



This article presents general guidelines for Ohio nonprofit organizations as of the date written and should not be construed as legal advice. Always consult an attorney to address your particular situation.

LEGAL ALERT

New Form I-9 Becomes Mandatory on November 1, 2023

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Starting November 1, 2023, employers must use the new version of [Form I-9](#) released by U.S. Citizenship and Immigration Services on August 1, 2023.

Background

All employers are required to complete a Form I-9, Employment Eligibility Verification, for every person hired for employment after November 6, 1986.

On August 1, 2023, U.S. Citizenship and Immigration Services published a new version of Form I-9. Since August 1, 2023, U.S. Citizenship and Immigration Services has permitted employers to continue using the prior version of Form I-9 (10/21/2019 Edition). Beginning November 1, 2023, employers must use the most recent version of Form I-9 (08/01/2023 Edition).

What This Means

No later than November 1, 2023, employers must begin using the most recent version of Form I-9 (08/01/2023 Edition).

Given the number of revisions made by U.S. Citizenship and Immigration Services on the most recent version of Form I-9, employers should familiarize themselves with the most recent version of Form I-9 prior to November 1, 2023. The most recent version of Form I-9:

- Reduces Sections 1 and 2 to a single-sided sheet;
- Is designed to be a fillable form on tablets and mobile devices;
- Moves the Section 1 Preparer/Translator Certification area to a separate, standalone supplement that employers can provide to employees when necessary;
- Moves Section 3, Reverification and Rehire, to a standalone supplement that employers can print if or when rehire occurs or reverification is required;



- Revises the Lists of Acceptable Documents page to include some acceptable receipts as well as guidance and links to information on automatic extensions of employment authorization documentation;
- Reduces Form instructions from 15 pages to 8 pages; and
- Includes a checkbox allowing employers to indicate they examined Form I-9 documentation remotely under a DHS-authorized alternative procedure rather than via physical examination.

What's Next

Employers who complete Form I-9 electronically through onboarding software should contact their onboarding software provider to ensure the most recent version of Form I-9 will be used starting no later than November 1, 2023.

Need Legal Advice?

If you are a PBPO client and have questions regarding the content of this article or need legal assistance, please contact us at info@pbpohio.org or (513) 977-0304.

Not a Client? Apply to become a client by submitting a [Request for Legal Assistance online](#), or contact us at info@pbpohio.org.

About the Author

[Michael T. Lasonczyk](#) is an attorney at Taft Stettinius & Hollister LLP in Cincinnati Ohio. His practice focuses on employment-based immigration law wherein he counsels employers on I-9 and E-Verify compliance and sponsorship of employees for immigrant and nonimmigrant status.