

Cox Smith Immigration and International Trade E-Alert

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U.S. Citizenship and Immigration Services Releases Revised M-274, The Handbook for Employers

On January 5, 2011, the U.S. Citizenship and Immigration Services (USCIS) released a newly revised version of the M-274 Handbook for Employers, Instructions for Completing Form I-9, on their public website, which is located at <http://www.uscis.gov/files/form/m-274.pdf>.

This latest revision of the M-274 includes many changes from the prior version (rev. April 3, 2009), including, but not limited to, the following:

- No index, but a more detailed Table of Contents;
- Detailed explanations of how to reverify and record evidence of status for certain categories, including lawful permanent residents, refugees and asylees, temporary protected status, exchange visitors and students, H-1B, H-2A, and other nonimmigrant categories where extensions of stay have been filed;
- Instructions on how to record name changes for current employees;
- Instructions on how to deal with interruptions of employments, such as leaves of absence, layoffs, corporate mergers; and
- Updated instructions on electronic I-9 completion, signature, and retention.

The USCIS has also included some new List A sample document images, including:

- The newly redesigned permanent resident card, which has been in circulation since May 11, 2010;
- The redesigned back of the employment authorization document, which includes a machine-readable strip;
- A sample Form I-20;
- A sample Form DS-2019; and
- List A documents that are acceptable in the Commonwealth of the Northern Mariana Islands to establish identity and work authorization.

If you would like further information regarding The Handbook for Employers or and for a description of the Firm's Immigration and International Trade Practice Group and a listing of attorneys, please [click here](#).

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