he new version of [Form I‑9, Employment Eligibility Verification](https://www.uscis.gov/i-9) is now available for use. This version contains changes to the form and instructions, including shortening the Form I‑9 to one page and reducing the instructions to eight pages.

What Form I‑9 versions may be used

* Beginning Nov. 1, 2023, only the new Form I‑9 dated "08/01/23” may be used.
* The Form I‑9 dated "10/19/2019” may continue to be used through Oct. 31, 2023. The version date can be found at the lower left corner of the form.
* A revised Spanish Form I‑9 dated “08/01/23” is available for use in Puerto Rico only.

A [summary of changes](https://www.uscis.gov/sites/default/files/document/fact-sheets/FormI9SummaryofChangesFactSheet.pdf) to the Form I‑9 and instructions is available online.

Beginning August 1, employers may remotely examine employees’ Form I‑9 documents provided they are enrolled in E-Verify. The alternative procedure is detailed in a [notice in the Federal Register](https://www.federalregister.gov/documents/2023/07/25/2023-15533/optional-alternative-1-to-the-physical-document-examination-associated-with-employment-eligibility) published on July 25, 2023.

Find out how to enroll in E‑Verify on the [Enrolling in E‑Verify](https://www.e-verify.gov/employers/enrolling-in-e-verify) page. More information on the alternative procedure for remote examination of documents as well as document retention requirements is available on the [Remote Examination](https://www.uscis.gov/i-9-central/remote-examination-of-documents) page.

For more information on Form I‑9, visit [I‑9 Central](https://www.uscis.gov/i-9-central) or join a free [Form I‑9 webinar](https://www.uscis.gov/i-9-central/form-i-9-resources).

Employers enrolled in E-Verify during the COVID-19 temporary flexibilities may use an alternative procedure to satisfy the requirement of physically examining Form I-9 documents that had been examined remotely under the COVID-19 flexibilities.

In May 2023, [ICE announced](https://www.ice.gov/news/releases/ice-updates-form-i-9-requirement-flexibility-grant-employers-more-time-comply) that employers had until August 30, 2023, to physically inspect all documents that had been examined remotely using the COVID-19 flexibilities.

On July 25, 2023, DHS announced an alternative procedure for Form I-9 in a [Federal Register Notice](https://www.federalregister.gov/documents/2023/07/25/2023-15533/optional-alternative-1-to-the-physical-document-examination-associated-with-employment-eligibility). Based on the Notice, employers who meet four requirements may choose an alternative procedure in lieu of physically examining Form I-9 documentation that had been examined remotely under the COVID-19 flexibilities.

To qualify for the alternative procedure, the employer must have:

1. performed remote examination of an employee’s documents between March 20, 2020, and July 31, 2023;
2. been enrolled in E-Verify at the time they completed the Form I-9 for that employee;
3. created a case in E-Verify for that employee (except for reverification); and
4. be currently enrolled in and continue to participate in E-Verify.

**Employers who do not meet all four requirements must perform an in-person physical examination of documents by August 30, 2023**.

All E-Verify employers that choose the alternative procedure instead of physical examination must follow the instructions for the alternative procedure in this guidance. Even if the employer performed steps similar to the alternative procedure at the time of hire, the employer must still complete the steps of the new alternative procedure to finalize the Form I-9. Employers may not unlawfully discriminate when using this procedure based on a protected characteristic, such as by deciding that certain employees are not eligible for the alternative procedure.