

IRCA Employment Eligibility Verification: Form I-9 Requirements

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General Requirements.

Federal law requires all employers in the United States to complete Form I-9 within three days of hiring an employee. Note: Even employees who are unpaid volunteers may be covered under this law. The purpose of IRCA, The Immigration Reform and Control Act, is to help control illegal immigration by holding employers responsible for determining employment eligibility for each employee. The federal government then checks to see if the employer's records are accurate and complete.

While IRCA has been law since 1986, it has gotten special attention since September 11, 2001. This law is now administered under the Department of Homeland Security (DHS). The Immigration and Naturalization Service has been replaced under the DHS by a new agency called U.S. Citizenship & Immigration Services (USCIS). The new agency is currently updating its forms and policies.

Completing Form I-9.

In order to be sure you have the latest information to properly comply with this law and complete Form I-9, it is recommended that you follow these steps:

1. Use your computer to contact the USCIS. Their web address is:
[Http://uscis.gov/graphics/formsfee/forms/I-9.htm](http://uscis.gov/graphics/formsfee/forms/I-9.htm)
2. Read this page first because it contains all the latest changes and instructions for completing form I-9.
3. Download form I-9 by clicking on it and read it carefully, noting any changes.
4. Complete the form according to the instructions.
5. If you want more information go to address below called **About Form I-9:**
[Http://uscis.gov/graphics/howdoi/faqeev.htm](http://uscis.gov/graphics/howdoi/faqeev.htm)