricted Social Security card), the individual cannot continue to be employed.

Employer Requirements

If an employer rehires an employee who previously completed a Form I-9, the employer may **reverify** on the employee's original Form I-9 (or on a new Form I-9 if Section 3 of the original was used) if both:

- The employer rehires the employee within three years of the initial date of hire; and
- The employee's previous grant of work authorization expired, but the employee is currently eligible to work on a different basis or under a new grant of work authorization than when the original Form I-9 was completed.

To **reverify**, employers must:

- Record the date of rehire.
- Record the document title, number, and expiration date (if any) of any document(s) presented.
- Sign and date Section 3.
- If using a new Form I-9, write the employee's name in Section 1.

If an employer rehires an employee who has previously completed a Form I-9, the employer may **update** on the employee's original Form I-9 or on a new Form I-9 if both:

- The employee is rehired within three years of the initial date of hire.
- The employee is still eligible to work on the same basis as when the original Form I-9 was completed.

To **update**, employers must:

- Record the date of rehire.
- Sign and date Section 3.
- If using a new Form I-9, write the employee's name in Section 1.

Employers always have the option of completing Sections 1 and 2 of a new Form I-9 rather than completing Section 3 when rehiring employees.

For More Information

For more information on I-9 Documentation and Lists of Acceptable Documents, go to the U.S. Citizenship and Immigration Services website at www.uscis.gov.