

**Summary:**

The U.S. Department of Homeland Security announced that it will defer the requirements for employers to review Form I-9 documents in-person with new employees. Employers with employees taking physical proximity precautions due to COVID-19 will not be required to review the employee's identity and employment authorization documents in the employee's physical presence.

**What This Means:**

- Employers are not required to review the employee's identity and employment authorization documents in physical presence.
- Employers may inspect the documents remotely by using video conference, fax, or email, etc.
- Employers are required to enter COVID-19 as the reason for the delay in physical inspection in the Additional Information field on the I-9 form.

**Once Normal Operations Resume:**

- All employees who were onboarded using remote verification must report to their employer for in-person verification of their identity and employment eligibility documentation.
- Once the documents have been physically inspected, the employer should add "documents physically examined" with the date of inspection to the Section 2 Additional Information field.
- Copies of the documents should be kept per the usual requirements.
- Once the documents have been physically inspected, the employer should add "documents physically examined" with the date of inspection to the Section 2 Additional Information field on the Form I-9, or to section 3 as appropriate.

*Due to the continued precautions related to COVID-19, DHS has extended this policy to June 18.*