



I-9 Verification

Dear Reader:

The following document was created from the MTAS website ([mtas.tennessee.edu](https://www.mtas.tennessee.edu)). This website is maintained daily by MTAS staff and seeks to represent the most current information regarding issues relative to Tennessee municipal government.

We hope this information will be useful to you; reference to it will assist you with many of the questions that will arise in your tenure with municipal government. However, the *Tennessee Code Annotated* and other relevant laws or regulations should always be consulted before any action is taken based upon the contents of this document.

Please feel free to contact us if you have questions or comments regarding this information or any other MTAS website material.

Sincerely,

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Reference Number: MTAS-2012

The U.S. Citizenship and Immigration Service publishes handbooks and manuals to help employers comply with the verification rules. The most important is the M-274, Handbook for Employers: Guidance for Completing Form I-9 (Employment Eligibility Verification Form) (Rev. 7/17/17 N) (<https://www.uscis.gov/i-9-central/handbook-employers-m-274> [1]). This section summarizes the employer I-9 verification responsibilities as outlined in the handbook. Both the form and the manual have been revised and prior versions can no longer be used after September 18th, 2017.

Current law (8 U.S.C. § 1324(b)) requires all employers in the U.S. to complete an Employer Eligibility Verification form (Form I-9) for each newly hired employee to verify each employee's identity and eligibility to work. According to the manual, "to comply with the Immigration Reform and Control Act's I-9 requirements, the verification should be done by an in-person inspection of the original document that shows an employee's identity and his/her eligibility to work in the United States. A record of the employer's verification is made and retained on the Form I-9 for each person hired by the organization."

On July 17, 2017, the new form was released. The new form expires on August 31, 2019. Employers should use the revised form with the August 31, 2019 expiration deadline until USCIS provides an updated form. See <https://www.uscis.gov/i-9> [2] for the form and I-9 Central for the most up-to-date information.

Links:

[1] <https://www.uscis.gov/i-9-central/handbook-employers-m-274>

[2] <https://www.uscis.gov/i-9>

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