

**From:** U.S. Citizenship and Immigration Services [mailto:uscis@public.govdelivery.com]  
**Sent:** Monday, February 10, 2014 2:23 PM  
**To:**  
**Subject:** FORM I-9: New Vignettes Make it Easier

USCIS just released [three short video vignettes](#) for employees and employers that demonstrate how to complete the Employment Eligibility Verification Form I-9. Watch the new Form I-9 videos and learn how to complete Sections 1, 2, and 3. Each vignette walks the viewer through the key steps in four minutes or less.

Here's a synopsis of each vignette:

#### [Section 1 of Form I-9:](#)

- **Must be completed by the employee**
- **Explains each data field**
- **Highlights new phone number and email address optional fields**
- **Shows you how to fill in new foreign passport and country of issuance data fields**
- **Employers may want to make this video available to new employees**

#### [Section 2 of Form I-9:](#)

- **Must be completed by the employer for each person hired**
- **Illustrates important deadlines and instructions**
- **Explains employers' responsibilities**
- **Includes important reminders**

#### [Section 3 of Form I-9:](#)

- **Completed by the employer for reverification and rehiring**
- **Displays an on-screen checklist for hiring managers**
- **Explains which employees have to be re-verified**
- **Shows examples of documents not to re-verify**

[Visit I-9 Central](#) or view the [Handbook for Employers Guidance for Completing Form I-9 \(M-274\)](#) for more information.

Please forward this announcement to your colleagues.

Please do not reply to this message. See our [Contact E-Verify](#) page for phone numbers and e-mail

**addresses.**

---