



## **URGENT Client Memo**

To: Simple HR Clients

From: David Jefferson, Vice President  
Company Operations and Human Resources

Date: March 25, 2020

Subject: DHS Updates Concerning the Form I-9

---

---

The Department of Homeland Security (DHS) understands that provisions must be made for employers who are completing the Form I-9 for new hires. The DHS has issued a few temporary adjustments regarding completion of the Form I-9. These changes will remain in effect for 60 days or within 3 business days after the termination of the national emergency, whichever comes first.

Typically, an employee must present their documentation on site and the employer must acknowledge that they observed the physical documents. However, due to physical proximity precautions, employers do not have to physically view the documents. In light of these precautions, employers now may inspect the documents remotely via email, fax, video link, etc. Employers are still required to and obtain, inspect, and retain copies of the documents within three business days. Employers should also enter COVID-19 as the reason for the physical inspection delay in the additional information field in Section 2, until physical inspection takes place after normal operations resume. Once the documents have been inspected, the employer should add “documents physically examined” with the date of inspection to the Section 2 additional information field or Section 3 as appropriate.

Due to office closures and because employees are unable to be present, any Tentative Non-confirmation (TNC) cases will be given a grace period. Employers must allow these employees to continue working while their E-Verify status is pending.

Please feel free to contact our Human Resources department with any questions you have.