

# Mass Workforce Issuance

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**Workforce Issuance No. 13-28**

☐ Policy ☒ Information

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**To:** Chief Elected Officials  
Workforce Investment Board Chairs  
Workforce Investment Board Directors  
Title I Administrators  
Career Center Directors  
Title I Fiscal Officers  
DCS Operations Managers

**cc:** WIA State Partners

**From:** Alice Sweeney, Director  
Department of Career Services

**Date:** May 20, 2013

**Subject:** New I-9 Form (Employment Eligibility Verification)

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**Purpose:** To notify Local Workforce Investment Boards, One-Stop Career Center Operators and other local workforce investment partners of the new I-9 Form available for download.

**Background:** The U.S. Citizenship and Immigration Services (USCIS) issues the [I-9 Form](#). This form is used for verifying the identity and employment authorization of individuals hired for employment in the United States. The I-9 form was updated as of March 8<sup>th</sup>, 2013 and is now in effect and no previous versions can be used as of the week of May 6<sup>th</sup>, 2013. A Spanish version of the form is available for reference within the 50 states and U.S. territories but must be completed in English. The Spanish version may be officially used in Puerto Rico ONLY.

The I-9 form updates include:

- Improved instructions and revised layout
- Added data fields for foreign passport information, telephone and email

**Effective:** Immediately.

**Inquiries:** Information about the Form I-9 is available from the USCIS Web site at [www.uscis.gov/I-9Central](http://www.uscis.gov/I-9Central), by emailing USCIS at [I-9Central@dhs.gov](mailto:I-9Central@dhs.gov), or by calling 1-888-464-4218. For TDD (hearing impaired), call 1-877-875-6028.