


February 3, 2020

TO: Principal Investigators and Project Staff who assist new hires in completing Form I-9, Employment Eligibility Verification

FROM: Nelson Sakamoto, Director of Human Resources 

SUBJECT: **Effective January 31, 2020 - New Version of Form I-9, Employment Eligibility Verification**

On January 31, 2020, the U.S. Citizenship and Immigration Services (USCIS) announced a new version of the Form I-9, Employment Eligibility Verification. This new version contains minor changes to the form and its instruction.

For the minor changes to the form, USCIS added Eswatini and North Macedonia to the Country of Issuance field in Section 1 and the foreign passport issuing authority field in Section 2, per those countries' recent name changes. These changes are only visible when completing the fillable Form I-9 on a computer (not the paper Form I-9). USCIS also updated the following in the form instructions:

- Clarified who can act as an authorized representative on behalf of an employer
- Updated USCIS website addresses
- Provided acceptable document clarifications
- Updated the process for requesting the paper Form I-9
- Updated the DHS Privacy Notice

Effective immediately, RCUH Human Resources will utilize the new version of the Form I-9. All new hires will be required to complete the revised version, dated 10/21/2019. Federal law requires all employers to verify the identify and employment eligibility of all individuals to work in the United States. Form I-9 must be completed as part of the new hire process.

Please click on the links below for more detailed information about the new version of Form I-9.

[USCIS Announcement](#)

[Form I-9](#)

[I-9 Central](#)

Should you have any questions, please contact RCUH Human Resources via phone 808-956-7307 or rcuh_employment@rcuh.com.